Dear Student Leader,

This packet will assist you as you plan your On-Campus Social Event. The packet is designed to give you a step by step path towards developing your program, to meet all the criteria of NIU social event policies. Please make sure you follow all the steps carefully to ensure your program is a success.

Important policy guidelines include:
* Only Student Association funded organizations and Greek-Lettered organizations recognized by one of the four SA-funded Greek Councils are allowed to host informal dances.
* NIU Students must present their One Card at time of ticket purchase and event entry.
* For Informal dances NIU Students will be allowed ONE guest from another college or university with valid college / university identification AND government issued identification. Guests will need to present both identifications at time of ticket purchase and event entry.
* For COMPETITIVE performance events NIU Students will be allowed ONE guest from another college or university with valid college / university identification AND government issued identification. Guests will need to present both identifications at time of ticket purchase and event entry.
* For NON-COMPETITIVE performance events NIU Students will be allowed TWO guests from another college or university with valid college / university identification AND government issued identification. Guests will need to present both identifications at time of ticket purchase and event entry.
* For performance events, hosting organizations must submit guest lists in advance. People eligible to be submitted on the guest list are; non-NIU performers, NIU student performers with their guests (2 guests per NIU student performer). Non-NIU performers are not eligible to host guests and should not be included in the guest list. No guest lists are allowed for informal dances.
* No guests or NIU students will be allowed entry into the event without meeting above stated criteria.
* If you have requested NIU Alumni to be able to attend the event, they will need to show a government issued identification at time of ticket purchase and at event entry. Alumni are defined as a person who has obtained a degree from NIU and are verified in a database. Alumni do not need a host. Alumni are allowed one guest.
* Ticket sales must be handled by the Convocation Center or Event Production Services through their respective box offices. Informal Dance Event ticket sales must occur on the day of the event. Performance Event ticket sales may be sold in advance. All Ticket Sales for Events are final.
* All Informal Dances must be scheduled from 11:00 p.m. to 4:00 a.m.
* The Student Group is responsible for all rules related to venue. (For example: No balloons in the Holmes Student Center)

Should you have any questions about how to complete this packet or any part of the social events policy, please contact one of the following NIU offices:

Student Involvement & Leadership Development
Campus Life Building, 150
815-753-1421

Department of Public Safety
Please call 815-753-1212 to set up an appointment
Event Planning Form  
THIS IS NOT AN OFFICIAL CONTRACT

This form must be submitted by deadlines indicated throughout form.

TYPE OF EVENT:  
_____ Competitive Performance Event  
_____ Non-Competitive Event  
_____ Informal Dance  
_____ Outside Event  
_____ Other (Please Specify): ________________________________________

STEP 1 - Start at Venue (Convocation Center, Holmes Student Center, Recreation Center, etc.)

DEADLINE FOR STEP 1: MINIMUM FOUR (4) WEEKS PRIOR TO EVENT

Organization Name  
Cost Center # (SA funded orgs)  
AR# (Attach copy of AR form)
Event Organizer Contact Name  
Contact Phone #  
email address (zid)
Event Title  
Event Location / Room  
Event Start & End Times
Admission Price  
Event Date  
Today's Date

Estimated Attendance

AUDIO / VISUAL NEEDS:
* Will music be played at this event?  
□ YES  □ NO
* Technical Support will be provided by (check one):  
□ HSC  □ EPS  □ OTHER
* If you are using EPS technical or A / V services,  
is this included in your venue contract?  
□ YES  □ NO
* Will outside sound equipment be brought into the HSC?  
□ YES  □ NO
* Will outside support for A / V services be provided?  
□ YES  □ NO
    If yes, please provide names and arrival times for outside support:

* Will any department or venue provide A / V support?  
□ YES  □ NO
    If yes, please list the venue / department providing support:

* Audio / visual needs for this event:
Power Point  
Microphone (corded)  
AV Technician (if available)
Lectern  
Microphone (wireless)
Other:

ROOM SET UP NEEDS:
    Chairs:__________________________
    Tables:__________________________
    Risers:__________________________
    Coat Racks:_______________________
    Other:___________________________
Note: All events using amplified sound must be coordinated with the HSC Audio Visual Department at least two (2) weeks prior to the event. HSC reserves the right to regulate levels of amplified sound. For more information, contact the HSC Audio Visual Department at 815-753-1387.

