

# Student Life Program Planning Form

Today's Date: \_\_\_\_\_

OSL  
Facilitator: \_\_\_\_\_

Booking No#: \_\_\_\_\_

Budget Approval: \_\_\_\_\_

*Program Planning Form must be submitted to Special Functions to confirm room reservation.*

Sponsoring Organization: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Title (theme): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Organization's President: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Program Details

Event Type:  On Campus (*indoors*)  Outside (*permit may be required*)  Off-campus  Alcohol

Location: \_\_\_\_\_ Alternate/Rain Location: \_\_\_\_\_

Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  Diagram of Set-Up Included

Approx. Attendance \_\_\_\_\_ Admission price: S.I.T. Community \$ \_\_\_\_\_ Guest/Non S.I.T. \$ \_\_\_\_\_

***\*If estimated attendance is 100 or more Stevens Police is required***

Is a Duckbill Machine Needed? Yes, please reserve duckbill machine at student\_life@stevens.edu

Will there be entertainment? Yes, please describe No  
(Checks & contracts request must be requested at least 15 days in advance!!)

## Set-Up Needs

### **SOUND**

- Lapel Microphone
- Table Microphone
- Cordless Microphone
- Microphone Stand

### **VISUAL MEDIA**

- Slide Projector
- Overhead Projector
- Screen
- LCD

### **EQUIPMENT**

- Podium
- Flipchart
- Coat Rack/Hangers
- Staging \_\_\_\_\_
- Stage Dimension \_\_\_\_\_
- Dividers \_\_\_\_\_
- Trash Cans \_\_\_\_\_

### **TABLES & CHAIRS**

- Six Foot \_\_\_\_\_
- Round \_\_\_\_\_
- Barback \_\_\_\_\_
- Serpentine \_\_\_\_\_
- Cocktail \_\_\_\_\_
- Chairs \_\_\_\_\_
- Linens \_\_\_\_\_
- Table Skirts \_\_\_\_\_

### **FLAG**

- Stevens Banner
- US Flag & Stand
- NJ Flag & Stand
- International Flags

Will Stevens Food Services be needed? Yes No

***Stevens Dining Services has first right of refusal and as such outside food and beverages are not permitted without the consent of the Director of Food Services.***

**Sponsoring Organization Responsibilities: PLEASE READ**

As a representative of listed organization, We (I) understand that our organization is responsible for abiding by all Institute policies as well as local, state and federal laws with regard to events that take place at Stevens Institute of Technology. We understand that:

- Form must be submitted to the OSL no less than 7 days prior to the event
- Drugs of any kind are not permitted at the event. (Alcohol is only permitted with a proper license & university approval.)
- This event will end no later than the time listed on this form. Exceptions will not be given.
- Guests will sign in and provide required forms of picture identification (*see guest policy for specific*).
- On-campus advertising will be approved by the Office of Student Life.
- Off-campus advertising is **not** permitted.
- University property will be left in the condition it was found prior to the event.
- No advertising, publicity or ticket sales for the event will occur until the event is official approved.
- **Outside event:**
  - If you are hosting an event with live entertainment, you must obtain approval from Special Functions.
- **Verification of Funds & Check Request:** Before an event (requiring funding) can be processed, every organization **must** receive verification of funds. Request for checks must be made 15 days in advance. Original invoices, contracts, etc. must be attached to the check request form. *If you are unsure of this process ask your organization treasurer or the Office of Student Life.*
- **Tax Exemption:** Stevens Institute of Technology is a tax exempt institution, if you are planning to make a purchase a tax-exempt form is required. Tax exempt forms can be requested through the Controller's Office (Levermore 201). Before visiting the Controller's Office determine each business(es) and/or vendor(s) that you will be using; have the business' name and fax numbers on hand. Please be advised that the University will not reimburse for taxes paid.
- **Cancellation Policy:** If your organization cancels this even, **48 hours advance notice** must be given to the Student Life(x5699), Campus Police (x5106), Special Functions (x5126) and Stevens Dining Service (x5545). The organization maybe assessed for any accrued cost in preparation for the event if notification is not given.
- **Stevens Dining Services:** All catering arrangements **must** be submitted to the catering manager (Howe Ctr, 2<sup>nd</sup> Floor) **at least 10 days** prior to the event. Cancellations of food order made less than 48 hours will be access to a \$100 cancellation fee.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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- **Alcohol:**  
 Permit Date: \_\_\_\_\_ Permit #: \_\_\_\_\_  Campus Police      University Staff Member: \_\_\_\_\_

**For Special Functions Office Use Only:**  
 Event Coverage: *(Please check all departments that will be attendance):*

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**For Office Use Only:**  
 Event Coverage: *(Please check all departments that will be attendance):*

|         |          |               |           |
|---------|----------|---------------|-----------|
| Advisor | UC Staff | Campus Police | OSL Staff |
|---------|----------|---------------|-----------|

If over 100 attendees, Campus Police are needed.

Campus Police needed:      Yes      No

Date Campus Police notified of event \_\_\_\_/\_\_\_\_/\_\_\_\_