

SRJC Student Affairs Office
Special Event Application – Addendum

Expanded Purpose Statement: _____

Community Impact: _____

Media Talking Points (include PR consult): _____

Printed Materials for Event (includes promotions & schedule): _____

Security Logistics (include DP consult): _____

Ticket Sales/Cash Receipts: _____

Fundraising Details: _____

Student Ambassador Use Plan: _____

Hospitality/Green Room: _____

Lighting and Sound Logistics (Media): _____

Room Set-Up & Take-Down (Facilities Operations): _____

Proposed Budget: _____

Performance Schedule: _____

Plan for Handling Disruptive Audience: _____

Responding to Inappropriate Content by Artist/Lecturer/Speaker:

- A. If artist(s) signed an **A.S. Entertainment/Performance Contract**, they should be reminded prior to performance time of the contract that was signed and the reference to the use of inappropriate material, verbal or otherwise. This shall serve as the warning to B. below.
- B. If in the judgment of the Event Coordinator (Student Affairs Advisor), the artist(s) begins producing or using material, verbal or otherwise, that is deemed to be inappropriate with regards to the SRJC mission statement (see page 1), policy, procedures, or practices, the Advisor will terminate the performance by notifying the artist(s). If the performance continues, the Advisor will notify other District authorities and possibly disengage sound reinforcement.