Event Information

Organization Name _____________________________ Event Coordinator _____________________________
Event Name _____________________________ Event Date _____________________________

☐ Consult the University Calendar (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
- HornsLink News Article
- Kiosks
- Bulletin Boards
- Social Media
- ListServes
- Digiknow Screens
- Texas Unions
- Student Services Building (SSB)
- Division of Housing and Food Services (DFHS)
- RecSports
- McCombs

Prohibited Trademarks

Words
- The University of Texas
- UT
- Longhorns
- Bevo

Images
- Burnt Orange
- Hook’em
- Longhorn Silhouette
- UT Tower

More at: 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.

March 2016
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 ☐ Indoor Capacity
☐ Enclosed Tent ☐ 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 ☐ Other Uses: ☐ Organization Website ☐ Social Media ☐ Other

☐ University Communications Approval Required: Must contact Amy Crossette, 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 ________________.

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Date</th>
<th>Time</th>
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Follow-Up Items

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

Additional Notes: _______________________________________________________________
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