



Where leaders are made

For CPLD Use Only: R25 Approval # _____ CPLD Staff Initials _____

Event Request Form

for use by Student Clubs & Organizations

Office of Campus Programming and Leadership Development

Richard E. Winter '42 Student Center - WC003 | phone 716-888-2190 | fax 716-888-3181

Club/Organization Name: _____ Co-Sponsor, if any: _____

Event Title: _____

Contact Person: _____ E-mail: _____

Phone: _____ Cell Phone: _____ Club Room Phone: _____

Club Web Site: _____

What Best Describes Your Program (check all that apply):*

- Athletic Meet Blood Drive Breakfast Brunch Camp Concert Conference Dinner Exhibit
- Film / Movie Game Interview Lecture Lunch Meeting Performance Practice Reception
- Registration Rehearsal Sale/Information Social Tournament Training Workshop

*Please see the reverse side of this form for information specific to certain event types.

Brief Event Description (Please note that this description will appear on the web site): _____

Date(s) of Event: _____ Expected Attendance: _____

Start Time: _____ am/pm End Time: _____ am/pm Setup Time: _____ am/pm Clean-up Time: _____ am/pm

Target Audience:

- Canisius Students
- Canisius Faculty/Staff
- General Public

Admission Procedures:

- Free Admission
- Canisius ID Required
- Tickets Sold Pre-Sale Cost: \$ _____
- Tickets Sold at Door Cost: \$ _____

Room Request: _____ Room Layout Code: _____ Room Request (2nd choice): _____ Room Layout Code: _____

Visit www.canisius.edu/event/fac.asp and click on the picture of the building, then room of your event, to choose a room layout.

Please fill out the following section for any equipment that is not included in the Room Layout that you listed above. Check all that apply:**

Tech Equipment	Quantity	Basic Equipment	Quantity	Personnel Request
<input type="checkbox"/> Microphone (Standing)	_____	<input type="checkbox"/> Stage	_____	<input type="checkbox"/> Event Staff
<input type="checkbox"/> Body Microphone	_____	<input type="checkbox"/> 8-foot Table	_____	<input type="checkbox"/> Public Safety
<input type="checkbox"/> LCD Projector	_____	<input type="checkbox"/> Round Table	_____	<input type="checkbox"/> Chartwells
<input type="checkbox"/> TV Cart	_____	<input type="checkbox"/> Card Table	_____	<input type="checkbox"/> Event Video Taped
<input type="checkbox"/> DVD Player	_____	<input type="checkbox"/> Chair	_____	**Please see the reverse side of this form for information specific to Event Staff, catering, events open to non-Canisius community members, and serving alcohol at events.
<input type="checkbox"/> VHS VCR	_____	<input type="checkbox"/> Podium	_____	
<input type="checkbox"/> Laptop Computer	_____	<input type="checkbox"/> Dry Erase Board	_____	
<input type="checkbox"/> Audio for Laptop	_____	<input type="checkbox"/> Easel	_____	
<input type="checkbox"/> Audio for iPod/MP3	_____	<input type="checkbox"/> Flip Chart	_____	
<input type="checkbox"/> CD Player	_____	<input type="checkbox"/> Extra Garbage Can	_____	
<input type="checkbox"/> Overhead Projector <small>(transparencies)</small>	_____	<input type="checkbox"/> Other	_____	

Signature of person submitting form: _____ Date: _____

Advisor Name Printed: _____ Signature: _____ Date: _____

Event Request FAQs Answered

Event Scheduling:

- Please review the Event Scheduling policy found online at <http://www.canisius.edu/event/studentpolicy.asp> for information on how your event request will be processed once you submit the form to CPLD as well as other pertinent information related to holding events at Canisius College.

Event Request Form:

- Please complete and submit this form at least three (3) weeks prior to your event date to ensure proper planning and coordination for a successful event.
- If your event is approved and the space that you requested is available, you will receive confirmation within three (3) business days after your event request has been submitted.
- If your event is not approved or the space that you requested is not available, you will receive an e-mail and the Event Request Form will be returned to you via your club mailbox within three (3) business days after your event request has been submitted.

Contracts for Speakers, Performers, and Presentations:

- All contracts and technical riders must be submitted, reviewed, and signed by the Directors or Assistant Director of Campus Programming & Leadership Development prior to event approval. Students and club advisors are not authorized to approve or sign contracts.

Event Staff:

- For events that need special technical assistance or occur after operating hours, your club/organization will be responsible for any payment for additional staff that is needed to support the event.

Catering:

- Chartwells Dining Services holds the catering contract for all events that take place in the Economou Dining Hall and Faculty Dining Room. This means that if you are holding an event in one of these spaces that any food and/or beverages for your event must be purchased from and provided by Chartwells.
- If you are providing your own food you are responsible for cleaning up after your event is completed. If the room is not left in generally good condition, your club may be assessed a housekeeping fee.

Alcohol at an Event:

- If alcohol is served at your event, you are required to pay for Public Safety officers to be present at the event to check for proper ID. The office of Event Management will contact Public Safety to make arrangements on your behalf.
- Chartwells Dining Services will provide TIPs trained bartenders for any events on campus where alcohol will be served. The sponsoring organization will be billed for the TIPs bartenders as a part of the catering bill for the event.

Public Safety:

- On occasion, Public Safety officers may be assigned to work your event. The sponsoring organization will be responsible for paying an hourly fee for this service.
- Events with the following factors may require the presence of Public Safety:
 - If alcohol is being served at the event
 - The number of people attending the event
 - The age group of those attending the event
 - If the event involves a high profile speaker/entertainer
 - If the event is open to the public

Fund Raisers:

- All fund raisers sponsored by Canisius College student clubs, organizations, club sports, or varsity sports must submit a written proposal of the fund raiser to CPLD along with the Event Request Form.
- Any varsity sport intending to hold a fund raiser must first seek approval from the Director of Athletics before submitting the proposal to CPLD.
- Proposals must be submitted to CPLD thirty (30) days prior to the fund raiser.
- The CPLD Fund Raiser Form can be found online at http://www.canisius.edu/campus_leader/forms.asp or in the CPLD office.

Advertising Events:

- To advertise in the Stall Street Journal, This Week @ Canisius, Griffin Table Talk, or on CCTV, please fill out and submit an Advertisement Form no later than the Friday prior to your event.
- The CPLD Advertisement form can be found online at http://www.canisius.edu/campus_leader/forms.asp or in the CPLD office.

Off-Campus Events:

- Event Request Forms are required for events held off campus.
- Any student participating in an off-campus event must complete a Release of Liability Form prior to leaving campus.
- A chaperone is required to attend the off-campus event with the sponsoring club/organization. The sponsoring club/organization is responsible for paying for all related expenses for the chaperone.

For more information on planning and implementing events at Canisius College, please visit www.canisius.edu/event/, call CPLD at 716-888-2190, e-mail cpld@canisius.edu, or stop in to the CPLD office, WC-003. *Good luck with your event!*