

## EVENT SIGN UP FORM

The following information must be fully completed **BEFORE** an organization/department may **commence** sign up for an event. Any organization going off campus without completing this form will not be covered by the university's insurance policy and risks suspension or losing recognition.

**\*This form must be submitted to the Campus Center Information Desk at least two (2) weeks prior to the sign-up opening date. FAILURE TO SUBMIT 2 WEEKS PRIOR TO THE SIGN-UP OPENING DATE A \$10.00 ADMINISTRATIVE FEE WILL BE ASSESSED TO THE HOSTING GROUP.\***

### Section 1: EVENT INFORMATION

Check one:  On Campus Event       Off Campus Event - (If the event is Off campus, Section 4 must be filled out)

ORGANIZATION:  EVENT:

EVENT LOCATION:  EVENT DATE:  TIME FRAME:

### Section 2: HOST CONTACT INFORMATION

HOST NAME:  \*This person must be the point person who is going on the trip (off campus event) or organizing the event (on campus event).

HOST EMAIL:  CELL PHONE:

### Section 3: SIGNATURES

SIGNATURE OF PROFESSIONAL STAFF (REQUIRED):

SIGNATURE OF ORGANIZATION ADVISOR (Off Campus Events):

SIGNATURE OF RISK MANAGER (if required):

### Section 4: TRANSPORTATION INFORMATION *\*Only for Off-Campus Events\**

DEPARTURE TIME:  RETURN TIME:

COMPANY PROVIDING TRANSPORTATION:

-If you are using Carroll University vehicles, **ALL** drivers must be approved by the university. Use of unapproved drivers may result in sanctions.

-In order to become an approved driver, please contact Char Richards, Director of General Services, at [crichard@carrollu.edu](mailto:crichard@carrollu.edu).

-University vehicles can be reserved by emailing [vans@carrollu.edu](mailto:vans@carrollu.edu).

### Section 5: SIGN-UP INFORMATION

SIGN-UP OPENING DATE:  TIME:  MAXIMUM NO. TIX AVAILABLE:

SIGN-UP CLOSING DATE:  TIME:

### Section 6: ACCOUNT INFORMATION *(\*The Campus Center Information Desk will assist in the collection of money for your event\*)*

Are you charging for this event?       NO       YES (if yes, complete all remaining blanks)

COST PER PERSON:  LIMIT OF TICKETS PER STUDENT:

ACCOUNT IN WHICH MONEY SHOULD BE DEPOSITED :

IS THIS A FUNDRAISER?  NO       YES      DO YOU NEED THE INFO DESK TO TRACK T-SHIRT SIZES OR DIETARY NEEDS?  NO       YES

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