Event Information

Organization Name ____________________________ Event Coordinator ____________________________
Event Name ____________________________ Event Date ____________________________
□ Consult the University Calendar (calendar.utexas.edu) 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 ____________________________

Number of Organization Members ____________________________ Participant Attendance ____________________________
Cosponsoring Organizations or Departments ____________________________

Funding and Solicitation

Funding Sources

Contributor ____________________________ Item/Amount ____________________________ □ On-Campus □ Off-Campus
Contributor ____________________________ Item/Amount ____________________________ □ On-Campus □ Off-Campus

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

Solicitation
Items to be Sold ____________________________ Amount of Money to be Collected _________

Guest Speakers

Name ____________________________ Affiliation ____________________________
Name ____________________________ Affiliation ____________________________

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
Outdoor amplified sound requires prior approval through a confirmed space reservation with Student Activities

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

Marketing and Signs

- HornsLink Event
- HornsLink News Article
- Kiosks
- Bulletin Boards
- Social Media
- ListServs

- Digiknow Screens
- Texas Unions
- Student Services Building (SSB)
- 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: trademarks.utexas.edu/protected-marks

Work Orders

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

Work Order Consultation: 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) 471-4441 x3.

Parking and Transportation Services (PTS)

Loading/Unloading Permit ________ Surface Space ________ Garage Space ________

Requests must be submitted online at parking.utexas.edu/parking/specialevents/event_parking at least 14 days prior to your event. 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.

2609 University Ave, Ste. 2.112 • 512-471-3065 • deanofstudents.utexas.edu/sa
Environmental Health and Safety (EHS)

Food

Purchase Location ____________________ On-Campus Cooking or Heating Method ____________________

☐ EHS Food Distribution Permit Required: Must be completed online at ehs.utexas.edu/programs/foodandwater/food-safety.php at least 7 days prior to the event. The permit must be printed and on-site at the event.

Animal(s) ____________________ Company ____________________

☐ EHS Live Animal Exhibit Approval Required: Must be completed and approved prior to the event: ehs.utexas.edu/programs/animalmakesafe/animal-live-exhibits.php. 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 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: send request to studentactivities@austin.utexas.edu.

Risk Management

☐ Risk Management Plan ☐ Safety Equipment
Due: ____________________
☐ First Aid Kit

Additional Notes: ____________________

________________________

________________________

________________________

March 2017

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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

☐ 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 (Office of the Dean of Students)
☐ Complete Work Order for Equipment  ☐ Complete Follow-Up Consultation
☐ Other: ________________________________

Additional Notes: ____________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________