University Events Committee Form

Today’s Date: __________

**Deadline: Tuesday at 12:00 noon** to be on Wednesday Agenda.

Organizations with representatives present at the UEC meetings are more likely to have their event approved. **Please print clearly.**

Contact Person: ___________________________ Phone: ___________________________ **E-Mail:** ___________________________

Address: __________________________________ City __________________________ State _______ Zip _______

**Organization/Department:** ___________________________

(All student organizations must be registered with the Student Involvement and Leadership Center)

**Event:** ___________________________

**TIME AND DATE OF EVENT:**

Date: __________ (M/D/Y)  **Day:** __________________________  **Time:** __________ to __________

Ends: __________ (M/D/Y)

**Does event occur on multiple dates? (i.e. every Wed.)** ________________  If so, give dates: ________________

**DESCRIPTION OF EVENT** (Include any sales, give a ways, food, drink, or candy):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**LOCATION OF EVENT:**

Building: ___________________________ Building Signature: ___________________________

Room: ___________________________

Admission Charge: ___________________________ Percent or Fee Group is receiving: ________________

Tickets available at: ________________

**SIGNATURES REQUIRED IF:** Serving or giving away food, drink or candy, recreation group activities, and any indoor/outdoor reservations (ex. KUPD, Parking, Rec. Services, etc.).

Department: ___________________________ Signature: ___________________________

Department: ___________________________ Signature: ___________________________

**KU BOOKSTORE** (signature required for any retail merchandise sales):

______________________________

**UNIVERSITY LICENSE ADMIN** (Items such as shirts which have “University of Kansas”, “KU”, “Kansas”, “Jayhawks”, or the Jayhawk logo on them need prior approval from the Office of Trademark Licensing. Items also need to be produced by an Official University Licensee, and a list of those Licensees is always available by calling the Licensing Office (864-4650)).

**MUST HAVE REQUIRED SIGNATURES BEFORE SUBMITTING**

Please attach budget information or any supporting documentation.

University Events Committee
Student Involvement & Leadership Center
400 Kansas Union, University of Kansas
Lawrence, KS 66045  (785) 864-4861

Sales Tax or Copyright information required?  [ ] Yes  [ ] No

**Date Received:** __________

The University Events Committee meets every Wednesday at 3:30pm when classes are in session. Completed forms submitted after 12:00 noon on Tuesdays will not be considered at that week’s meeting.
Getting Started:
1. Pick up UEC Activity Registration Form in the Student Involvement and Leadership Center, 400 Kansas Union. Make sure you allow time to complete your plans, obtain the necessary signatures, and turn in your application at least two to three weeks in advance of your scheduled event. You must have UEC approval before you may advertise an event.

2. Fill in the name, address, phone number, and email of the individual making the request. The event confirmation and instructions will be emailed to the indicated emailed address.

3. If your group is not registered with The Student Involvement and Leadership Center, you will also need an organization registration form. You must be registered before you can turn in the completed UEC form to Student Involvement & Leadership Center. Your event cannot be presented to UEC until this registration is completed!

As needed for your event:
4. Reserve room with appropriate reservation clerk, and have the clerk sign the Activity Form. Indicate room, building, dates, and times scheduled on the activity form.

5. Obtain other permissions; i.e., retail merchandise, use of University insignia, register with Recreation Services. Obtain signatures where indicated on the activity form.

6. Arrange for food/snacks/beverages with Union Food Services or Housing Food Services. For special requests, see the UEC Chair or secretary.

7. Late night parties: Arrange for security; indicate security plans on activity form. Also indicate any entrance restrictions, such as KUID only. Groups are responsible for removing any post-party refuse.

Finish Up:
8. Hand in your completed activity form at the Student Involvement and Leadership Center, 400 Kansas Union before noon on Tuesday in order to be placed on the Wednesday meeting agenda. Attach any additional budget information, reservation confirmations, or support information to your activity form.

9. Check the agenda on-line (www.silc.ku.edu/UniversityEventsCommittee/minutes.shtml) to see if you need to attend the meeting. If you are on the “consent” agenda you do not need to attend the meeting. If you are on the “regular” agenda you will need to have a representative present at the meeting to answer questions. Unanswered questions could delay approval of your event; organizations with representatives present at the UEC meeting are more likely to have their request approved.

10. The University Events Committee meeting is on Wednesdays @ 3:30, in the International Room, Kansas Union.

11. Check the minutes on-line to see if your event was approved. www.ku.silc.edu/UniversityEventsCommittee/minutes.shtml

More helpful information:
- You may not advertise your event until it has been approved by the University Events Committee.
- Reservations for all outdoor locations must be made through Student Involvement & Leadership Office. Approval for all outdoor locations must be obtained through the UEC.
- Organizations must provide their own tables on Wescoe Beach (only one table per group).
- Amplified sound is not permitted on Wescoe Beach during classes.
- All food served on University premises must be obtained from the Union Food Services or Housing Food Services. Food Exception Form must be obtained from the Provost office for exceptions to this policy.
- Reservations for banner space on Wescoe is made in the Student Involvement & Leadership Office. Approval to hang your banner is obtained through the UEC committee.

Resource Numbers
- Athletic Department: 864-4212
  For permission to hold an event in Athletic Dept.
  facilities. Fees may be charged depending on equipment or space used.
- Bookstores Manager: 864-4640
  For permission to sell any retail merchandise.
- Crafton-Preyer or Inge Theatre: 864-3381
  To schedule a Murphy Hall Theatre.
- Danforth Chapel: 864-4861
  To schedule an event in Danforth Chapel.
- Facilities and Operations: 864-4770
  For use of PA system, placement of banners, maintenance questions. Fees may be charged depending on equipment used or services rendered.
- Instructional Development and Support: 864-2600
  For audio-visual equipment. Fees may be charged for equipment.
- Licensing Administrator: 864-4650, Burge
  For permission to use any University insignia, Including Jayhawk, University seal, and the title “University of Kansas” (i.e. on t-shirts, etc).
- Lied Center: 864-3469
  To schedule events in the Lied Center
- Murphy Hall room scheduling: 864-3326
  To schedule a classroom in Murphy Hall
- Parking Services: 864-7275
  For questions about parking on campus
- Police Department: 864-5900
  UEC representative receives notice of all campus activities
- Recreation Services: 864-3546
  For permission to hold any recreation organization activity
- University Registrar (Reservations): 864-5123
  To reserve most campus classrooms, please come in-person to 121 Strong Hall.
- Student Housing: 864-4560
  For permission to hold events in residence halls, scholarship halls or Jayhawk Towers
- Student Union Activities: 864-3477
  To sell tickets for your event
- Union Food Services: 864-4590
  Authorized source for food-beverages, snacks, candy, or meals
- Union Reservations: 864-4651
  To reserve rooms in either Union building