



# Campus Event Proposal

Date submitted \_\_\_\_\_

*This box for office use only*  
 Email sent ~ Date: \_\_\_\_\_  
Submitted to calendar

PLEASE NOTE: This proposal must be turned in no later than **three** weeks



less than three weeks, it will not be approved.

Name of group, club or organization responsible for the event \_\_\_\_\_

Student Leader responsible \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Club Advisor responsible \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

## Event Details

Name of event \_\_\_\_\_ Date of event \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Desired location \_\_\_\_\_

Admission requirements (Example: free with student ID or \$5 w/out) \_\_\_\_\_

Provide a detailed description of your event:

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Please have the first page approved before completing the rest of this proposal by the Dir. of Student Life

\_\_\_\_\_  
Dir. of Student Life, Michelle Brown

\_\_\_\_\_  
Date

## Event Planning Instructions

In planning an event there are steps required and considerations to make. In order to help you with the planning process, we have laid out the following steps and required signatures needed to put on a campus

wide event. When you have completed the following four pages, please take this to Student Life for final approval from Director Michelle Brown. Once your event is approved we will post it on the campus calendar and help provide you with marketing materials for your event i.e. paper, markers and A-frames. If you have any questions with this form or about planning an event, Student Life is happy to help.

## Event Location and Reservations

For location reservations please refer to the following grid. If you plan on scheduling the GSC or Bell Tower, you will need to get a green reservation slip from Student Life before scheduling with Diane Adams. Please be prepared to provide the following contacts with event times and set up needs.

Location	Who to contact	Phone #
The Plaza or Noyes Bldg.	President Leadership Team	435-283-7002
GSC or Bell Tower	Diane Adams	435-283-7100
AC, Practice Field or Eph. Sports Complex	Carol Green	435-283-7040
Eccles Theater (Usage fee)	Trent Bean	435-283-7480
Jorgensen Concert Hall (Usage fee)	Sherry Nielson	435-283-7472

What location have you reserved? \_\_\_\_\_

If your event is outside, do you have an indoor location reserved in case of bad weather? Yes No

If yes, where? \_\_\_\_\_ If you end up moving your event indoors, you must notify Campus Services four hours in advance so there is enough time to relocate any tables, chairs, etc.

## Snow College Dining Services

If you are planning on serving food of any type, you must contact Snow College Dining Services at 435-283-7270, [snowcatering@snow.edu](mailto:snowcatering@snow.edu). Campus policy states that all campus events must use Snow College Dining Services or get prior approval to do otherwise from the Annette Taylor, Director of Snow's Dining Services. Please give them at least three weeks' notice for your food order.

## Sound Systems and DJ's

1. Does your event require a sound system or technical support? Yes No

DJ	Phone #	Email	Expertise
JD Fox	435-340-0709	<a href="mailto:jdfox@midutahradio.com">jdfox@midutahradio.com</a>	MC, lighting and sound
Marcus Wing	801-549-7325	<a href="mailto:marcuswing@hotmail.com">marcuswing@hotmail.com</a>	DJ
Ryan Chisolm, DJ Bangarang	314-724-4841	<a href="mailto:djbangarang12@gmail.com">djbangarang12@gmail.com</a>	DJ

## Campus Services for Outdoor Events

1. Is your event outdoors? If you circle no, move onto the next section. Yes No

2. Do you need to coordinate with campus services to have sprinklers turned off? Yes No

- |  |     |    |
|--|-----|----|
| 3. Do you need water/hoses at your event?  | Yes | No |
| 4. Does your event require extra/alternate power?  | Yes | No |
| You may be required to fill out a Vendor Electrical Needs Form.  |     |    |
| 5. Are you planning on putting any stakes in the ground?   | Yes | No |
| Stakes must be two feet from the sidewalk edge to avoid sprinkler lines and you must have permission from Campus Services before driving anything into the ground. |     |    |
| 6. Do you need tables, chairs or garbage cans placed outside? (complete work order)  | Yes | No |
| If yes how many of each? Tables_____ Chairs_____ Garbage cans _____  |     |    |
| 7. If your event poses any potential fire hazards please list them here: _____   |     |    |

