

HSU Student Event Application

Event Information

Name of Event: _____
 Date of Event: _____ Time: _____ to _____ Prep Start Time: _____
 Location of Event: _____
 If the event is off-campus, does the facility need HSU to cover insurance? Yes No

Student Organization: _____
 Contact Person: _____ Phone/Email: _____
 Type of Event: Dance Concert Other: _____ Est. Attendance: _____
 Is the event being advertised off campus? Yes No Admission Charge: _____
 Alcohol served? Yes No If yes, have you obtained permission from the VPSA Office? Yes No

Security

Name of accessible professional staff member: _____
 Phone/Email: _____ Department on campus: _____
 Number of Security Personnel: _____ How are they identified? _____
 Patrons inspected at door? Yes No Food Served? Yes No
 Food Permit? Yes No Will ice chests, coolers, open drink containers be permitted? Yes No
 How will re-entry be handled? Tickets Stamps Wristbands Other: _____
 Any dignitaries or celebrities present? Yes No If yes, who? _____
 Any other security/special needs? _____

Parking/Traffic

Identify any special traffic control needs: _____
 Identify any special parking needs (load/unload, busses, large trucks): _____
 Is the sponsoring group or organization paying participant's parking fees? Yes No

Any Special Instructions? (Completed by Clubs Coordinator, Facility Manager or University Police)

Signatures

Student Representative	Date	Phone
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Organization Advisor	Date	Phone
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University Police	Date	Phone
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Clubs & Activities Coordinator	Date	Phone
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Facility Manager (if applicable)	Date	Phone
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Organization Activity: (detailed description of organization's activity)

Mitigation

List potential risks/problems areas associated with each component of your activity and the action steps your organization will take to mitigate them.

Physical: Physical risks can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel related accidents.	
Reputation: Reputation risks are those things that may result in negative publicity for your organization, CSU, your advisor and/or the venue where you are holding the event.	
Emotional: Emotional risks are those things that can cause a participant at your event to feel alienated or negatively impact the feelings of a member or members of the CSU community.	
Financial: Financial risks are those things that negatively impact the fiscal stability of your organization and/or other organizations financially supporting your event.	
Facilities: Facility risks are those things which may cause property damage, prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment of materials needed for the event).	

The examples of risks on this form are not intended to be all-inclusive; rather they are intended to act as a guide for students using the form when assessing risks associated with their activities.