

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 AS Boards and Programs must have A.S. approval two weeks before event. Boards, Committees and College Councils: see Jennifer Esquivel-Parker; ASUB events and programming: see Veronica Perondi; and Recreation-related events: see DeJuan Benford.