If you circled any of the above yes, please take this form to Leslee Cook, Director of Campus Services for approval and instruction. She is located in the Physical Facilities Bldg., [leslee.cook@snow.edu](mailto:leslee.cook@snow.edu), 435-283-7221. Once approved you will need to fill out a maintenance request. On the campus website under the Offices drop down list choose Campus Services. On the right hand side box choose “Work Orders.” This will take you to a new page. Click on the link in the middle of the page “Online Work Order.” Fill this form out completely, including as much detail as possible in the description box. When it is complete select the submit button and you are done.

\_\_\_\_\_  
Facilities Director, Leslee Cook

\_\_\_\_\_  
Date

## Risk Management, Contracts & Campus Safety (Police) \_\_\_\_\_

- |   |     |    |
|---|-----|----|
| 1. Are you contracting with an outside vendor? (DJ, inflatables, entertainer, etc.)   | Yes | No |
| If yes, you will need to talk with the Risk Manager, Staci Taylor prior to executing a contract. Snow College requires an insurance certificate from outside vendors. They must carry liability insurance. A copy will need to be turned into Staci Taylor for review prior to signing of any contract.   |     |    |
| 2. Does your event pose any physical risk? (Slip-n-slides, rock walls, inflatables, etc.)   | Yes | No |
| If your event is physically risky, it may be determined that a liability waiver must be signed by each student that participates in the activity. Risk Management will provide you with the correct copy of the waiver. Each student must sign one and you must keep them on file for three years. This is in case of injury or potential law suit. |     |    |
| If you circled yes, please email Staci Taylor, <a href="mailto:staci.taylor@snow.edu">staci.taylor@snow.edu</a> to schedule an appointment 283-7120   |     |    |

\_\_\_\_\_  
Risk Manager, Staci Taylor

\_\_\_\_\_  
Date

### Contracts and Service Agreement

- In addition to the liability insurance, you must complete a Snow College Performance Contract and an Independent Contractor Services Agreement. An advisor is the ONLY person who can sign a contract.

They must verify that the contract was completed correctly and received back SIGNED from the vendor. For help completing these contracts or if you need a copy of a Snow College approved contract, contact Michelle Brown in Student Life @ 435-283-7127.

2. Once a contract is complete, payment arrangements will need to be made by the advisor. Check or purchasing credit cards can be used. Contact Donne' Hewko in Student Life for help completing payment requirements 435-283-7121.

### Campus Safety

- |   |     |    |
|---|-----|----|
| 1. Does your event require traffic control?             | Yes | No |
| 2. Do you plan on over 200 people attending your event? | Yes | No |

**Every event must be approved by Officer Derek Walk, 435-283-7172**

[derek.walk@snow.edu](mailto:derek.walk@snow.edu)

\_\_\_\_\_  
Officer, Derek Walk

\_\_\_\_\_  
Date

### Cash Handling and Budgets

1. Will your event require a cash box? (Entrance fee, selling swag etc.) Yes No  
If yes, you will need to schedule cash training with Jon Knudsen at least one week before your event to make arrangements. 435-283-7606 jon.knudsen@snow.edu
2. **For clubs only:** In planning an event it is important to know your budget and plan accordingly. Please provide your current club balance. If you do not have that information you may contact Meagan White, [meagan.white@snow.edu](mailto:meagan.white@snow.edu). She will need your club name, advisors name and account number.

Current club balance: \$\_\_\_\_\_

Projected cost of event: \$\_\_\_\_\_

### Final Signatures

Congratulations you are almost done. Please sign below and bring this Campus Event Proposal to Student Life for final approval (located on the second floor of the GSC), three weeks prior to your event. No Exceptions. Thank you and we are excited for your event and hope it's a success!

\_\_\_\_\_  
Signature of Club President or Group Rep.

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Student Life Director

\_\_\_\_\_  
Date of Approval

**Office Use**

- Event has been put on calendar
- All e-mails sent out

- 
- Event Not Approved

Reason: \_\_\_\_\_

- 
- Group notified