

Special Event Checklist

INCOMPLETE FORMS WILL NOT BE ACCEPTED---Details to be finalized two weeks before event!

Note: If the sponsoring group is an RSO, depending on your answers to the highlighted areas, you may need approval from Student Activities, 173 Centennial Student Union before reservations can be confirmed. Page 1 of 2 Revised 12/5/11

Today's Date: _____
Submitter of form: _____
Address: _____
 Cell-phone: _____
 Email: _____
Event Title: _____
Description: _____

Type of event?

- Speaker
- Conference/WorkShop
- Concert/Music: Type _____
- Dance
- Athletic Event
- Other: _____

Event Date/Time (start & end)?

Date: _____
 Time: _____
 Pre-access time needed: _____
 Doors unlocked (time): _____

MSU or Non-MSU sponsored event?

- (RSO; MSU dept.): _____
- Non-MSU Org: _____
- Admission Fee?: _____

Locations the event is being held?

Food/beverages served? Y N

Please check with us for University Dining Policy.

What Clean up needs do you have?

Estimated total number of participants?

Specify for each category:

#Youth: _____
 #College: _____
 #Community: _____
 #Other: _____
 #Currently Registered: _____
 #Expected to register at event: _____

Is the event being advertised? Y N

- Campus only Community
- Other: _____

Set Up Needs (#tables/chairs; technical; electrical; water)

Delivery/Loading Dock Needs: _____

Estimated number of vehicles?

Buses: _____ Cars: _____

Parking arranged by scheduling? _____

Extra handicapped stalls needed? _____

Intersections/roads affected? _____

Pedestrian Control needed? Yes No

Roads Affected? _____

Supervising personnel present at event and their cell phone numbers:

On-site Emergency Contact?

Name: _____

Cell Phone Number: _____

OFFICE USE ONLY: Date Received by EMS _____
 Reviewed Signature: _____
 Comments: _____

Campus Security: Yes No
 International Center: Yes No
 Institutional Diversity: Yes No
 Student Activities: Yes No
 Risk Management: Yes No
APPROVAL NEEDED BY? (Signature if yes)
 *Campus Security: Yes No _____
 International Center: Yes No _____
 Institutional Diversity: Yes No _____
 Student Activities: Yes No _____
 Risk Management: Yes No _____

Facilities: Yes No _____
 Mankato DPS: Yes No _____

- **Security Needed** (MSU Security determination) Yes No

 #City Police _____

#Contract Security _____

Contact person _____

Medical Personnel needed? Yes No

MSU EMT's _____

Gold Cross _____

• SECURITY MUST FILL OUT THIS PORTION

