

# 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 AS Boards and Programs must have AS approval two weeks before event. Boards, Committees and College Councils: see Jennifer Esquivel-Parker; CASE events and programming: see Jamie Lynn Cochran; and Recreation-related events: see DeJuan Benford.