

SRJC Student Affairs Office – Special Event Application

Dance - **Live Performance** - **Off-Campus Speaker** - ***Fund Raiser** - **Other**

(Check all that apply; lead time of at least two months is required for special events; *fundraisers require only two weeks)

Nature or Name of Event: _____

Event Date/Time: _____ Campus/Building/Room: _____

Event Purpose*: _____

_____ Expected Attendance: _____

**The purpose and conduct of all events should align with the principles of the SRJC Mission Statement including: “promoting awareness of and maintaining sensitivity to ethnic, cultural and gender diversity within our student body, faculty, staff, administration, and course offerings;” “promoting and maintaining a safe learning and working environment;” and “contributing to the cultural life of our community by presenting enrichment opportunities to our students and community members” (<http://www.santarosa.edu/polman/1mission/1.1.pdf>).*

Names of Talent/Lecturer(s) ** : _____

***An entertainment contract must be filled out for all paid performances, lectures and services (use **SAO Performance Contract**).*

Sponsoring Club/Organization/Department: _____

Name of student representative in charge of event: _____

Student’s Email: _____ Phone #: _____

Name of Advisor: _____ **Signature:** _____

Advisor’s Email: _____ Phone #: _____

Additional Advisor(s)/Staff (see below):

1. Name: _____ Signature: _____ Phone #: _____

2. Name: _____ Signature: _____ Phone #: _____

Note: The Advisor(s) whose signature(s) appear must be in attendance at the Event for its full duration. Advisors must be SRJC faculty or staff.

Is the event open to the public? Yes No ; will event be advertised off-campus?: Yes No

Will *fundraising* occur at this event? Yes No ; Estimated amount?: _____

For amounts over \$1,000, an SRJC Fund Raising Activity form should be used:

http://www.santarosa.edu/for_students/student_affairs/forms/fund-raising-activity-form.pdf

All funds must be deposited in a Club Trust or Associated Students account in the Student Affairs Office.

Will tickets be sold for this event? Yes No ; Cost per: \$ _____; Estimated attendance?: _____

All food/beverage catering must be provided by **Fresh & Natural Food Service**. Any exceptions to this policy must be approved by F&N. Signature: _____ Date: _____

Will vendors be participating at this event? Yes No ; If yes, please list items to be sold: _____

Will artist(s)/lecturer(s) be financially compensated?: Yes No ; If yes, then **SAO Performance Contract** should be completed. Must submit IRS W-9 form prior to check issuance: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Administrative Review & Approvals:

of Advisors/Staff required to attend event: ____; SAO Signature: _____

Should an **SEA Addendum** be completed for detailed logistical, budgetary and safety information Yes No

Has a **Facility Use Application/Room Request Form** been Completed? Yes No ; initials _____

Have necessary **Service Request(s)** been completed? Yes No , initials _____
(includes tables/chairs/backdrops/BBQ/electricity/set-up/break-down/etc.)

Are **Police/Security Services** Required?: Yes No ; If Yes, how many: ____; Describe any necessary protocols in SEA Addendum.

District Police Signature: _____ Date: _____

Are **Media Services** Required?: Yes No ; If Yes, describe any necessary protocols in SEA addendum.

Media Services Signature: _____ Date: _____

Should the **Office of Business Services** review application? Yes No , If Yes, Business Services must Agree all liability/risk management concerns are covered. Signature: _____ Date: _____

If off-campus speaker(s) are used, a consultation with other faculty/staff professionals is required.

Referral list: SAO staff initials: _____

- | | |
|----------|------------------|
| 1. _____ | Signature: _____ |
| 2. _____ | Signature: _____ |

Suggestions/Remarks from consultation(s), please initial after comments: _____

Final Approval(s):

(Designated Student Affairs Advisor) (Date)

**By approving this event the signatory is agreeing that in his/her judgment, the event meets all SRJC policy and procedure standards.*

Note: This application must be completed and submitted to the Student Affairs Office at least two (2) months prior to the event; or two (2) weeks prior for fundraisers. Any exceptions must get special approval from the Dean, Student Affairs.

Other Approvals (as per Designated Student Affairs Advisor):

(Dean, Student Affairs & Engagement Programs) or (Date)
(Dean, Student Services, Petaluma Campus)

Comments: _____

(Vice President, Student Services) or (Date)
(Vice President, Petaluma Campus)

Comments: _____

Forward to Office of the President for Review (initials/date): ____/____

Comments: _____