

Student Event Checklist

This is a tool used to assist in planning events of 40 people or more but can also be used for smaller meetings if desired. If you have any questions, please feel free to contact Conference and Event Services 406-994-3081.

Reservations:

- Is your group a registered student organization with the Office of Activities and Engagement for the current academic year?
- Have you discussed this event with your group advisor?
- Have you reserved your event space?
- Have you reserved your advertising space?
- If your event is outside, have you completed an outdoor program request?
- Does your event include a vendor, organization or speaker from off campus?
 - The vendor or speaker must be somehow connected to your group's purpose
 - Members of your group must plan the event.
 - Any advertising or promotional material must include your group's name as a sponsor of the event.
 - The group's sponsorship of the event must be acknowledged during the event
- Will this event generate revenue for the speaker, an outside party, or your group? If so, this should be discussed with The Office of Student Activities and Engagement.
 - <http://www.montana.edu/engagement/>

Food and Beverage:

- Will there be food or beverage at your event?
 - If so, these must be ordered through University Food Service (Catering)
 - <http://www.montana.edu/ufs/catering/>
- If you are considering preparing food for your event, this must be discussed in detail at least **one month prior** to your event with Conference and Event Services.
 - You must get permission to use and reserve any MSU kitchen facility.
 - SUB – Dan Yerigan – 994-3663
 - Sports Facilities concession stands – Ron Perrin – 994-7741
 - Anyone preparing or serving food will have to complete a training program through University Food Service.
 - Dustin Schreiner – 994-6455
 - <https://tofu.msu.montana.edu/ufs/training/events>
- Are you considering having alcohol at your event?
 - All alcohol must be ordered through University Food Service (Catering).
 - <http://www.montana.edu/ufs/catering/>
 - You will have to complete an alcohol request form
 - <https://tofu.msu.montana.edu/ufs/alcohol>
 - All events with alcohol must have security and you will be required to pay for security.
 - You must discuss any plans to serve alcohol, at your event, with the scheduling authority for the space at least three weeks prior to your event.
 - Conference and Event Services
 - Sports Facilities
 - You may also be required to pay for additional services such as ID checking, wrist banding etc.

Entertainment and decorating:

- Be sure to discuss your room set up needs and the timeline of your event with Conference and Event Services at least **two weeks prior** to your event.
 - Of special concern are sound checks for entertainers.
 - Set up/decorating time.

- As a student group, you will be allowed to reserve space in the SUB for the day of the event at no charge.
- If you want to secure the space the day prior to your event, for set up and/or rehearsal, your group would have to pay full rental price for the setup/rehearsal day.
- If you choose not to reserve the space for the day prior to your event and , two weeks prior to the event, the space ends up being available, you are welcome to use it at no charge
- In the SUB, we do not allow the following decorative items:
 - Glow sticks or liquid light products – any kind of plastic products with glowing liquid in them
 - Glitter or “fairy dust”
 - Confetti or confetti shooters/canons
 - No tape, nails, pins, or screws to attach to the ceiling, drapes, floors, or walls inside or outside the event space
 - Easels, white boards, poster boards, ceiling hooks and wall hooks are available through Conference and Event Services.
 - Use of any fire element or other special effect such as candles, smoke machines, pyrotechnics etc. must be approved by the SUB Building Director at least three weeks in advance of the event.

General Guidelines:

- The entire MSU campus is a tobacco free zone. No tobacco products can be used or consumed anywhere on campus.
 - Anyone caught using a tobacco product in conjunction with an event will be asked to leave immediately
 - For more information - <http://www.montana.edu/health/healthpromo/tobacco.php/>

Signatures:

By signing this checklist you acknowledge that you have read and understand the expectations for hosting or sponsoring a student event on campus. You must return this document to the Office of Activities and Engagement at least **two weeks prior** to your event.

Student Representative

Date

Advisor

Date

Office of Activities and Engagement

Date

Emergency Contact Information:

Advisors Emergency Contact Number during Event: _____

Name of Event Contact: _____

Cell Phone Number: _____