

Event Sponsorship Planning Form

Event: _____

Date: _____ **Time:** _____ **Location:** _____

Please follow this guideline to planning and sponsoring an event at the University of Pittsburgh at Titusville. The date each section was completed must be indicated on the line to left. **This form should be submitted to the Director of Student Life one week prior to the event** to ensure all areas are covered and arrangements have been made. All events sponsored by clubs, organizations or areas under the direction of the Student Affairs Office must follow this guideline to ensure activities are not overlapping other events. If you should have any questions, please contact the Director of Student Life or the Campus Dean.

_____ **Committee established**
List responsible members:

_____ **Approved by the Director of Student Life**

_____ **Approved by the Campus Dean**

_____ **Contract developed and signed by the Director of Student Life**

_____ **Room Reservation Form Completed**
List all set-up times and needs on the reservation form which must be submitted by the student organization advisor to the Facilities Office prior to the reservation.

_____ **Community Service or Fundraising Form Completed**
(if required for this event)

_____ **Payment / Voucher Completed and Processed with the Student Affairs Office**
Note: Vouchers must be submitted prior to needing the check.

_____ **Arrangements made for sound and lighting needs**
Set-up person: _____ Time: _____

_____ **Arrangements for food service needs** (if applicable)

_____ **Publicity**
The Assistant to the President/Director of Marketing must approve all publicity going off campus

_____ **Public Relations Office Notified** (events needing advertised in the newspaper)