



Student Organization Event Application

Organizations Must be Currently Registered

1. Come by the Student Activities Center to pick up an event application and ask any questions you may have.
2. Complete and submit the UNT Event Application (Planner) at least **TEN WORKING DAYS** prior to the event.
3. Have application reviewed and approved by the facility where event is being held (need signature).
4. Bring event application back to the Student Activities Center for final signature .



The signatures of the Organization President, the Organization Advisor AND Facility representative MUST be present prior to the Student Activities Center approval. This is an initial approval to continue planning.

5. If each necessary area approves the event, a pre-event orientation meeting may be scheduled to include individuals and departments to meet the event safety goals set by the Event Safety Committee (ESC).
6. Event occurs. No follow-up is necessary unless an issue of safety or responsibility arises. (See Event Evaluation below.)

Event Referrals to the Event Safety Committee:

1. The event maybe referred by the Student Activities Center representative to the ESC for planning. The Student Activities Center will inform you of the date and locating of the planning meeting. You will meet the Event Safety Committee, which will create in writing any stipulations the event staff (originators or planners) must follow in order to schedule and execute an event. An event may NOT take place unless the planners comply with all requirements set forth by the Event Safety Committee. A record of non-compliance may inhibit your ability to schedule future events. Signatures from the Student Activities Center representative and other ESC members giving final approval must be obtained before the event may take place.
2. If it is the decision of the ESC to deny permission for an event, that decision will be based on a conclusion, after discussion with the event planners, that there is no feasible way to reduce the risks. If differences between the planners and the ESC cannot be reconciled, the decision maybe appealed to the vice President of the division of the University in which the IPO operates.

Event Evaluations

1. At the request of the ESC or IPO, a meeting of the individual and/or offices involved in the event shall be held to discuss their observations regarding the event. The ESC will compile and disseminate the final event evaluation to the offices and individuals involved.
2. Violations – Student event s found violating this policy and procedure of other University policies shall be referred to the Center for Student Rights and Responsibilities for disciplinary action according to the Student Code of Conduct.

*The complete Event Safety Policy can be found in the University of North Texas Policy Manual under Policy number 6.3, Space Management and is on file in the Student Activities and Organizations Office.



Event Cancellation
Date _____
Per _____
Reason _____

Date Received
Must be received 10
Working days before event

Event Title _____	Date of Event _____	Time _____
Organization _____		
Contact Person _____	Phone _____	
E-mail _____	ID# _____	
Organization President _____	Phone _____	
E-mail _____	ID# _____	
Additional Sponsoring Group(s) _____		

Detailed Description/Outline of Event (be specific) _____

Location/Facility Requested _____

Attendance: Members only _____ Members & Guests _____ All University _____ Public/Denton _____ Public/Metroplex _____

Ticket Price _____ Ticket Sales Location _____ Expected Attendance _____

Proposed advertising _____

Will you be serving alcohol? _____ Yes _____ No

I certify that the details on this application accurately, reflect the event as proposed, and that I am authorized to represent the organization. If this event is approved, my organization and I agree to abide by the guidelines established for this event. **I understand that willful omissions or falsification of information on this application will result in disciplinary action against all parties involved and that the event may be refused or canceled.** Any changes from the original event request application may result in additional expenses to the organization. **MUST BE FINALIZED 3 BUSINESS DAYS PRIOR TO EVENT.**

Signature of Applicant (contact person) _____ Date: _____

Signature of Organization Advisor _____ Date: _____

Signature of Organization President _____ Date: _____

Signature of Facility _____ Date: _____

Event Referral:

Approval for planning: Yes _____ No _____ Director, Student Activities _____ Date: _____

Reason: _____

Special Event Planner & Meeting: _____

Final Approval: Yes _____ No _____ Director, Student Activities _____ Date: _____

FINAL SIGNATURE CONSTITUTES APPROVAL TO HOLD PROPOSED EVENT