

Huntingdon College
Office of Student Development
Event Planning Form

One form is needed for each event.

This form should be used by **student organizations for planning events and making event requests. Print this form and return it to the **Office of Student Development in Jackson 209**, along with any additional information necessary.*

<p>Today's Date: _____</p> <p>Contact cell number: (_____) _____</p> <p>Contact email: _____</p> <p>Who is responsible for payment: _____</p> <p>On campus group/Account # for billing: _____</p> <p>Off campus group/ Address for billing: _____</p>
<p>Name of Event: _____</p> <p>Purpose of Event:</p> <p>_____</p> <p>_____</p> <p>Date(s) of Event: _____</p> <p>Alternate Date(s) of Event: _____</p> <p>Event Location: _____</p> <p style="text-align: center;"><i>Please include the building(s) and room number(s) requested.</i></p> <p>Alternate Location: _____</p> <p>Deliver/Set-up Time: _____</p> <p>Event Start Time: _____ Event End Time: _____</p> <p>Clean-up Time: _____</p> <p style="text-align: center;"><i>Each group is responsible for leaving the facility as they found it.</i></p> <p>Expected Attendance: _____</p>
<p>Transportation Means: (must be completed for all off-campus events):</p> <p><input type="checkbox"/> Personal Vehicle(s) <input type="checkbox"/> College Van(s); number requested _____</p> <p><input type="checkbox"/> College Mini-Bus <input type="checkbox"/> Other College Vehicle: <i>Please specify</i> _____</p> <p><input type="checkbox"/> Other Transportation: <i>Please specify</i> _____</p> <p>Driver(s): <i>Must include the First and Last Name of Driver(s) if planning to utilize College-owned vehicles.</i></p> <p>_____</p> <p>Pick-up Date and Time: _____</p> <p>Other Needs: <input type="checkbox"/> Podium <input type="checkbox"/> Podium mic* <input type="checkbox"/> Tablecloths (add'l cost)</p> <p> <input type="checkbox"/> Table lectern <input type="checkbox"/> Mic on stand <input type="checkbox"/> Table skirting (add'l cost)</p> <p> <input type="checkbox"/> U.S. Flag* <input type="checkbox"/> Alabama Flag*</p> <p> <input type="checkbox"/> UMC Flag*</p> <p> <input type="checkbox"/> Stanchions <input type="checkbox"/> Other _____</p> <p>Media (A/V) Services:</p> <p><input type="checkbox"/> Sound Technician (Drum Theater) <input type="checkbox"/> Portable Projector</p> <p><input type="checkbox"/> Sound Technician (Ligon Chapel) <input type="checkbox"/> 12' x 12' Screen</p> <p><input type="checkbox"/> Laptop Computer <input type="checkbox"/> 60"Screen <input type="checkbox"/> Speakers for Laptop</p> <p><input type="checkbox"/> Other: _</p>

Waivers/Hold Harmless Agreements Required? _____Yes_____No

Insurance: Does this event require Proof of Insurance? _____Yes_____No

Please note, for groups, organizations, and/or entities that are not a part of Huntingdon College, we require a current Certificate of Liability naming Huntingdon College as additional insured from your liability insurance provider. This document must be submitted to Laura Duncan, Vice President for Auxiliary Services, at lduncan@hawks.huntingdon.edu. Your event may be canceled if this document is not received at least one week prior to the event.

Event Refreshments/Meals: Does this event require refreshments/meals? _____Yes_____No

Please be aware if food is served at events held at any Huntingdon College-owned property, whether for an outside group or a College group, you are required to give Aramark first right of refusal to provide that food. If you are granted permission from Aramark to bring food in from an outside source, you must order that food from a reputable, licensed caterer or restaurant. It is not permissible to serve food at a Huntingdon College event that has been prepared in a home kitchen, including homes owned by Huntingdon College and occupied by Huntingdon students. If you use Aramark at Huntingdon College to prepare and serve the food and drinks for your event, you are asked to contact Mr. Kedric Barnette (kbarnette@hawks.huntingdon.edu) directly for pricing and to coordinate your menu selections. Thank you for your compliance with this policy.

Will you be contacting Aramark for permission to use an off-campus caterer? _____Yes_____No

Please be aware, pursuant to Huntingdon College policy, the possession, use, or discharge of firearms, fireworks or other explosive devices, or weapons of any kind, are prohibited on the property of Huntingdon College. No pets are allowed in campus buildings, on or around athletic fields. Huntingdon College is a smoke-free campus. Alcohol usage at any College event must be compliant with College policy.

By signing this document, you are agreeing to uphold all Huntingdon College policies and you understand that violation of same is just cause for the cancellation of this reservation at any time before or during the event and may further void your future use of Huntingdon College facilities.

Completed forms must be submitted to the Office of Student Development in Jackson 209 at least two (2) weeks prior to the date of the event or two weeks prior to the start date for recurring events.

Signatures:

Student Organization Representative/Event Coordinator

Date

Director of Student Leadership and Engagement

Date

Dean of Students

Date