

SAMU Student Group Event Approval Form 2019-20

Please email the Event Approval Form to the Manager of Student Groups or the Coordinator of Student Groups within 4-6 weeks in advance. This is a two-step process.

Step 1 fill out the Event Approval Form. You will receive an email from the Department indicating that your event is approved or needs more information. We will contact you within 5 days of receiving your form.

Step 2. Complete the Risk Assessment and Emergency Plan form. You will receive an email from the Department notifying you that your assessment and plan has been approved or needs more information. We will contact you within 5 days of receiving this either approving or denying it.

Open this form in Adobe Reader to fill out each question. Save your file as the title of your event.

- Please fill out all questions. Incomplete forms will be returned and will not be approved.
- Contracts must be submitted for approval.
- Pay your bills 30 days after the event is held.
If you are using Aramark, the function sheet along with a signed cheque requisition must be attached to this form.

Event Organizer's Declaration REQUIRED

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 have developed a thorough risk management assessment and emergency plan for this event. I agree to follow this plan. I am aware of and responsible for adhering to all federal, provincial, and municipal laws and regulations. I will ensure that if waivers are required, a copy will be given to the Student Groups 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 Student Groups 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 sign and date the declaration, with a witness' signature from the executive team, before proceeding to fill out the rest of the form.

Organizer's Name _____

Witness' Name _____

Organizer's Signature _____

Organizer's Signature _____

Date _____

Date _____

Event Requirements:

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

Event Details

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

[Required] Date of Event: _____

[Required] Start Time of Event: _____

[Required] End Time _____

[Required] Group Name:

[Required] Name of Organizer:

_ [Required] Email Address:

_ [Required] Phone Number:

_ [Required] Outline Event Purpose:

_ [Required] How many guests are you expecting? _____

Required Location of Event	Feigl Theatre
Atrium	Betty Andrews Recital Hall
Kule Lecture Theatre	Triffio Theatre
CN Theatre	Black Box Theatre
Towers	Building 6 Outdoor Patio
Multi -Purpose Room	Gray Gallery Nook
Building 6 Foyer (by Griffin Landing)	Gray Gallery

[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"/> Other _____
<input type="checkbox"/> Global Awareness Week	<input type="checkbox"/> Social	
<input type="checkbox"/> Silent Auction	<input type="checkbox"/> Information Session	

[Required] Set-Up Requirements: (tablecloths, audio-visual, etc.):

Item (Circle type where applicable)	Needed? (Checkmark for Yes)	Number
Tables		
Curtains/Partitions		
Flip Chart		
Whiteboard (Small/Large)		
Tablecloths (SAMU/MacEwan)		
Chairs		
Podium		
Stage (Small/Large)		

[Required] Potential Audio-Visual Requirements:

<input type="checkbox"/> Televisions	<input type="checkbox"/> Sound System	<input type="checkbox"/> Chairs
<input type="checkbox"/> Laptops	<input type="checkbox"/> Flip Charts	<input type="checkbox"/> Curtains
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Whiteboards	<input type="checkbox"/> Tablecloths
<input type="checkbox"/> Podiums	<input type="checkbox"/> Plugins	<input type="checkbox"/> Other _____
<input type="checkbox"/> Microphones	<input type="checkbox"/> Tables	

[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 activity's 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 + |
|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|--------------------------------|

Required 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 group 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 _____

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? _____

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

Budget Revenue: An example of a revenue would be ticket sales, a donation, a sponsorship

Budget Expense: An example would be cost of venue, food, printing etc.

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

To calculate the cost of your event, take your total revenues minus your total expenses.

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

Risk Assessment

All SAMU student groups are required to complete a risk management and an emergency plan before holding an event. This must be complete regardless of whether your event is on or off campus. Everyone is required to document (create a written report) of any issues that might arise such as having to cut someone off, remove someone from the premises, or call police or a cab for someone who might be intoxicated). The report should contain information on those involved directly, witnesses, when / what happened etc. Reports should be factual only. No editorializing. **There is an incident form that can be found on the SAMU groups page for this purpose.**

Risk Management Plan

High Risk Activities (events that have alcohol, rock climbing, grad party probability of death, serious and irreversible injury)

Medium Risk Activities (probability of Significant injury, damage to property conference, speaker series,

Low Risk Activities (playing cards, movie night, potluck bake sale probability of minor injury, minor damage to property)

Describe Activity	Hazard	Rate the Risk High Medium or Low	How will you manage the risk

Risk Management Checklist (check those that apply)

Food: Check all that apply

- This does not apply to our event
- 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
- 2 members of the executive team will not be drinking alcohol
- Is your event being served by a licensed bartender at the Venue
- Has MacEwan security been informed of this event. Security will be notified by SAMU

List the names of the bartenders

- 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)*
- Are the bartenders and staff Pro Serve Trained and are they aware of their responsibility to not over serve to minors
- Does the entrance ticket cost include alcohol?
- Attendees are required to produce valid Government photo ID *(Alberta's Driver's License, Passport)*
- Is there a properly trained person checking ID
- Is the group supplying the person checking ID
- 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
- There is a list of cab companies posted should people need to get home
- Start time and end time for alcohol services have been discussed

Alcohol Off Campus: Check all that apply

- This does not apply to our event
- 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
- A list of cab companies is posted at the venue
- 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 contact the SG Department for them
- A Copy of the waiver has been given to the Manager of Student Groups
- All participants have been informed to bring ID and their health card

Parking

- This does not apply to our event
- Guests are aware that they cannot park for free in MacEwan parking lot
- Guests are aware of where they can park
- Requested parking passes from SAMU

Travel (make sure that check with the Department to see if waivers are needed for travel)

- This does not apply to our event

Travel outside of Canada

- We are travelling outside of Canada
- We have completed all the University Requirements for travel outside of Canada
- We have left our emergency contact information with the Manager of student Groups

Travel within Canada

- We are travelling outside of Canada
- We have completed all the University Requirements for travel outside of Canada
- We have left our contact information with the Manager of student Groups

International Travel

- We are travelling Internationally
- We have completed all the University Requirements for travel outside of Canada
- A contact list of traveler's names, phone number and emergency contacts have been given to the SG Department
- We have secured additional Insurance for this trip
- We have printed off our SOS Card
- We have provided proof of additional insurance to the SG Department

Travel within Alberta

- This does not apply to our event
- We are travelling within Alberta

We are using personal vehicles to transport people to our event (must have minimum of 1million dollar insurance coverage)

We are using local transit

We are using a recognized insurance company

We have booked a commercial vehicle school bus, charter bus or van. **Provide the name of the car/van /bus company below**

Travel arrangements have been made for people with special needs if necessary

Arrival and departure times are known by attendees?

Is there a contingency plan in place for person missing return transportation?

Travel outside of Alberta

This does not apply to our event

We are travelling outside of Alberta

Appropriate documentation/waivers have been signed

Community Relations (on or off campus)

This does not apply to our event

Is there a risk to community relations involved with this event?

Will there be amplified music speeches

Will adhere to noise bylaws

Is your activity being hosted in a residential neighborhood

Does a letter need to be sent to local businesses letting them know about your event

Has clean up been arranged for the venue if necessary (community halls)
