

PUC STUDENT Organization Events' CHECKLIST

Note: You **MUST** be a "recognized" student organization to plan an event on/off campus. **(Paperwork must be submitted to the Center for Career & Leadership Development, Student Life & Activities. Submitting paperwork does not mean event is approved. Please check with Student Life & Activities for confirmation on event approval.**

TO PLAN AN EVENT:

1. Contact Conference and Special Events at 219-989-2133 or email sullivan@calumet.purdue.edu
- 2.
3. Obtain necessary forms outside of SUL-324/G or www.calumet.purdue.edu/ccld/life
4. Student Life & Activities must be notified if event is canceled
5. Contracts are REQUIRED for all services paid and/or unpaid

QUESTIONS?

- Call us at 219-989-2369 or stop by , Student Life & Activities SUL-324/G

MEETING WITH FOOD

Approval Time – 2 business weeks with Chartwells

- ❑ To schedule room, call Conference and Special Events at 219-989-2133 or email sullivan@calumet.purdue.edu
- ❑ Scheduling/Event Form
- ❑ Conference and Special Events Catering/Event Form
- ❑ Food from approved vendor list (**Pick-up** only and see back for more details)

MEETING WITHOUT FOOD

- ❑ To schedule room, call Conference and Special Events at 219-989-2133

or email
sullivan@calumet.purdue.edu

RUSH/INFORMATION TABLE

Approval Time - 2 business days

- ❑ To schedule table, call Conference and Special Events at 219-989-2133 or email sullivan@calumet.purdue.edu
- ❑ Contact Student Life & Activities in SUL-324/G or call 989-2369 (Rush Week)

DANCE/BANQUETS/TALENT SHOWS

Approval Time - 1 month

(Contact the Business Office for Student Services at 219-989-2986 if charging admission/ticket information.)

- ❑ To schedule room, call Conference and Special Events at 219-989-2133 or email sullivan@calumet.purdue.edu
- ❑ Scheduling/Event Form
- ❑ Form 21 or W-9 (if DJ is being paid for his/her services forms must be completed and signed by DJ, see Student Life & Activities for details.)
- ❑ Contract for Services (Must be completed by vendor, see back for more details)
- ❑ On/Off Campus Alcohol Policy Rider for DJ and/or organization
- ❑ University police required

FUNDRAISER

Approval Time – 7 business days minimum

- ❑ To schedule room or table, call Conference and Special Events at 219-989-2133 or email sullivan@calumet.purdue.edu to
- ❑ Scheduling/Event Form
- ❑ General Ledger Audit Form
- ❑ Inventory Sales Control Worksheet
- ❑ Student Organizations Merchandise Sales Report
- ❑ **Student Organizations are REQUIRED to deposit collected funds into their organizations' account**

Charity/Clothing Drive

Approval Time – 1 month minimum

- ❑ To schedule room/collection areas, call Conference and Special Events at 219-989-2133 or email sullivan@calumet.purdue.edu
- ❑ Scheduling/Event Form
- ❑ Proposal (Please include the following:)
 - Purpose
 - Date(s) of benefit
 - Who will benefit from the event
 - What items will be collected (i.e. cash donations, non-perishable food items, clothes etc.)

OUTSIDE SPEAKERS

Approval Time - 2 business weeks

(Contact the Business Office for Student Services at 219-989-2986 if charging admission/ticket information.)

- ❑ To schedule room, call Conference and Special Events at 219-989-2133 or email sullivan@calumet.purdue.edu
- ❑ Scheduling/Event Form (if charging admission/selling tickets/paying speaker for services/giving speaker honorarium)
- ❑ Alcohol Policy Rider
- ❑ Form 21 or W-9 (if speaker is being paid for his/her services this form must be completed and signed by speaker)
- ❑ Contract for Speaker (See Student Life & Activities for details)
- ❑ Contract must include:
 - Presentation info
 - Contact Information
 - Company/Promoter
- ❑ University Police Required (if charging admission)

CAR WASH (off/on campus)

Approval Time – 2 business weeks minimum

- ❑ To schedule on-campus area, call Conference and Special Events at 219-989-2133 or email sullivan@calumet.purdue.edu
- ❑ Scheduling/Event Form (On/Off)
- ❑ On/Off-Campus Alcohol Policy Rider
- ❑ Agreement from local business for use of their property (Off)

TOURS (off Campus)

Approval Time - 1 business week

- ❑ Scheduling/Event Form
- ❑ Alcohol Policy Rider

CONFERENCES

Approval Time – 1 month minimum

- ❑ Event/Scheduling Form
- ❑ On/Off Alcohol Policy Rider (Organization)
- ❑ Registration information
- ❑ List of students attending

PUBLICITY FOR EVENTS (Optional)

Approval Time - 2-business days/1month

Events must be approved before you may advertise!

- ❑ 173rd LED sign request
- ❑ Flyers must be approved in the Student Life & Activities office
- ❑ News Briefs for local newspaper available through University Relations (must be submitted through Student Life & Activities and event must be approved)
- ❑ Contact Chronicle for newspaper brief at 989-2547 or SUL 344H

University Police

(Organization is responsible for University Police Wages.)

All events with a transfer of money must have University Police present. Other evening events with a large attendance may also require University Police. Please keep in mind only PUC University Police are allowed to work events.

Contact Conference Operations and Special Events at 219-989-2133 or email sullivan@calumet.purdue.edu

Vendor List Criteria

If one or more of the following criteria are met, food from the vendor list is **not** allowed:

- Any activity held in Room with a View, Alumni Hall, or The Center
- Advertised to the community and non-PUC students
- Activities that require special room setup
- Cookouts held on campus

QUESTIONS?

Call us at 219-989-2369 or stop by CCLD, Student Life & Activities, SUL-324/E.