

Central Florida Community College - Office of Student Life

Event Planning and Approval Form

Process must begin at least four weeks prior to event

Today's Date: _____

Event Information

Sponsoring Club/Organization:		
Contact information:		
Event:	Proposed date:	
Location:	Proposed start time:	Proposed end time:
Detailed description of event: Expected attendance:		
Estimated Cost:	Budget Number:	GLC:

Advisor Signature

Date

Tentative Approval

- Meet with the Coordinator of Student Life to approve the date of the event. If date is appropriate, the date will be held for two (2) weeks while appropriate signatures are acquired.
- Date approved
- Budgeted event, if not – minutes attached

Director of Student Life

Date

Fundraising

- Fundraising Event: Yes No

If yes, where will the proceeds go? _____

Date set for training in cash handling procedures _____

Foundation Staff (If Foundation Related Event)

Date

Location

- Reserve and confirm event location with appropriate staff. Initial contact and the application form must be filled out by club/organization advisor before approval is granted.
 - Conference Services (Klein, Webber, Cafeteria, etc.) – Manager for Conference Services
 - Hallway in the Bryant Student Union, Center Lawn – Coordinator of Student Life
 - Gym – Director of Athletics
 - Fine Arts Auditorium – Director, Visual and Performing Arts

Location approved

Additional costs for custodial services _____

Staff Signature

Date

Contracts

- If an outside vendor is being utilized, contracts must be submitted and approved by college administration. Originals must be routed for review and approval, attach a copy to this form when returning it to the Office of Student Life. An Agreement to Provide Professional Services (APPS) form must also be completed and routed for signatures. Attach a copy as well.

No contract required.

Contract required and ordered by the advisor.

APPS form completed.

Reviewed by the Vice President for Student Affairs

Signature

Date

Reviewed by the Senior Vice President for Administration & Finance

Signature

Date

Notes:

Insurance

- Insurance must be provided by any vendor/novelty that is brought to campus that increases the risk of injury to our students.
- No additional insurance required.
- Additional insurance required, COI provided by the vendor.
- Additional insurance required, meeting held with Director of Purchasing to purchase insurance.

Director of Purchasing

Date

Public Safety

- Contact Public Safety staff for recommendations regarding event security.

Recommendation for public safety:

- None required
- CFCC Officers Required – How many? _____
- Off duty Ocala Police Department Officers Required – How many? _____
- Approximate Cost: _____

Parking:

- Where will attendees be directed to park - Lot #: _____

Manager of Public Safety

Date

Shopping

- If shopping is required for this event, two dates must be listed that a club/organization member would be available for this activity. This will take place with the staff assistant in the Office of Student Life.

Shopping not required.

Shopping required.

Dates available: _____

Ordering/Purchasing

- If additional ordering or purchasing is required for an event (trophies, signs, on-line ordering, etc) a quote must be attached to this form for review prior to placing the order. Once approved, purchasing can take place once an invoice is received in the Office of Student Life along with a Purchase approval form.

Ordering/purchasing not required.

Ordering/purchasing required – quote attached.

Ordering/purchasing approved _____

Equipment Checkout

- If needed, submit the Equipment Checkout form to the Office of Student Life for approval.

Equipment not required.

Equipment required – form completed.

Advertising

- Fliers advertising the event must be approved prior to posting. When returning to the Office of Student Life for final approval of an event, bring a hard copy of the flier with you for approval – or e-mail it to shipec@cf.edu or mcgeem@cf.edu

Flier approved.

Flier not approved.

Plant Operations

- A work order for Plant Operations will be completed with the Office of Student Life staff if tables, chairs, trashcans, electric, etc are required.

Additional costs for staff time: _____

Work Order Number: _____

Information Technology

- A work order for Information Technology will be completed with the Office of Student Life staff if additional equipment is required (outside microphones, etc.).

Additional costs for staff time: _____

Work Order Number: _____

Final Approval

□ Once all appropriate steps have been completed, bring this form with required signatures and copies back to the Office of Student Life. The Director of Student Life will review and approve – or require additional information. Once an event is approved, all college departments that have been contacted will receive an e-mail that the event has been approved and it a “go”. The club/organization will receive a copy and the original will remain in the Office of Student Life. Once the event is over, the form will be filed in the appropriate club/organization file.

Director of Student Life

Date