

SAMU Club Event Approval Form 2018-19

Please hand in the Event Approval Form to the Clubs Manager at least 4-6 weeks in advance. If you do not receive approval in one week, please contact the Clubs Department. Do not proceed with any further event planning until you have received event confirmation from the Clubs Manager. The approval process will take one week, and you will be notified by phone or email if your event has been approved.

- *Open this form in Adobe Reader to fill out each question. Save your file as the title of your event.*
- *All SAMU Clubs must have their events approved by the Clubs Department. The approval process will take one week. You will be notified by phone or email if your event has or has not been approved within three days of process.*
- *Please fill out all questions. Incomplete forms will be returned and will not be approved.*
- *If you require additional funding from SAMU, you must fill out the SAMU Event Request Form.*
- *Contracts must be submitted for approval.*
- *Insurance invoices must be paid within 30 days of the event.*

NEW: If you are using Aramark, the function sheet along with a signed cheque requisition must be attached to this form.

Event Organizer's Declaration

As organizer of this event, I am fully aware that I am responsible for its organization in ensuring that it complies with SAMU Risk Management Policies. I will ensure that if waivers are required, a copy will be given to the Clubs Manager. It is also my responsibility to ensure that all students involved with this event are aware of their responsibilities. In case of an emergency, I am to contact the Clubs Manager. As the event organizer, I agree not to consume alcohol on the day of the event until the event ends and all participants have safely left.

You must answer yes or no to the declaration before proceeding to fill out the rest of the form.

Yes

No

Event Requirements:

**Please note all questions marked with [Required] must be filled out appropriately.*

[Required] Date Form Submitted: ____/____/____

[Required] Date of Event: _____



[Required] Start Time of Event: _____ End Time of Event: _____

[Required] Club Name: _____

[Required] Name of Organizer:

[Required] Email Address:

[Required] Phone Number:

[Required] Outline Event Purpose:

[Required] Type of Event:

[Required] How many guests are you expecting? _____

[Required] Collaboration:

This event involves the participation of external professionals or organizations (*please specify*):

[Required] Organization Contact: _____

This event involves the participation of an organization, department, or faculty within SAMU or the University (*please specify*):

[Required] Organization Contact: _____

[Required] Location of Event:

<input type="checkbox"/> Classroom	<input type="checkbox"/> Kule Theatre	<input type="checkbox"/> Triffo Theatre
<input type="checkbox"/> Paul Byrne Hall	<input type="checkbox"/> CN Theatre	<input type="checkbox"/> Betty Andrews Recital Hall
<input type="checkbox"/> ACC	<input type="checkbox"/> MPR (Multi-Purpose Room)	<input type="checkbox"/> Theatre Lab
<input type="checkbox"/> Heart of Robbins	<input type="checkbox"/> Gray Gallery	<input type="checkbox"/> Allard Hall East Atrium
<input type="checkbox"/> Other (<i>please specify</i>): _____		
<input type="checkbox"/> Off Campus (<i>please fill out Off Campus Venue Information below</i>)		

[Required] Event Details:

<input type="checkbox"/> Grad Party	<input type="checkbox"/> Workshop	<input type="checkbox"/> Bake Sale
<input type="checkbox"/> Meeting	<input type="checkbox"/> Speaker	<input type="checkbox"/> Potluck
<input type="checkbox"/> Pep Rally	<input type="checkbox"/> Movie	<input type="checkbox"/> Club Promotion/Recruitment
<input type="checkbox"/> Global Awareness Week	<input type="checkbox"/> Social	<input type="checkbox"/> Other _____
<input type="checkbox"/> Silent Auction	<input type="checkbox"/> Information Session	

[Required] Confirm your involvement with the following departments if applicable:

<input type="checkbox"/> Facilities
<input type="checkbox"/> Audio/Visual
<input type="checkbox"/> Conference Services
<input type="checkbox"/> MacEwan Security
<input type="checkbox"/> MacEwan Catering Services

[Required] Promoting your event:

How are you planning to promote your event?

- | | | |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Posters | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> Brochures | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Emails | <input type="checkbox"/> E-Vite | <input type="checkbox"/> Banner Bugs |

Ticket Information (if applicable):

Early Bird Price \$ _____

Door Price \$ _____

Student Price \$ _____

Guest Price \$ _____

[Required] Volunteer Involvement:

Please check off all activities volunteers will be contributing.

- | | | |
|--|---|---|
| <input type="checkbox"/> Selling Tickets | <input type="checkbox"/> Advertising | <input type="checkbox"/> Registration |
| <input type="checkbox"/> Designing Posters | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Putting Up Posters |
| <input type="checkbox"/> Set-up | <input type="checkbox"/> Speaking | <input type="checkbox"/> Tear Down |
| <input type="checkbox"/> Other _____ | | |

[Required] Total number of volunteer hours:

- | | | | | |
|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|-------------------------------|
| <input type="checkbox"/> 10 – 20 | <input type="checkbox"/> 20 – 40 | <input type="checkbox"/> 40 – 100 | <input type="checkbox"/> 100 – 500 | <input type="checkbox"/> 500+ |
|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|-------------------------------|

How has this event utilized sustainable practices? Check the ones that apply.

