

Student Activities Event Checklist

- ✓ Make sure activity is supported by Student Activity Coordinator(s) and Club/Organization Advisor(s).
- ✓ Review dates and events one semester in advance with your advisors and coordinators and confirm they are able to attend your event(s).
- ✓ Complete the Student Activities Event Form in its entirety. If you need to reserve space and facilities resources for the event, be specific with your needs. Weekend fees will apply. Additionally, attach the Food Authorization Form and/or the Fundraising Form (if applicable). Then submit to the Student Activities Office at least **3 weeks prior** to the event.
- ✓ For all high profile and weekend events, the Student Activities Event Form must also be submitted to the Vice President of Student Services. The event will be discussed in the President's Leadership Team meeting for approval.
- ✓ An email will be sent to the advisor that your event is approved, disapproved, or with a request to modify for approval.
- ✓ Once your event is approved, you can start advertising.

HAVE FUN!

Student Activities Event Form

All events that fall under the Student Activities area must have this form completed and approved and for each event/activity. If you are planning to utilize campus facilities/space, the approval process must be followed. Clubs/Organizations, please ensure that your paperwork (club packets) is up to date otherwise the form will not be approved. Event advertising cannot begin until the event has been confirmed with the Facilities Utilization Specialist.

Event Parameters:

*Events should be RCC student focused.

*Event is during a timeframe that is accessible for students and RCC staff.

If your event does not fall within the parameters listed above, please attach an explanation of why it should still be considered for approval.

- Submit completed Student Activities Event Form to Student Activities at: studentactivities@rcc.edu, **no later than 3 weeks prior to the event.**
- Once the Student Activities Event Form has been reviewed and approved, it will be submitted to the Facilities Utilization Specialist for facilities/space approval and confirmation.
- Once all approvals have been obtained the event can be advertised.

Note: Due to a shortage of college resources and staff only a limited amount of activities will be allowed per day; thus you might be asked to reschedule.

This section for office use only.

Approved _____ Denied _____

_____ Student Activities Coordinator, Signature

_____ Dean of Student Life, Signature

_____ VP of Student Services (only for high profile or weekend events)

Comments: _____

Student Activity Information:

<u>Club/Organization Name:</u>		
<u>Purpose of Club/Organization:</u>		
<u>Name & Location of Event:</u>		
<u>Date and Time of Actual Event Beginning and End:</u>		<u>Approximate # of Attendees:</u>
<u>Club/Organization Paperwork Complete and Approved:</u>	<input type="checkbox"/> Yes *** <u>For office use only</u> <input type="checkbox"/> No	
<u>Will you be selling or giving away food:</u>	Yes ***If Yes, include the food authorization form signed by Cheryl Ruzak. No	
<u>Is this a Fundraiser?</u>	Yes ***If Yes, include a signed copy of the Fundraising Form. No	
<u>Description of Event Submitted for Approval.</u>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<u>Are there any Facilities resources needed for this event (i.e., tables, chairs, etc.)?</u>	Yes ***If Yes, please indicate requested resources on next page. No	
<u>Please select one of the following categories if you would like assistance marketing your event:</u>	<p>Promote My event (Social Media/Newsletter) - This is a request to post event information on the College's social media platforms and included as an Upcoming Event in the monthly newsletter. Please provide a graphic and event details.</p> <p>Publish to College Events Calendar- Event Information will be included in the Events Calendar on the RCC website.</p> <p>Ticketed Event - Does the event require attendees to purchase a ticket? If so, provide cost, link, and information about purchasing tickets. _____</p> <p>_____</p> <p>Event Photography Requested - Request the District or College photographer to attend the event. Requests require two-week's notice; all requests will be reviewed and accommodated if possible.</p> <p>Open to the Public - Select this option if this event is open to people outside RCC.</p>	
<u>Student Representing Club/Organization: Contact Information – Name, Phone, Email</u>	Name: Email: Phone:	
<u>Club/Organization Faculty Advisor</u>	Name: Signature: Phone:	
<u>Co-Advisor</u>	Name: Signature: Phone:	

Request for Facilities/Media Resources (e.g. tables, EZ-UPs, etc.):

(Please be specific in your needs/requests)

EZ-UP 10x15

EZ-UP 10x20

Chairs: (chairs for indoor room requests, only need to be requested if additional chairs are needed - other what is already there.)

Folding Chairs
(Outdoor Only) Quantity: _____

Folding Chairs
(Indoor Only) Quantity: _____

Padded Chairs
(Huntley Gym) Quantity: _____

Padded Chairs
(Wheelock Gym) Quantity: _____

Tables:

Round tables Quantity: _____

Rectangle (6' white) Quantity: _____

Trash Bin Quantity: _____

BBQ Gas

Flag - US

Flag - California

Podium

Stage

Microphone Quantity: _____

Layout: (please attach layout diagram, if needed)

Hollow Square

Classroom/Conference

Theater Style

Banquet (round tables/7 per table max)

Other special requests/resources (not listed above): _____

Additional information: _____
