

MSU Student Organization Event Form

Event Planning Process:

The Division of Student Affairs believes that student activities and organizations exist to provide every student educational opportunities to meet new people, contribute to the community, explore career opportunities, practice leadership skills, and make a difference all while having fun at Mississippi State University. Our goal of proactive risk management is to ensure that student organizations plan and host events where everyone involved has a safe and fun experience. We believe risk management is the process of advising organizations of the potential and perceived risks involved in their activities, as well as assisting organizations to take proactive steps to minimize accidental injury and/or loss. The Event Form will assist your development of effective event planning and risk management procedures by providing a framework to guide your approach to managing your event. Every organization is strongly encouraged to use this form, your advisor, and other Division of Student Affairs resources in order to plan a successful event.

Remember that all activities should be consistent with:

- Your organization's purpose and mission.
- Mississippi State University Rules and Regulations regarding Students.
- The Laws of the State of Mississippi.

If you should have any questions about completing this form, please contact the Dean of Students' Office at 662-325-3611. The Dean of Students' Office is located in suite 112 of Lee Hall.

DIRECTIONS:

1. Contact Event Services (325-3228) 117 Colvard Student Union to **TENTATIVELY** reserve a room.
2. Complete the info requested in Section I, II, and V of this form in full detail.
3. Obtain the required signatures in Section III, and IV of this form in following **EXACT ORDER**.
 - a. Your organization advisor
 - b. Colvard Student Union representative (314 Colvard Student Union)
 - c. Additional signatures if necessary - Section III
 - d. Final Event Signature - Dean of Students' Office (112 Lee Hall)
 - e. Final Event Services Signatures - Section IV
4. Please note: Events requiring structures to be erected or signs being placed into the ground outside the bounds of the campus solicitation policy (OP 91.110) require an additional signature by the Executive Director of Facilities. Events requiring security will require an additional signature from the MSU Police Dept.
5. After receiving Event Approval in Section III you need the signature of the building supervisor (Section IV) and Event Services (Section V).
6. Student Organizations must know and abide by the rules and regulations of MSU, its facilities and the State of Mississippi.

MSU Rules and Regulations can be found online at:

http://www.msstate.edu/web/student_policies.html

MSU Student Organization Event Form

Section I - GENERAL INFORMATION

Date(s) of Activity: _____ Day(s): _____ Time: _____ to _____
Estimated number of people attending the event: _____ Location of Event: _____
Student Organization: _____
Specific Name of Event: _____
Student in Charge of Event: _____ Cell Phone # of Student in Charge: _____

Section II - TYPE OF ACTIVITY

A. Describe the nature and purpose of the event in detail: _____

B. Will this Outdoor Event require electricity? Yes No

* If "Yes" contact Dwight Dempsey with Facilities Management at (662)325-2052

C. Will this event be open to the public? Yes No

* If "Yes" security may be required. Charges may apply!

D. Does this event involve erecting structures on campus? Yes No

* If "Yes" then you may need to have the signature of the Asst. Director of Facilities Management

E. Will this event charge participants for registration or have an admission fee? Yes No

* For example: Conference, concert, luncheon, banquet, etc

F. Will this event have amplified music? Yes No

* If "Yes" then steps in the Outdoor Amplified Music Policy must be followed

* www.msstate.edu/dept/audit/91310.html

* Please define the type of amplified music in part A of this section

G. Will food be served at this event? Yes No

* If "Yes" then must adhere to Food Handling Policy and the student in charge that is listed above must have passed food handling test as found online at: www.health.msstate.edu/food

Section III - EVENT APPROVAL SIGNATURES (please be sure to date all signatures)

(1st Signature) Faculty Advisor

Email

Telephone #

Date

(2nd Signature) Colvard Student Union Representative

(3rd if Security is Required) MSU Police

(4th if Necessary) Asst. Director of Facilities Management

(5th Signature) Dean of Students' Office Representative

Section IV - OTHER ARRANGEMENTS (Charges May Apply)

* Inform Event Services (325-3228) at least 48hrs in advance of set-up needs (ie. tables, A/V equipment)

* Contact Dining Services (325-3663) for on-campus catering

Event Services Representative

Date

For Dean of Students' Office Only

Taken by _____

- Faculty advisor signature
- All other signatures (if necessary)
- Emailed to Group

- Colvard Student Union signature
- Student Travel
- Added to DOS Calendar

Section V - EVENT AND RISK PLANNING

How does this event/activity promote the mission of the organization?