- Environmental (for example, used recycled products)
- Cultural (sharing cultural experiences)
- Economic (included sponsorship or a club got a reduction on an item)
- Well-Being (promoted a sense of well-being for students)
- Social (provided a social opportunity for students to connect)



[Required] How will SAMU be recognized at your event?

<input type="checkbox"/> Banners	<input type="checkbox"/> SAMU Pamphlets
<input type="checkbox"/> Verbally	<input type="checkbox"/> Other _____

[Required] How will you determine the success of your event?

<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Evaluations	<input type="checkbox"/> Other _____
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Do you need a SAMU Executive at your event? (Upon availability)

- Yes
- No

If yes, what will they do?

How will you determine the success of your event? Describe:

If your event is held off campus, please complete:

Name of Venue: _____

Phone Number of Venue: _____

Address of Venue: _____

How many people are expected to attend? _____

How many people can the venue accommodate? _____

Risk Management

SAMU takes Risk Management very seriously and makes it one of our top priorities. To ensure that events are in a safe and enjoyable environment for all students, you as a club are responsible for guests and their behaviour. Please give serious thought as to what the worst-case scenario could be and make sure steps to minimize these risks are accounted for. If you select "no" to any of these questions, please contact the Clubs Manager to go over Risk Management.

Yes, I have thought about potential risks.

No, I need more information on Risk Management.

Refreshments

Food: *Check all that apply*

Food is being ordered through Aramark

We have met with Aramark to discuss our catering needs (*Catering Manager: 780-497-5028*)

We discussed labeling food to avoid food sensitivities

The event is held off-site, and the facility is equipped to deal with food service/catering companies

Alcohol On Campus: *Check all that apply*

This does not apply to our event

This does apply to our event

Event insurance has been purchased (Required)

Servers have the proper Pro-Serve License (copies of licenses have been given to Clubs Department)

We have a minimum of 3 volunteers to monitor 50 attendees, and this is the only job that they have (Required)



- The appropriate number of security guards are present for this event (1 guard for every 75 guests)
- Attendees are required to produce valid Government photo ID (Alberta's Driver's License, Passport)
- There is a wrist band program in effect for adults (age 18+) (Required)
- Minors will be attending this event
- Minors will be wrist-banded
- Attendees will be reminded to drink responsibly
- Cab ride fare for attendees have been included in the event budget
- Start time and end time for alcohol services have been discussed

Alcohol Off Campus: *Check all that apply*

- Event Insurance has been purchased (Required)
- Alcohol License has been purchased (copy has been given to Clubs Department)
- All servers have Pro-Serve Licenses (copies of licenses have been given to Clubs Department)
- We have a minimum of 3 volunteers to monitor 50 attendees, and this is the only job that they have (Required)
- Security has been arranged for this event
- Attendees will be required to produce valid ID (Alberta's Driver's License, Passport)
- There is a wrist band program in effect for adults (age 18+) (Required)
- Minors will be attending this event
- Minors will be wrist-banded
- Attendees will be reminded to drink responsibly
- Cab ride fare for attendees have been included in the event budget
- Start time and end time for alcohol services have been discussed

Guest Speakers / Demonstration Meeting: *Check all that apply*

- This does not apply to our event
- Students will be impacted by this topic
- There will be public attendance
- If students are impacted by this topic, identify the speaker and the topic:



Physical Activity: *Check all that apply*

- This does not apply to our event
- All participants have signed a waiver (Waivers can be picked up at the SAMU Office)
- A waiver copy has been given to the Clubs Manager
- All participants have been informed to bring ID and their health card
- List of physical activities have been submitted to the Clubs Department and insurance has been purchased

Travel: *Check all that apply*

- We are travelling outside of Canada
- We are travelling within Alberta
- We are travelling outside of Alberta
- Appropriate documentation has been signed
- University Travel Orientation has been completed if travelling abroad
- List of attendees full name, contact information, and emergency contact information has been given to the Clubs Department (whether within Canada or abroad)

Emergency Procedures and Responses

Check all that apply. In the event of an emergency, contact the Clubs Manager immediately (workman@macewan.ca or 780-497-4362). After office hours, contact Campus Security (780-497-5554). If the event is off-campus, discuss a plan with the Facilities Manager.

- An emergency response plan has been put in place
- Directions to the nearest hospital, if needed, have been arranged
- We have introduced ourselves to Security prior to this event
- We have a method to contact the police, ambulance, or fire department
- Evacuation procedures have been planned, if needed
- There will be a first aid kit on site
- At least one person at the event has first aid training

*****Event Budget Information Required*****

Budget Revenue

Please fill out the estimated revenue(s) for your event. Leave this section blank if you do not have any revenue to report.

Description of Revenue	Revenue (\$)

Total Revenue: _____

Description of Expenses	Expenses (\$)

Total Expenses: _____

Budget Total

Please calculate the net cost of your event below.

Total Revenue \$ _____ Total Expense \$ _____ = \$ _____