



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

- | | |
|---|---|
| <input type="checkbox"/> HornsLink Event | <input type="checkbox"/> Digiknow Screens |
| <input type="checkbox"/> HornsLink News Article | <input type="checkbox"/> Texas Unions |
| <input type="checkbox"/> Kiosks | <input type="checkbox"/> Student Services Building (SSB) |
| <input type="checkbox"/> Bulletin Boards | <input type="checkbox"/> Housing and Food Services (DFHS) |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> RecSports |
| <input type="checkbox"/> ListServs | <input type="checkbox"/> McCombs |

Prohibited Trademarks

Words

- The University of Texas
- Longhorns
- UT
- Bevo

Images

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

More at: trademarks.utexas.edu/protected-marks

Work Orders

- | | |
|--|---|
| <input type="checkbox"/> Tables _____ | <input type="checkbox"/> Trash Cans _____ |
| <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> Recycling Bins _____ |
| <input type="checkbox"/> Electricity _____ (outlets) | <input type="checkbox"/> Stages _____ (size) |
| <input type="checkbox"/> Water _____ | <input type="checkbox"/> 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.

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: _____

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 (Office of the Dean of Students) |
| <input type="checkbox"/> Complete Work Order for Equipment | <input type="checkbox"/> Complete Follow-Up Consultation |
| <input type="checkbox"/> Other: _____ | |

Additional Notes: _____