Signatures for Step 1 indicate that both the Advisor and the student organization hosting the event understand and truthfully acknowledge the following points:

* The organization is in good standing with the Student Association and Northern Illinois University.
* The Advisor and the Student Organization understand the Social Events Policy and agree to abide by all procedures as they relate to campus events.
* The hosting organization is in good financial standing, and hereby approves all related billing for events to the listed cost center / accounts receivable number.
* The Advisor is aware of the event, acknowledges the organization is in good standing, and agrees to be present for the duration of ticket sales and the entire event.

**ORGANIZATION SIGNATURES:**

________________________________________
President's Name (Print)

________________________________________
President's Signature

________________________________________
Treasurer's Name (Print)

________________________________________
Treasurer's Signature

________________________________________
Advisor's Name (Print)

________________________________________
Advisor's Signature

**VENUE SIGNATURES:**

________________________________________
Venue Representative Name (Print)

________________________________________
Venue Representative Signature

________________________________________
Venue Representative Title (Print)

________________________________________
Date

Please be aware that sales of merchandise, food, or any other product in the Holmes Student Center is prohibited without permission from the University Police Department AND the Holmes Student Center Director or Associate Director. If you are requesting to sell anything during your event, please describe it below:

_______________________________________________________

☐ Permission Granted ☐ Permission Denied

_______________________________________________________

HSC Building Director or Associate Director

_______________________________________________________

NIU PD Signature

*** This request may be cancelled on ____________________________ if you do not complete steps 1 & 2 and return this form to the appropriate office of the host venue a minimum of three weeks prior to the event.
STEP 2 - Register Event with NIU Department of Public Safety (NIU Police)

Meeting Date ________________________________ Final Due Date ________________________________

DEADLINE FOR STEP 2: MINIMUM THREE (3) WEEKS PRIOR TO EVENT
* Ticket Sales handled by (check one): □ Convocation Center □ Event Production Services
* Have you received your security cost estimate and submitted your security deposit to Public Safety?
  □ YES □ NO
* Are you requesting for NIU Alumni to be allowed into the event?
  □ YES □ NO
* Are you requesting security funds from the Student Association?
  □ YES □ NO
* For performance events, have you submitted a guest list for all performers?
  □ YES □ NO
* Ticket Sales Time ________________ *Ticket Venue ________________

Signatures for step 2 indicate that the student organization hosting the event understand the following points:
* All NIU students must present one-card at ticket sales and event entry. One Cards may be swiped for validation.
* The Guest Ratio for an informal dance event is 1:1. Each NIU student is allowed to host one guest.
* The Guest Ratio for a COMPETITIVE performance event is 1:1. Each NIU student is allowed to host one guest.
* The Guest Ratio for a NON-COMPETITIVE performance event is 2:1. Each NIU student is allowed to host two guests.
* All Guests must have a valid college / university identification AND government issued identification to be admitted.
* NIU Students who host a guest must enter the event with their guest and are responsible for their guest's behavior at all times throughout the event.
* Alumni are defined as a person who has obtained a degree from NIU. Alumni do not need a host. Alumni are allowed one guest.
* Advertising is limited to the NIU community, general public advertising is not allowed.
* All event sales are final. Lost tickets / wristbands will not be replaced.

President's Name (Print) ________________________________ President's Signature ________________________________
Organization Event Organizer's Name (Print) ________________________________ Organization Event Organizer's Signature ________________________________
Organization Event Organizer's Title (Print) ________________________________
Department of Public Safety Representative's Name (Print) ________________________________ Department of Public Safety Representative's Signature ________________________________

STEP 3 - Register Event with Student Involvement & Leadership Development

Org in good standing: □ recognized □ suspended Date verified: ________________ Staff initials verified: ________________

DEADLINE FOR STEP 3: MINIMUM TWO (2) WEEKS PRIOR TO EVENT
SILO Staff acknowledges that this form has been completed correctly, signed by all relevant parties, and meets all deadlines indicated throughout the form.

SILO Staff Name (Print) ________________________________ SILO Staff Signature ________________________________
SILO Staff Title (Print) ________________________________ Date ________________________________

PLEASE RETURN COMPLETED FORM TO HOST VENUE.