

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 contact Conference and Event Services.](#)

Reservations:

- [Register student organization with the Office Student Engagement for the current academic year.](#)
- Discussed event with the group advisor.
- Reserved event space.
- Reserve advertising space.
- [Outside events must completed an outdoor program request.](#)
- Events that 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.
- [If the event generates revenue for a speaker, an outside party, or your group, the event must be discussed with the Office of Student Engagement.](#)

Food and Beverage:

- [All Food and Beverage must be supplied by MSU Catering.](#)
- [Any exception must have approval from MSU Catering.](#) This includes but are not limited to food prepared for public consumption and donated food. Exceptions must be approved at least one month prior to the event.
- Group events with alcohol.
 - [Alcohol must be ordered through University Catering.](#)
 - [Complete an alcohol request form.](#)
 - Security is required for all events with alcohol and you will be required to pay for security.
 - Discuss plans to serve alcohol at least three weeks prior to your event with the event space scheduling authority.
 - Additional services (ID checking, wrist banding, etc) may have additional costs.

Entertainment and Decorating:

- [Discuss your room set up needs and the timeline of your event with Conference and Event Services two weeks prior to your event.](#)
 - Of special concern are sound checks for entertainers.
 - Set up and decorating time.
 - Student groups are allowed to reserve space in the SUB for the day of the event at no charge.
 - Rehearsal and set up days may be subject to room rental rates.
- SUB prohibited decorative items:
 - Glow sticks or liquid light products (Any plastic products with glowing liquid in them).
 - Glitter or "fairy dust".

- Confetti or confetti shooters/canons.
- 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.](#)
- Fire element or other special effects (Candles, smoke machines, pyrotechnics, etc) must be approved by the SUB Building Director 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.
 - [Information on Montana State University's tobacco policies.](#)

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 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