UNT
DIVISION OF
STUDENT AFFAIRS
Student Activities

Student Organization Event Safety Planner
You may be asked to provide this form at any point during your event. Please keep it with you!

Organization Details:

Student Org Name *

Event Title *

Event Date *

ESC Meeting Date: *

Event Contact

First Name: *

Last Name: *

Email Address: *

Phone Number: *

ESC Meeting Attendee (Student Org Rep)

First Name: *

Last Name: *

Email Address: *

Phone Number:

Additional Attendees:

Event Co-sponsor(s)

Additional Notes

Is this Organization affiliated with CSFL   -- Please Select --

Advisor to be present at event

Advisor First and Last Name *

Advisor Email *

Schedule

Pre-event Meeting Required

Student Org Arrival Time

Event Doors Open Time

Event Start Time

Event End Time

Additional Stipulations/Notes

Facility/Space

Is this event being held in a special event space *

Event Location *

Inclement Weather Location/Room

Facility/Space Contact	First Name: *	Last Name: *	**Email** *

Deposit Payment Deadline

Balance Payment Deadline

Expected Attendance: UNT *

Expected Attendance: Off-Campus Guests [   ]

Total Expected Attendance: [   ]

Attendance Capacity Set by ESC [-- Please Select -- ▾]

Established ESC Capacity Cap and Reasoning

Equipment Needed [   ]

Cleaning Protocol [   ]

Outdoor Sound Amplification/Noise Ordinance Restrictions [   ]

Additional Stipulations/Notes [   ]

Attendance Management

Ticketing/RSVP Required [▾]

Wristbands Required: [▾]

Parking [▾]

Minors Present [▾]

Additional Stipulations/Notes [   ]

RISK MANAGEMENT

ESC Representative to Attend Event: [▾]

Role of the Student Org event staff in managing event: [   ]

Student Org Event Staff Identified by: [   ]

Event Environment (e.g., props, chemicals, hazardous materials, special effects) [▾]

Additional Stipulations/Notes [   ]

Finances

Entry Fee [▾]

Solicitation Permit Required: [▾]

Food and Beverage

Catering Source: [▾]

Alcohol Present [▾]

Insurance

Event Insurance Required [▾]

Vendor Insurance Required [▾]

Insurance Comments [   ]

Security

Security Required: *[▾]

The Police Department reserves the right to modify the security posture of an event at any point before or during the event

The details provided in the Event Application and discussed in ESC are complete and accurate, to the best of my knowledge. I understand that omissions or falsification of information, as well as violations of these procedures or other university policies or procedures could subject the student organization and me to disciplinary and/or administrative action, including a warning, fine, cancellation of the event, loss of the ability to host events on-campus for a specified period of time, or suspension.

I understand that this event has been approved by ESC to proceed with the noted stipulations, and that the student organization must report any change in event details to the ESC Chair for additional evaluation at least 5 business days prior to the event. I understand that in some cases, changes may not be able to be approved by ESC before the event and may not be allowed.

I understand that the appropriate student organization representatives must sign and return this Event Safety Planner, and as well as meet all stipulations set forth in it, by the assigned deadlines. Failure to meet these deadlines will result in the denial or postponement of the event.

This event has been approved as noted. The organization is responsible for following all guidelines required for event approval. Failure to follow those guidelines may result in disciplinary action, additional expenses or subject the event to cancellation.

SIGNATURES Event Safety Planner Deadline [   ]

Event Safety Committee Chair: Organization Representative:

_____

Risk Management Representative: Facility/Space Representative:

Insurance Representative:

Fraternity & Sorority Life Representative: Fire & Life Safety Representative:

Event Safety Committee Chair Signature	_____Date:_____
Facility Representative Signature	Electronic Signature Pending
Police Department Representative Signature	Electronic Signature Pending
Risk Management Representative Signature	Electronic Signature Pending
Parking Representative Signature	Electronic Signature Pending
Insurance Representative Signature	Electronic Signature Pending
Youth Protection Services Representative Signature	Electronic Signature Pending
Organization Representative Signature	Electronic Signature Pending
Fraternity & Sorority Life Representative Signature	Electronic Signature Pending
Fire Life & Safety Representative Signature	Electronic Signature Pending