

Large Event Procedures At a Glance

1. Complete the Activity Registration Form **NOW**, before you leave the office.
2. A detailed description of the event needs to be completed before seeking signatures
3. Complete the Planning Checklist:
 - Complete Space Reservation request with Leigh Ann Soublis
 - Meet with University Police twenty (20) business days before the event
 - Meet with Custodial Manager ten (10) business days before the event
 - Meet with Parking Services ten (10) business days before the event
 - If power is necessary for an outdoor event, consult with Facility Services ten (10) business days before the event
 - If food is to be served, meet with Catering Manager ten (10) business days before the event
 - If Audio Visual Support is needed, consult with Student Center Operations Coordinator ten (10) business days before the event
 - Deliver completed form to Student Center Office five (5) business days prior to event

Contact People for Large Event Planning

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Large Event Procedures & Regulations

This form must be submitted to the Student Life Office five (5) business days prior to the event

Large events are defined as events usually taking place in, but not limited to, the Student Center Theater, Student Center Ballroom, Gymnasium, Campus Recreation Center, or any large outdoor space that have potential of attracting a large number of attendees especially from outside of the Southern Polytechnic State University Community. Examples of programs that can be termed as Large Events are Greek Step Shows, outdoor concerts, block parties, and student sponsored sporting events/tournaments, etc. If you are uncertain if an event that you are planning is a Large Event, please check with the Student Life Office prior to the event. Student groups that plan a Large Event must pick up a Large Event Planning Checklist from the Student Center Office and submit a completed checklist five (5) business days prior to the event date.

Event Requirements:

1. The sponsoring organization(s) must be a Recognized Student Organization on campus.
2. The sponsoring organization(s)' advisor must sign off on the event
3. A detailed description of the event needs to be completed before seeking signatures
4. The sponsoring organization(s) must meet in person with University Police at least twenty (20) business days prior to the event date is necessary to determine the number of officers needed, the cost of police, and to review procedures.
5. The sponsoring organization(s) must meet with the appropriate individuals from Facilities at least ten (10) business days prior to the event date to determine what items are needed for the event (tables, chairs, electricity, custodial, etc).
6. Sponsoring Organizations must meet with Technical Support staff ten (10) business days prior to the event to discuss the needs.
7. Sponsoring organization(s) will follow the above procedures and regulations to the fullest. Failure to do so may result in disciplinary actions and/or cancellation of the event.
8. Sponsoring organization(s) must meet with the Catering Manager for Campus Dining ten (10) business days prior to the event to plan the food and beverage needs of the event. Outside catering may be approved only at the discretion of the Catering Manager.
9. Ticket sales must be approved through the Student Life Office and may not exceed the capacity of the location.
10. Alcohol is not allowed. Violators of alcohol laws and ordinances will be arrested, and the sponsoring organization will be held accountable for alcohol violations, to include the potential loss of recognition, as determined by the Student Life Office.
11. The sponsoring organization(s) will be responsible for any damages to the facility or equipment.
12. Patrons and participants must obey and follow all University parking codes.
13. Sponsoring organization(s) are responsible for contacting University Police to secure the building when the event concludes.

Large Event Planning Checklist

This form must be submitted to the Student Life Office five (5) business days prior to the event

Sponsoring Organization(s)

Date of Event

All of the following steps must be completed in order to host any Large Event. A detailed description of the event needs to be completed before seeking signatures. Each individual must sign or initial next to the item indicating that they spoke with you regarding the event and that they agree to help with this event. Failure to complete these steps will result in the event being cancelled.

- _____ Space Reservation Approved
- _____ Consultation with University Police (20 business days prior)
- _____ Consultation with Parking Services (10 business days prior)
- _____ Consultation with Custodial Services (10 business days prior)
- _____ Consultation with Facilities (10 business days prior)
- _____ Consultation with Campus Dining Catering (10 business days prior)
- _____ Consultation with Student Center Operations Coordinator
(10 business days prior)

By signing, I certify that the above steps have been completed:

Signature of sponsoring organization representative

Date

Signature of sponsoring organization advisor

Date

Signature of the Student Center Office

Date

Recognized Student Organization Activity Application

INSTRUCTIONS: Complete Part I and return to the Student Center Office in the Joe Mack Wilson Student Center for completion of Part II. Any activity held by a Recognized Student Organization must be approved by the Student Center Office. Any activity held on campus must also be approved by the building manager for the location being reserved. Activities must be in compliance with the Southern Polytechnic State University procedures for Recognized Student Organizations. This request must be approved in entirety five (5) days prior to the date of the requested event.

Part I – To be completed by Organization Representative

Name of Organization _____ Date of Request _____

Phone Number _____ Email _____

Date of Event _____ Hours of Event _____

Desired Location of Event _____

Description of Event _____

List ways this event will be advertised: _____

Are non-SPSU students invited? **YES / NO** Expected # of total guests _____

Expected # of SPSU guests _____ Expected # of non-SPSU guests _____

How many points of entry/exit are available? _____

Names of people checking IDs of those in attendance? _____

List any food & beverages available throughout the event. (Note: all drinks should be in cans or single serving plastic bottles):

Is outside food & beverage allowed? **YES / NO** Is there an admission charge? **YES / NO**

If yes, what is the amount of the charge? _____

Admission Charge: \$ ____ Students \$ ____ Non-Students \$ ____ Faculty/Staff

Statement of Responsibility

We, the undersigned, affirm that we have read and understood the items pertaining to use, possession, and dispensing of beverages in the State of Georgia and the potential consequences of violations of State law.

Release and Waiver of Liability

We further hereby release and forever discharge Southern Polytechnic State University and the Board of Regents of the University System of Georgia, its members individually, and its officers, agents and employees of any known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from our participation in or in any way connected with this social form.

RSO President Signature & Date

RSO Advisor Signature & Date

Part II – To be completed by the Student Center Office

Activity: Approved _____ Rejected _____

Advertisement: Approved _____ Rejected _____

Student Center Office Authorized Signature

Date

NOTES: