

American University University Center Event Checklist

This form is to accompany all University Center Tavern or Outdoor Space Requests

General Information

Sponsoring Department/Organization: _____	
Authorized Contact Name: _____	
Phone: _____	Email: _____
Event Title: _____	
Event Date: _____	Confirmation #: _____
Expected Attendance: _____	Event Type: _____
Event Participants: <input type="checkbox"/> General Public <input type="checkbox"/> AU Community <input type="checkbox"/> Paid Participants <input type="checkbox"/> Invitation Only	
Location of Event: _____	

Event Objectives

Purpose of the Event (ie. lecture, party, social awareness, conference, philanthropy, etc): _____ _____
Event Description: _____ _____
Outline of Activities Planned during the event (include a timeline itinerary): _____ _____ _____ _____ _____

Event Logistics (6 weeks before the event)

Target Date: _____

Set-up Information <ul style="list-style-type: none">• The University Center will receive set-up information for MGC 120, the second floor MGC spaces, Butler Boardroom and Conference Room, SIS Lounge, and Residence Hall Spaces (reserved by UES)• University Catering/Bon Appetit will provide room set-up for MGC first floor spaces (excluding MGC 120)• All other locations, including outdoor space, are handled by Support Services (2FIX) If your event requires a special set-up, please attach a diagram with the checklist
Event Location: _____
Desired Event Set-up (room setup including podium, stage, etc) : _____ _____
<i>*All decorations must be removed after your event. Excessive trash left after the event may be charged back to the group.</i>
Audio/Visual Requirements (TV, DVD, LCD projectors, easels, microphones, technical requirements/sound rider, etc): _____ _____
<i>* Group may need to contact AU AV for equipment (x2296).</i>
Will the event require internet access? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event require an active telephone line? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event require extra electrical power? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event require extra garbage cans? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>* If yes to any of the above, a Facilities Service Requisition must also be submitted and charges may be applied.</i>
Does the event require the use of a tent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>* If yes, please include dimensions of the tent and rental company information.</i>
Amplified Sound: <input type="checkbox"/> Yes (must submit Amplified Sound Application) <input type="checkbox"/> No
<i>* All outdoor amplified sound requests must be approved by the University Center.</i>

Event Activities (5 weeks before the event)

Target Date: _____

Target Audience: _____

Are 50% of attendees affiliated with American University? Yes No

If no, who is attending the event? _____

Marketing

How are you advertising your event?

Newspapers Press Releases/University Relations Radio Listservs

Banner MGC Display Board MGC Electronic Displays

General posters

** Please review the General Regulations for Posting Materials for more information.*

Is media expected to be present at your event? Yes No

Admission

Is the event ticketed? Yes No

Is the event by invitation only? Yes No

Does the organization require a registration/check-in table? Yes No

Is the organization collecting an entrance fee or donations during your event? Yes No

Contracted Groups

Is your organization planning to have entertainment at the event? Yes No

** This includes DJs, Photographers, Speakers, Performance Groups, Bands, Artists, Caterers, etc.*

List any contracted groups who will be working your event:

** Please attach a copy of all contracts associated with the event*

Legal Resources

Is the event associated with a raffle, casino night, or bingo night? Yes No

** If yes, please refer to the guidelines set by the DC Lottery and Charitable Games Control Board website: <http://www.dclottery.com>.*

Is the event associated with a movie viewing for the public? Yes No

** If yes, all copyrights must be purchased through licensed movie companies.*

Are there any outside vendors selling goods at the event? Yes No

** If yes, please attach a copy of the AU On-campus Vending Application.*

Is this event a carnival/fair? Yes No

** If yes, a copy of a carnival license must be attached along with insurance liability forms.*

Catering (4 weeks before the event)

Target Date: _____

** Please refer to the Campus Events Food Service Policy for detailed information*

Will there be food at your event? Yes No

Will Bon Appetit be catering your event? Yes No

If no, please list the caterer/restaurant contact information: _____

** If the organization is using an outside caterer for the purpose of selling/fundraising, the company/restaurant must provide a copy of their Certificate of Insurance and Liability form.*

Will alcohol be served at the event? Yes No

** If yes, please refer to the Alcohol Policy for detailed information. All events involving alcohol must be approved.*

Public Safety (3 weeks before the event)

Target Date: _____

Will Public Safety need to be present at your event? Yes No

** Security will be charged at a rate of \$25/hour for a 4 hour minimum (x2525).*

Is the event involving any VIPs, speakers, or major concerts? Yes No

If yes, who will be attending the event? _____

Will guests attending the event require parking? Yes No

** If your event involves more than 50 people that will require parking, please contact Transportation Services (x3111).*

Will there be a need to access the service roadways surrounding the Friedheim Quad? Yes No