

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.

-University vehicles can be reserved by emailing 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? NO YES

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