

**EVENT PLANNING FORM FOR
STUDENT ACTIVITIES & EVENTS**

Please submit completed form to Hernan Yepes (Rm A108 - Learning Support)

(See Back For Required Deadlines)

Date(s) of Event _____

Club(s) Sponsoring: _____

Name of Club Advisor(s): _____

Name of Event _____

Location of Event _____

If held at HCC, please attach Facility Reservation Form

Type of Event (Check all that apply) CULTURAL EDUCATIONAL SOCIAL

Description of Event: _____

(If speaker, provide name, address, and contact phone number and subject. If performing group, give name of group.)

Purpose of Event: _____

Contact Person _____ Telephone No./Extension _____

(must be advisor)

Type of Publicity being used: (Check all that apply)

Flyers TV/Radio Newspaper Other (Specify) _____

Will Tickets be sold ? YES NO

If yes, indicate cost per student \$ _____

Where will tickets be sold? _____

When? _____ Who will be selling tickets? _____

Attendance Expected	
<input type="checkbox"/> 10-20	<input type="checkbox"/> 30-40
Cost for non-student \$ _____	
<input type="checkbox"/> 50-60	<input type="checkbox"/> 70-80
<input type="checkbox"/> 90-100	<input type="checkbox"/> _____

Is food/refreshments being served? YES NO

If yes, name of caterer/Vendor? _____

Describe or attach menu _____

ITEMIZED EXPENSE BUDGET

	AMOUNT
<input type="checkbox"/> FOOD	_____
<input type="checkbox"/> DISC JOCKEY/MUSICIAN(S)	_____
<input type="checkbox"/> DECORATIONS	_____
<input type="checkbox"/> SECURITY/GARAGE	_____
<input type="checkbox"/> LOCALE RENTAL	_____
<input type="checkbox"/> BUS	_____
HCC Departure Time _____	
Location Departure Time (<i>specify</i>) _____	
HCC Return Time (<i>specify</i>) _____	

TOTAL: \$ _____

What club, office or organization is paying for this event? _____

EVENT PLANNING CHECKLIST (*These Steps Must Be Completed Before Event Can Be Held*):

- Attached is the Facility Reservation Form is attached (*minimum 7-10 day advance notice required for HCC facilities & equipment*)
- Attached are all purchase requisitions and contracts pertaining to this event; (*minimum 2 week advance notice required*)
- Club Membership has voted to sponsor or co-sponsor the event; (*club minutes may be requested as proof*)
- For Club Sponsored Events: Club Advisor has reviewed and approved all forms including final version of all publicity flyers and advertisements for time, place, manner considerations only; (*advisor and club president must sign below in addition to club president*)
- For Non Club-Sponsored Events: Dean of Students has reviewed and approved all forms including final version of all publicity flyers and advertisements for time, place, manner considerations only; (*DOS must initial here: _____*)
- All Publicity flyers, posters etc. clearly state the name of the sponsoring student(s), club or organization and has been stamped for posting by the Student Life Office
- A faculty or staff moderator has been secured for this event (*required only for events w/ an outside speaker*)
- Club Advisor and President (or Student Organizers for non-affiliated) have read and agree to abide by Event Planning Policy and all related procedures.

Club President's Signature Date

Club Advisor's Signature Date

BELOW FOR STUDENT LIFE OFFICE USE ONLY

Date received _____

Confirmation # _____

Approved (*Signature*) _____

Not Approved

Modifications: _____
