



**OFFICE OF STUDENT LIFE  
EVENT PLANNING AND APPROVAL  
CITRUS CAMPUS**

**Process must begin at least four weeks prior to event.**

Sponsoring Club/Organization: \_\_\_\_\_

Student Legal Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Proposed Start Time: \_\_\_\_\_ Proposed End Time: \_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_ Budget No.: \_\_\_\_\_

\_\_\_\_\_  
Club Officer Signature

\_\_\_\_\_  
Date: MM/DD/YY

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date: MM/DD/YY

**Tentative Approval**

Meet with the Student Activities coordinator to approve the date of the event. If date is appropriate, the date will be held for two weeks while appropriate signatures are acquired.

Date Approved     Budgeted Event (if not, minutes attached)

\_\_\_\_\_  
Student Activities Specialist

\_\_\_\_\_  
Date: MM/DD/YY

**Fundraising**

Fundraising Event:  Yes  No    If yes, where will proceeds go? \_\_\_\_\_

Date set for training in cash-handling procedures.

\_\_\_\_\_  
Foundation Staff (If Foundation-related event)

\_\_\_\_\_  
Date: MM/DD/YY

**Location**

Reserve and confirm event location with appropriate staff. Initial contact must be made and the application form must be filled out by club/organization advisor before approval is granted.

- Citrus Learning and Conference Center – Manager for Conference Services
- Pavilion – Manager of Plant Operations
- Outside Student Club Room – Student Activities Specialist

Location approved.     Additional costs for custodial services: \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date: MM/DD/YY

**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 form must also be completed and routed for signatures. Attach a copy to this form.

- No contract required.
- Contract required and ordered by the advisor.
- Agreement to Provide Professional Services form completed.
- Reviewed by the vice president for Citrus Campus.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date: MM/DD/YY

- Reviewed by the senior vice president for Administration and Finance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date: MM/DD/YY

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; Certificate of Insurance provided by the vendor.
- Additional insurance required; meeting held with director of Purchasing to purchase insurance.

\_\_\_\_\_  
Director of Purchasing

\_\_\_\_\_  
Date: MM/DD/YY

**Public Safety**

Contact Public Safety staff for recommendations regarding event security.

Recommendation for public safety:

- None required.
- CF officers required.      How many? \_\_\_\_\_
- Off-duty Citrus Police Department officers required.      How many? \_\_\_\_\_
- Approximate Cost: \_\_\_\_\_

**Parking**

- Where will attendees be directed to park?      Lot No.: \_\_\_\_\_

\_\_\_\_\_  
Manager of Public Safety

\_\_\_\_\_  
Date: MM/DD/YY

**Ordering/Purchasing**

If additional ordering or purchasing is required for an event (trophies, signs, etc.) a quote must be attached to this form for review prior to placing the order. After 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 equipment is needed, submit the Equipment Checkout form to the Office of Student Life for approval.

- Equipment not required.
- Equipment required; form completed.

**Publicity**

If publicity is needed, submit the Publicity Request to the Office of Student Life for approval. Email to [greeney@cf.edu](mailto:greeney@cf.edu) for approval.

- Publicity not required.
- Publicity required; form completed.

**Plant Operations**

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

- Additional costs for staff time: \_\_\_\_\_
- Work Order No.: \_\_\_\_\_

**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 No.: \_\_\_\_\_

**Final Approval**

Once all appropriate steps have been completed, bring this form with required signatures and copies to the Office of Student Life. The Citrus Campus Director of Student Affairs and Student Activities Specialist will review and approve — or require additional information. Once an event is approved, all college departments that have been contacted will receive an email that the event has been approved and it is 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.

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Citrus Campus Director of Student Affairs

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Date: MM/DD/YY