



# Student Organization Event Planning Guide

## Event Information

Organization Name \_\_\_\_\_ Event Coordinator \_\_\_\_\_

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Consult the University Calendar ([www.utexas.edu/calendars](http://www.utexas.edu/calendars)) to confirm the date does not conflict with other University events.

Location \_\_\_\_\_ Backup Location \_\_\_\_\_

Set up time \_\_\_\_\_ Take down time \_\_\_\_\_

Event start time \_\_\_\_\_ Event end time \_\_\_\_\_

Estimated Number of Organization Staff \_\_\_\_\_ Participant Attendance \_\_\_\_\_

Cosponsoring Organizations or Departments \_\_\_\_\_

## Funding and Solicitation

### Funding Sources

Contributor Name \_\_\_\_\_ Item/Amount \_\_\_\_\_  On-Campus  Off-Campus

Contributor Name \_\_\_\_\_ Item/Amount \_\_\_\_\_  On-Campus  Off-Campus

### Solicitation

Items to be Sold \_\_\_\_\_ Amount of Money to be Collected \_\_\_\_\_

#### What can we do?

- Write name in plain text
- Mention name verbally
- Sell donated items or purchased items
- Use the phrase "donor" or "supporter"
- Display logos on t-shirts

#### What can't we do?

- Distribute or display materials with logos
- Advertise profit-shares on campus
- Verbal promotion of group or product
- Use the phrase "sponsor" or "co-sponsor"
- Distribute coupons

## Guest Speakers

Name \_\_\_\_\_ Association \_\_\_\_\_

Name \_\_\_\_\_ Association \_\_\_\_\_

#### What can they do?

- Speak on experiences or educational topics
- Answer questions
- Serve as a resource or expert

#### What can't they do?

- Promote products, jobs, internships, or volunteer positions
- Sell anything
- Staff a table or event

## Amplified Sound

- Music, Band, or Amplified Sound       Electricity Needed       Stage Needed

## Marketing and Signs

- HornsLink Event       Digiknow Screens  
 HornsLink News Article       Texas Unions  
 Kiosks       Student Services Building (SSB)  
 Bulletin Boards       Division of Housing and Food Services (DFHS)  
 Social Media       RecSports  
 ListServs       McCombs

## Prohibited Trademarks

### Words

- The University of Texas
- Longhorns
- UT
- Bevo

### Images

- Burnt Orange
- Hook 'em
- Longhorn Silhouette
- UT Tower

More at: [utexas.edu/trademarks/protected-marks](http://utexas.edu/trademarks/protected-marks)

## Work Orders

- Tables \_\_\_\_\_       Trash Cans \_\_\_\_\_  
 Chairs \_\_\_\_\_       Recycling Bins \_\_\_\_\_  
 Electricity \_\_\_\_\_ (outlets)       Stages \_\_\_\_\_ (size)  
 Water \_\_\_\_\_       Tents \_\_\_\_\_

Work Order Consultation Information: Date \_\_\_\_\_ Time \_\_\_\_\_ Staff Member \_\_\_\_\_

## Off-Campus Rentals

Company Name \_\_\_\_\_ Item(s) \_\_\_\_\_  Insurance Required  
Company Name \_\_\_\_\_ Item(s) \_\_\_\_\_  Insurance Required

The Certificate of Liability Insurance must list "The University of Texas at Austin and it's employees and agents" as the Certificate Holder. It is recommended that "The organization and its officers and members" is also listed.

## University of Texas Police Department (UTPD)

Circle one: Security / Controversial Event / Money / Attendance

- UTPD Consultation Required: Must be completed at least 14 days prior to the event. Contact UTPD at (512) 232-9628.

## Parking and Transportation Services (PTS)

Loading/Unloading Permit \_\_\_\_\_ Surface Space \_\_\_\_\_ Garage Space \_\_\_\_\_

Requests must be submitted online at <https://www.utexas.edu/parking/parking/specialevents/request.html> at least 14 days prior to your event. You must enter 'X' in the field that requests an IDT. A confirmation of the space reservation is required to pick up the permits. Unclaimed permits will result in the loss of future privileges.

## Environmental Health and Safety (EHS)

Food \_\_\_\_\_

Purchase Location \_\_\_\_\_ On-Campus Cooking or Heating Method \_\_\_\_\_

Animal(s) \_\_\_\_\_ Company \_\_\_\_\_

- EHS Food Distribution Permit Required:** Must be completed online at <https://ehs.utexas.edu/programs/foodandwater/food-safety.php#foodform> at least 7 days prior to the event. The permit must be printed and on-site at the event.
- EHS Live Animal Exhibit Approval Required:** Must be completed and approved online at <https://ehs.utexas.edu/programs/animalmakesafe/animal-live-exhibits.php> prior to the event. The permit must be printed and on-site at the event.

## Fire Protection Services (FPS)

- Candlelight Vigil
- Enclosed Tent
- Indoor Capacity
- Other \_\_\_\_\_
- FPS Consultation Required:** Must be completed at least 14 days prior to the event. Contact Fire Prevention Services at (512) 495-3637

## Weapons Approval

\_\_\_\_\_ (weapon) will be handled by \_\_\_\_\_ (organization). The Weapons Approval Form will be completed and submitted by \_\_\_\_\_ (organization). The form may be found online at <https://deanofstudents.utexas.edu/sa/downloads/WeaponsApprovalForm.pdf> and must be submitted at least 7 days in advance.

## Filming

Type:  Photography     Filming    Uses:  Organization Website     Social Media     Other

- University Communications Approval Required:** Must contact Amy Crossette, [amyc@austin.utexas.edu](mailto:amyc@austin.utexas.edu), prior to filming or professional photography.

## Risk Management

- Risk Management Plan
- Safety Equipment
- Due: \_\_\_\_\_
- First Aid Kit

Additional Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Follow-Up Meeting

**Additional Student Activities Consultation Required:** The organization is required to meet with Student Activities staff for an additional consultation prior to confirming the space. The organization will meet with

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.  
*Staff Name* *Date* *Time*

## Follow-Up Items

- |  |   |
|--|---|
| <input type="checkbox"/> Request Parking Permit (PTS)          | <input type="checkbox"/> Reserve Back-Up Space or Date                                |
| <input type="checkbox"/> Meet with UTPD                        | <input type="checkbox"/> Obtain Filming Permission                                    |
| <input type="checkbox"/> Request Food Permit (EHS)             | <input type="checkbox"/> Submit Certificate Liability Insurance to Student Activities |
| <input type="checkbox"/> Request Live Animal Exhibit (EHS)     | <input type="checkbox"/> Submit Event Risk Management Plan                            |
| <input type="checkbox"/> Contact Fire Prevention Service (FPS) | <input type="checkbox"/> Submit Weapons Approval (DoS)                                |
| <input type="checkbox"/> Complete Work Order for Equipment     | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Complete Follow-Up Consultation       |   |

Additional Notes: \_\_\_\_\_  
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