

University Events Committee Form

For office use only	
Action:	
_____ Approved _____	
_____ Denied _____	
_____ Tabled _____	

Today's Date: _____

Deadline: Tuesday at 12:00 noon to be on Wednesday Agenda.

Organizations with representatives present at the UEC meetings are more likely to have their event approved. **Please print clearly.**

Contact Person: _____ Phone: _____ **E-Mail:** _____

Address: _____ City _____ State _____ Zip _____

Organization/Department: _____

(All student organizations must be registered with the Student Involvement and Leadership Center)

Event: _____

TIME AND DATE OF EVENT:

Date: _____ (M/D/Y) **Day:** _____ **Time:** _____ to _____

Ends: _____ (M/D/Y)

Does event occur on multiple dates? (i.e. every Wed.) _____ If so, give dates: _____

DESCRIPTION OF EVENT (Include any sales, give a ways, food, drink, or candy): _____

LOCATION OF EVENT:

Building: _____ Signature: _____

Room: _____

Admission Charge: _____ Percent or Fee Group is receiving: _____

Tickets available at: _____

SIGNATURES REQUIRED IF: Serving or giving away food, drink or candy, recreation group activities, and any indoor/outdoor reservations (ex. KUPD, Parking, Rec. Services, etc.).

Department: _____ Signature: _____

Department: _____ Signature: _____

KU BOOKSTORE (signature required for any retail merchandise sales): _____

UNIVERSITY LICENSE ADMIN (Items such as shirts which have "University of Kansas", "KU", "Kansas", "Jayhawks", or the Jayhawk logo on them need prior approval from the Office of Trademark Licensing. Items also need to be produced by an Official University Licensee, and a list of those Licensees is always available by calling the Licensing Office (864-4650)):

MUST HAVE REQUIRED SIGNATURES BEFORE SUBMITTING

Please attach budget information or any supporting documentation.

University Events Committee
Student Involvement & Leadership Center
400 Kansas Union, University of Kansas
Lawrence, KS 66045 (785) 864-4861

Date Received:

Sales Tax or Copyright information required? Yes <input type="checkbox"/> No <input type="checkbox"/>
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The University Events Committee meets every Wednesday at 3:30pm when classes are in session. Completed forms submitted after 12:00 noon on Tuesdays will not be considered at that week's meeting.

University Events Committee: Event Planning Checklist

Check List for Campus Event Approval

Getting Started:

1. Pick up UEC Activity Registration Form in the Student Involvement and Leadership Center, 400 Kansas Union. Make sure you allow time to complete your plans, obtain the necessary signatures, and **turn in your application at least two to three weeks in advance of your scheduled event.** You must have UEC approval before you may advertise an event.
2. Fill in the name, address, phone number, and email of the individual making the request. The event confirmation and instructions will be emailed to the indicated emailed address.
3. If your group is not registered with The Student Involvement and Leadership Center, you will also need an organization registration form. You must be registered before you can turn in the completed UEC form to Student Involvement & Leadership Center. Your event cannot be presented to UEC until this registration is completed!

As needed for your event:

4. Reserve room with appropriate reservation clerk, and have the clerk sign the Activity Form. Indicate room, building, dates, and times scheduled on the activity form.
5. Obtain other permissions; i.e., retail merchandise, use of University insignia, register with Recreation Services. Obtain signatures where indicated on the activity form.
6. Arrange for food/snacks/beverages with Union Food Services or Housing Food Services. For special requests, see the UEC Chair or secretary.
7. Late night parties: Arrange for security; indicate security plans on activity form. Also indicate any entrance restrictions, such as KUID only. Groups are responsible for removing any post-party refuse.

Finish Up:

8. Hand in your completed activity form at the Student Involvement and Leadership Center, 400 Kansas Union before noon on Tuesday in order to be placed on the Wednesday meeting agenda. Attach any additional budget information, reservation confirmations, or support information to your activity form.
9. Check the agenda on-line (www.silc.ku.edu/UniversityEventsCommittee/minutes.shtml) to see if you need to attend the meeting. If you are on consent you do not need to attend the meeting. If you are on regular agenda you will need to have a representative present at the meeting to answer questions. Unanswered questions could delay approval of your event; organizations with representatives present at the UEC meeting are more likely to have their request approved.
10. The University Events Committee meeting is on Wednesdays @ 3:30, in the International Room, Kansas Union.
11. Check the minutes on-line to see if your event was approved. www.ku.silc.edu/UniversityEventsCommittee/minutes.shtml

More helpful information:

- You may not advertise your event until it has been approved by the University Events Committee.
- Reservations for all outdoor locations must be made through Student Involvement & Leadership Office. Approval for all outdoor locations must be obtained through the UEC.
- Organizations must provide their own tables on Wescoe Beach (only one table per group).
- Amplified sound is not permitted on Wesco Beach during classes.

- All food served on University premises must be obtained from the Union Food Services or Housing Food Services. Food Exception Form must be obtained from the Provost office for exceptions to this policy.
- Reservations for banner space on Wesco is made in the Student Involvement & Leadership Office. Approval to hang your banner is obtained through the UEC committee.

Resource Numbers

Athletic Department: 864-4212

For permission to hold an event in Athletic Dept. facilities. Fees may be charged depending on equipment or space used.

Bookstores Manager: 864-4640

For permission to sell any retail merchandise.

Crafton-Preyer or Inge Theatre: 864-3381

To schedule a Murphy Hall Theatre.

Danforth Chapel: 864-4861

To schedule an event in Danforth Chapel.

Facilities and Operations: 864-4770

For use of PA system, placement of banners, maintenance questions. Fees may be charged depending on equipment used or services rendered.

Instructional Development and

Support: 864-2600

For audio-visual equipment. Fees may be charged for equipment.

Licensing Administrator: 864-4650, Burge

For permission to use any University insignia, including Jayhawk, University seal, and the title "University of Kansas" (i.e. on t-shirts, etc).

Lied Center: 864-3469

To schedule events in the Lied Center

Murphy Hall room scheduling: 864-3326

To schedule a classroom in Murphy Hall

Parking Services: 864-7275

For questions about parking on campus

Police Department: 864-5900

UEC representative receives notice of all campus activities

Recreation Services: 864-3546

For permission to hold any recreation organization activity

Registrar's Office (Reservations): 864-5123

To reserve most campus classrooms including in strong Hall or Budig Hall

Student Housing: 864-4560

For permission to hold events in residence halls, scholarship halls or Jayhawk Towers

Student Union Activities: 864-3477

To sell tickets for your event

Union Food Services: 864-4590

Authorized source for food-beverages, snacks, candy, or meals

Union Reservations: 864-4651

To reserve rooms in either Union building