Dear Student Leader,

This packet will assist you as you plan your special event. Special events are defined as activities that require more planning than the competitive performance, performance or dance events and may have circumstances that require unique or special amendments to guest requirements. Examples may include conferences, conventions or galas that host non-NIU students, guests, alumni, and/or other community and family members. Special events may require the reservation of sequenced dates, larger venues, ticket management, confirmed guest lists, enhanced security, and active involvement by the sponsoring student organization. They will require planning sessions with university staff (Advisors, Student Involvement and Leadership Development, Department of Public Safety, and Facility Managers). Make sure you follow all guidelines carefully to ensure your program is a success. Please attach a letter to the packet stating what exemptions you want from the On-Campus Social Event Policy.

This packet is designed for special events. Important policy guidelines include but are not limited to:

- Hosting organizations and advisors will be required to meet with the Social Events Committee to present their program proposal and answer questions about their event. The meeting dates, event dates, and packet submission deadlines for 2010-2011 and 2011-2012 academic years are as follows:

<table>
<thead>
<tr>
<th>Social Events Committee Meeting Dates</th>
<th>Special Event actual dates should fall within the following guidelines:</th>
<th>Packet Submission deadline SILD, CLB 150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of October 4, 2010</td>
<td>Spring 2011</td>
<td>September 24, 2010</td>
</tr>
<tr>
<td>Week of January 24, 2011</td>
<td>Fall 2011</td>
<td>January 21, 2011</td>
</tr>
</tbody>
</table>

Student Involvement & Leadership Development
Campus Life Building, 150
Karla Neal, Student Organizational Services
815-753-6511

Department of Public Safety
Holmes Student Center office 118
Sergeant Joe Przybyla
815-753-7177
Event Planning Form

This form must be submitted by deadlines indicated throughout form.
THIS IS NOT AN OFFICIAL CONTRACT

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:

_______________________________________________________
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

President's Signature

Treasurer's Name

Treasurer's Signature

Advisor's Name

Advisor's Signature

**VENUE SIGNATURES:**

Venue Representative Name

Venue Representative Signature

Venue Representative Title

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 / Associate Director Signature

_______________________________________________________

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  ________________________________  President’s Signature  ________________________________

Organization Event Organizer’s Name  ________________________________  Organization Event Organizer’s Signature  ________________________________

Organization Event Organizer’s Title  ________________________________

Department of Public Safety Representative’s Name  ________________________________  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 THREE (3) WEEKS PRIOR TO EVENT

SILD Staff acknowledges that this form has been completed correctly, signed by all relevant parties, and meets all deadlines indicated throughout the form.

SILD Staff Name  ________________________________  SILD Staff Signature  ________________________________

SILD Staff Title  ________________________________  Date  ________________________________