

# Associated Students Activities Checklist

## Activity Information:

Activity Date:\_\_\_\_\_ Start Time:\_\_\_\_\_ End Time:\_\_\_\_\_

Sponsoring Organization:\_\_\_\_\_ Contact Name:\_\_\_\_\_

Contact Phone:\_\_\_\_\_ Contact Email:\_\_\_\_\_

Activity Title:\_\_\_\_\_

Activity Description:\_\_\_\_\_

## Venue:

1 Location/Building:\_\_\_\_\_

2 Room/Area:\_\_\_\_\_

3 Facility Held/Reserved?/Audio-Visual needed? Yes  No

## Logistics:

4 Estimated Attendance:\_\_\_\_\_

5 Is the Activity Open to the Public? Yes  No

6 How is the activity being publicized?\_\_\_\_\_

7 Will the activity require parking arrangements? Yes  No

## Funding and Money

8 Is the activity a fundraiser? Yes  No

9 Will sales of any sort be conducted at this activity? Donations? Yes  No  
What?\_\_\_\_\_

10 What is the source of funding?\_\_\_\_\_

11 Is there co-sponsorship with another organization? Yes  No

## Event Management:

12 Will there be Outdoor Amplified Sound? Yes  No

13 Is the activity potentially controversial? Yes  No

14 Is the activity very popular? Yes  No

15 Has the activity been widely publicized off-campus? Yes  No

16 Is there admission or ticketing? Yes  No

17 Does the activity require a security or event management plan? Yes  No

## Risk:

18 Is there local transportation involved in this activity? Yes  No

19 Is there other travel involved in this activity? Yes  No

20 Is there physical activity that may pose a risk to participants? Yes  No

21 Is the event taking place off-campus? Yes  No

## Food/Beverage:

22 Will Food/Beverage be served at this activity? Yes  No

23 What is the source? Aztec Shops  Under 20 participants Other

24 What Food will be provided?\_\_\_\_\_

25 Will Alcohol be served at this event? Yes  No

### Advisor Use Only

Copy of Space Hold

Copy of Advertising  
 Submit Parking Request

Aztec Shops Approval  
 Bus Office  
 Bus Office

OAS Form  
 Event Plan  
 Event Plan  
 Event Plan  
 Ticket Agreement&Event Plan  
 Event Plan

Bus Office  
 Bus Office  
 Bus Office  
 Bus Office

Shops Approval if "Other"  
 EHS Approval if " Other"  
 AARF

Aztec Shops Food Approval\_\_\_\_\_ EHS Approval\_\_\_\_\_ Aztec Shops Sales Approval\_\_\_\_\_

Event Plan: Facility Sig.\_\_\_\_\_ Public Safety Sig.\_\_\_\_\_ Funding Approval:\_\_\_\_\_

Associated Students Approval:\_\_\_\_\_ Advisor Approval:\_\_\_\_\_ Date:\_\_\_\_\_

All A.S. Boards and Programs must have A.S. approval two weeks before event. Boards, Committees, Commissions and College Councils: see Jennifer Esquivel-Parker; Aztec Student Union Board (ASUB) events and programming: see Daphney Bitanga; and Recreation-related events: see DeJuan Benford.