Pre-event planning forms, and any necessary accompanying forms, must be completed and returned to the Office of Student Life at least one week prior to the date of the event. All events must be approved by the Office of Student Life.
Name of Organization: ____________________________________________

Individual(s) responsible for coordinating event:
______________________________________________________________
______________________________________________________________

Name ___________________________ email _________________________

Title of event/activity: __________________________________________

Type of event:
_____ Fundraiser  ______ Conference/Seminar ______ Program
_____ Retreat ______ Social Activity ______ Other

Date(s) of event: __________________________

Make sure that you have consulted the University calendar to insure the
date is available or is the optimal time for hosting the event

Location: ________________________________

Make sure you have reserved the facility.
Backup location in case of bad weather: ____________________________

Start time: ___________________________ End time: ___________________________

Other departments/organizations involved: ____________________________

Estimate the number of people attending:

How does this event promote the mission and purpose of your organization?

_________________________________________________________________

_________________________________________________________________

Introduction:
The key to a successful event is good pre-planning. This resource provides your
organization with a series of questions to consider prior to engaging in an activity.
This is a great tool for students and advisors to use together. We recommend that
all the leaders of your organization participate in the planning process. That way,
your entire group is on board and understands your direction. Please keep in mind
that all activities should be consistent with University Rules, policies, and
procedures as well as the mission/purpose of your organization.

1. Provide a brief description of the event/activity that you are planning:

_________________________________________________________________

_________________________________________________________________

2. Fill out the worksheet below to demonstrate you approach to managing risks:
3. What resources have you consulted prior to determining that you can adequately manage this event?
   ______ Student Organization Advisor
   ______ Student Life Office
   ______ Prevailing Professional Standards (For example, the Flying Club would use the Federal Aviation Administration Standards.)
   ______ Other Student Organizations that have hosted similar events.
   ______ Other ____________________________

4. Are you traveling? ______ Yes ______ No
   Make sure you send a list of those traveling to Campus Police at fax number 740-4890 and Student Life at Fordyces@tamug.edu or suterlt@tamug.edu, include student ID number and emergency contact information. For additional information call the department of Student Life at 740-4427.

5. If you are traveling, what type of transportation are you using?
   ______ Personal Vehicle ______ University Vehicle ______ Commercial Vehicle
   ______ Rental Car ______ Bus ______ other ________

6. Is there alcohol involved with your activity? _____Yes _____ No
   Complete the Application for Approval of an Alcohol Event, you can find these in the Office of Student Life.

7. Are you using a TAMU/TAMUG logo or trademark in association with your activity (i.e. t-shirt)? _____ Yes _____ No
   Get your design approved by the Office of Student Life.
8. Does your program involve physical activity? _____ Yes  _____ No
   Plan ahead for medical emergencies and have a plan in place.

9. Are you contracting a service from a non-university entity?  
   _____ Yes  _____ No
   Come see Todd Sutherland or Shelly Fordyce in the Office of Student Life.

10. Have you reviewed your budget and purchasing guidelines as it relates to this 
    event/activity?    _____ Yes  _____ No

11. Will your event require University Police for security and/or parking control? 
    _____ Yes  _____ No
    For assistance, contact the University Police Department at 740-4545.

12. Are you using an assumption of risk, medical release, or emergency contact 
    form?        _____ Yes  ______ No
    For assistance, you can contact the Office of Student Life at 740-4427

13. Are you planning on posting flyers or advertising on campus? 
    _____ Yes  _____ No
    Don’t forget to have your flyers approved by the Office of Student Life.

Our organization completed this checklist on _________________ (date).

________________________  __________________________
Signature of Organization Officer  Signature of Organization Advisor

Make sure that you organization fills out an After-action report at the completion of this activity.

For office use only:

Date Pre-event form received:  __________

After Action Report received:  __________

Activity Approved:  ____________________________

Office of Student Life official
ONCE APPROVED, THIS FORM SHOULD BE KEPT IN THE STUDENT ORGANIZATION’S MAILBOX SO IT IS AVAILABLE TO ANYONE NEEDING TO MAKE A PURCHASE. THIS FORM MUST BE VERIFIED BY STUDENT LIFE PRIOR TO ANY PURCHASE.

Student Organization: ________________________________

Event Name: ________________________________

Event Date(s) ________________________________

Beginning amount in organization account: __________________

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<th>Vendor/Store</th>
<th>Items to purchase</th>
<th>Estimated amt.</th>
<th>Actual Amt.</th>
<th>Officer/Advisor Approval (Initial)</th>
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