

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.