

## G. SBVC Clubs and Organizations Event Planning Form

### SAN BERNARDINO VALLEY COLLEGE STUDENT ORGANIZATION & CLUB EVENT PLANNING FORM

Today's Date \_\_\_\_\_ Event Date \_\_\_\_\_ Due Date \_\_\_\_\_

Organization Name \_\_\_\_\_ Principle Member/Club Officer Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**EVENT CATEGORY:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Concert/Band                  | <input type="checkbox"/> Fundraiser                    | <input type="checkbox"/> Off Campus Excursion |
| <input type="checkbox"/> Community Service             | <input type="checkbox"/> Lecture/Seminar – Educational | <input type="checkbox"/> Performing Arts      |
| <input type="checkbox"/> Dance/Party                   | <input type="checkbox"/> Movie/Film                    | <input type="checkbox"/> Recreation/Sports    |
| <input type="checkbox"/> Other (please describe) _____ |  |   |

EVENT TITLE: \_\_\_\_\_

Detailed Description: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

CLUB ADVISOR PRELIMINARY APPROVAL: \_\_\_\_\_ Extension \_\_\_\_\_

It is understood that approval is given only as specified above. Any change or cancellation must be reported immediately to the Office of Student Life. No publicity shall be released until final approval has been given. It is the responsibility of the sponsoring organization to comply with SBVC and SBCCD policies and procedures.

#### EVENT CLEARANCE / APPROVALS – (To be completed with the Office of Student Life)

ITEM (if box is not checked, item does not apply)	Description/Comments	Due Date	Completion Date & Signature
<input type="checkbox"/> Facility (attach copy of facilities use request)			
<input type="checkbox"/> Certificate of Insurance			
<input type="checkbox"/> Hold Harmless Agreement			
<input type="checkbox"/> Sponsored Event Form			
<input type="checkbox"/> Items to be sold			
<input type="checkbox"/> Contracts			
<input type="checkbox"/> Food (attach copy of food handler's certificate)			
<input type="checkbox"/> Cafeteria/Sunroom			
<input type="checkbox"/> Board Approval			
<input type="checkbox"/> Club Minutes (attach copy)			
<input type="checkbox"/> Parking Permits			
<input type="checkbox"/> Campus Police			
<input type="checkbox"/> Custodial			
<input type="checkbox"/> Publicity			
<input type="checkbox"/> Purchase Requisition (attach copy)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

#### SOURCE OF FUNDING – (To be completed with the Office of Student Life)

SOURCE	AMT. ALLOCATED	TO BE USED FOR	VERIFIED BY
AS Allocation			
Club Account #			

OFFICE OF STUDENT LIFE PRELIMINARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE OF STUDENT LIFE FINAL APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_