What resources/advisors have you consulted prior to determining that you can adequately manage this event?

- Student organization executive board/officers
- Other student organizations that have managed similar events/activities
- Student organization advisor
- Colvard Student Union Staff
- Dean of Students' Staff
- Other Mississippi State University staff

Complete the Risk table below to demonstrate your approach to managing this event:

Potential Risks	Strategies to Prevent these Risks
General:	
Financial:	
Reputational:	

General Comments:

1. **Are you traveling?**
 Yes No

2. **If you are traveling, what type of transportation are you using?**
 Personal car University bus Other _____
 Rental car Airline

3. **Does your program involve any type of physical activity?**
 Yes No

4. **Are you using an assumption of risk/waiver, medical release, and emergency contact form?**
 Yes No

5. **Is your event/activity an Open Event?**
 Yes No
* Events that are open to the campus, general public, or students.
* For assistance with open events, contact the Mississippi State University Police Department at 662-325-2121.

6. **Are you contracting a service from a non-university entity?**
 Yes No

7. **Are you required or have you considered purchasing liability insurance?**
 Yes No

8. **Will your event require the assistance of Parking Services for parking or traffic control?**
 Yes No
* For assistance contact the Department of Parking Services at 662-325-3526.

- 9.. **Are you planning to post flyers or advertising on campus?**
 Yes No
* Review MSU Campus Solicitation Policy: <http://www.msstate.edu/dept/audit/91110.html>

10. **Is there alcohol involved with your activity?**
 Yes No
* Review your organizations policies and rules related to alcohol and student organizations.
* Review M.S.U. Alcohol Policy and Sanctions: <http://www.msstate.edu/dept/audit/91119.html>
* Review M.S.U. Student and Other University Organizations Policy
* Section 5e: <http://www.msstate.edu/dept/audit/91200.html>
* Review the Laws of the State of Mississippi concerning alcohol.

11. **Will you have monitors at the door with the guest list?**
 Yes No

- 12.. **Will security be present?**
 Yes No
* For security assistance contact the Mississippi State University Police Department at 662-325-2121.

13. **Will food and non-alcoholic beverages be served?**

- Yes No

* Review M.S.U. Student and Other University Organizations Policy

* Section 5e: <http://www.msstate.edu/dept/audit/91200.html>

14. **Have you planned a budget for this event?**

- Yes No

15. **Have you reviewed your overall budget and purchasing guidelines while planning this event?**

- Yes No

Section VI - EVENT ASSESSMENT:

1. Was your event successful?

2. What unforeseen problems/obstacles did you encounter?

How can you better prepare for these problems/obstacles in the future?

3. Will you continue this event?

What recommendations/improvements will you make when planning this event in the future?

<u>Building/Room</u>	<u>Name of Office</u>	<u>Location of Building Supervisor</u>	<u>Phone #</u>
Allen Hall	Event Services	Garner – 2nd Floor East End	325-3228
Amphitheater	Event Services	117 Colvard Student Union	325-3228
Bettsworth Auditorium	Architecture	Giles 240	325-2202
Bost	Event Services	117 Colvard Student Union	325-3228
Butler Alumni House	Event Services	117 Colvard Student Union	325-3228
Chapel of Memories	Event Services	117 Colvard Student Union	325-3228
Dorman	Event Services	Dorman 117	325-3228
Drill Field	Event Services	117 Colvard Student Union	325-3228
Dorman Lake	Hunter's Cabin	1mi fir St. Superette on Blackjack	325-2191
Hand Lab	Registrar	Garner – 2nd Floor East End	325-8293
Harned	Registrar	Garner – 2nd Floor East End	325-8293
Hilbun	Registrar	Garner – 2nd Floor East End	325-8293
Hunter Henry Center	Hunter Henry	Hunter Henry	325-7000
Lee Hall Auditorium	Event Services	117 Colvard Student Union	325-3228
M-Club	Event Services	Bryan Building	325-3228
McCool	Event Services	McCool 104	325-3228
Memorial Hall – Bishop, Burgoyne, Coskrey, Lewis Sumner	Continuing Ed.	Memorial 320/321	325-2648
Simrall Auditorium	Event Services	Simrall 216	325-3228
Simrall Classrooms	Registrar	Simrall 216	325-8293
Thompson Hall	Forestry	Thompson Hall 110	325-2952
Vet School	CVM Dean's Office	1st Floor of Vet School (through wooden doors on the right)	325-1418