

Student Program Registration and Facility Request Form

To be completed by the sponsoring student organization/student group/student

Submit completed form to Room 125 HUB-Robeson Center (HRC) to arrange program registration advising meeting.

Student Organization Name (no abbreviations): _____

ASA account # _____ Name (*primary contact*): _____

Student ID Number: _____ Phone: _____ Email: _____

Will UPAC (University Park Allocation Committee) funds be requested for this program? Yes _____ No _____

Please check the categories that best describe your program: Banquet Career Fair Class Comedian
 Community Service/Leadership Concert Conference Cultural Critical Social Issue Dance
 Educational Fashion Show Films Fundraiser Information Fair Lecture Panel Discussion
 Reception Rehearsal Religious Sale Seminar Social Workshop Other: _____

Name of Program: _____

Anticipated Attendance: _____ Proposed Location: _____

Date(s) (include day of the week): _____ Time(s): _____

Will additional time be needed for: Setup Time: _____ Tear Down: _____

Description of program (please provide as much detail as possible, include supporting documents if necessary): _____

As part of your program, do you plan to reserve one of the HUB information tables? Yes _____ No _____

If yes, for what dates: _____

Will food be served? Yes _____ No _____ If yes, explain what will be served. _____

Is this program being co-sponsored/planned with another organization, group, or department? Yes _____ No _____

If yes, please list them here: _____

Would you like our staff to add your event to the campus-wide WebEvent calendar? Yes _____ No _____

Is this program a fundraiser? Yes _____ No _____

If yes, and you are selling a product, please describe: _____

If you are not selling anything, please describe the nature of your fundraiser: _____

Will you or anyone else be charging registration and/or admission fees either prior to or at the program? Yes _____ No _____

If yes, what will the price be for: students \$ _____, staff/faculty \$ _____, community members \$ _____

Approximate overall cost of program \$ _____.

Will anyone or a company be providing a service at your program? Yes _____ No _____

If yes, please explain (i.e. speaker, dj, showing a film, performance etc.). _____

Will you be paying honoraria or any other expenses for this service i.e., travel, meals, lodging, stage, lights, sound, etc.?

Yes _____ No _____ Will any payments be made to an individual person? Yes _____ No _____

If checks are made to individuals, a minimum of 15 days will be needed to process payment.

Will the honoraria cost for any individual speaker/performers be over \$10,000? Yes _____ No _____

Will this program contain the presentation of material, whether oral, written, or visual, which is sexually explicit or graphically violent? Yes _____ No _____ If yes, explain. _____

Will community members (not students, faculty or staff) be participating in this program? Yes _____ No _____

If yes, will anyone under the age of 18 be participating? Yes _____ No _____

Comments:

- If requesting UPAC funds, you must go to 229 HUB-Robeson Center to sign out a budget request from UPAC.
- Tickets are required since there is admission for your program. All ticketed programs must have a ticket accountability form completed with the Associated Student Activities (ASA) office (240 HRC) prior to the selling of tickets.
- Since the cost of your admission ticket is \$5.00 or more, the impact fee of \$.50 per ticket will apply. ASA will explain the special wording necessary to be placed on each ticket (240 HRC).
- Since funds are being collected for this program, all funds must be deposited directly into your ASA account immediately following your program (240 HRC).
- A waiver form to serve food will need to be completed with the Events Management Office (125 HRC).
- Contracts are required for this program and must be issued by the University. You will need to go to 230 HUB-Robeson Center to make an appointment once your funding has been secured or 20 academic days before your program, whichever is first.
- Contracts are not required for this program.
- Security is required for this program. (A pre-event meeting must be held 10 business days in advance to coordinate security with Police Services. The venue representative will assist in scheduling this meeting.)
- Other details: _____

Signatures: The Program Registration Advisor signature does not indicate approval of a program, only that the program has been registered. This form outlines the offices that must be worked with in order to conduct your program based on the information provided. **(The Program Registration Advisor will place an "X" by all required signatures and N/A for those not required.)**

_____ Date _____ Date
 Student Organization Representative Program Registration Advisor

Facility Reservation Details (Events Management- 125 HRC or Venue Representative)

_____ Date _____ Date
 Tentative Hold on Space Reservation Confirmed

Addendum Attached on _____ (date) *Do not obtain signatures on addendum until you've met with the Program Registration Advisor*

_____ Date _____ Date
 UPAC (229 HRC) to sign out budget request form Contract Signatory (230 HRC)

_____ Date _____ Date
 ASA (240 HRC) ticket accountability form/Purchase Order Barry Bram (209 HRC) for approval of sexually explicit or graphically violent material

_____ Date _____ Date
 Other Other

Deadlines prior to program date (to be determined by each area as necessary):
 UPAC deadline to submit request: 40 academic days prior to program (229 HRC, UPAC Office)
 Start contract process: 20 academic days prior to program (230 HRC, Center for Student Activities and Programming)
 Submit completed contract: 10 academic days prior to program (230 HRC, Center for Student Activities and Programming)
 Room Set-up: Determined by Events Management Office (125 HRC) or Venue Representative
 Check Request: Consult with Program Registration Advisor or ASA (240 HRC)
 Other deadline: _____

For Office Use Only
DATE: _____
 No Review
 Expedited Review
 Full Review
Initials: _____