Source Online Event Form 2017-2018
University of Alabama Office of Student Involvement

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*The first four pages of the online event registration form are required for all groups. Pages 5–17 are optional depending on the details of the event.
UA On-Campus Event Registration Form

Purpose:
This form is used for student organizations to register on-campus events including, but not limited to, cultural, philanthropic, academic, and social events that take place on UA’s Campus or outside on UA Grounds.

Registering:
Organizations registering on-campus events must be recognized UA student organizations (meaning they have renewed the organization for the current academic year via mySOURCE) and must submit this Online Event Registration Form (online only), any additional forms (online only), and any applicable fees (to the Office of Student Involvement, 3610 Ferguson Center), at least 7-10 business days before the event.

All student organizations must be registered with The Office of Student Involvement, a unit of the division of Student Life. Submission of this form does not imply registration has been approved or accepted. All registrations will be processed and the individual(s) responsible for coordinating the event will be contacted via email and/or phone regarding the status of the request, as well to follow-up or provide information regarding all pertinent policies and procedures that may affect the proposed event. Fees for University services provided may apply.

Registration of an event does not constitute an endorsement or approval of the group or event specifics by the University. Further, registration does not constitute an acceptance of any responsibility for, or duty to regulate, the conduct of a group or its members, at the event or otherwise. All groups and members are primarily responsible for their own actions and activities which includes, but is not limited to, complying at all times with University policies, as well as applicable federal, state, and local laws.

Please review the following policies/procedures before you prepare to submit this form and also note that you will have to acknowledge that you have reviewed in the checkbox below:

Policies and Procedures

* Required
  - I have read and understand these policies and will adhere to those required and will also take them into consideration while planning my event to ensure proper compliance with UA.

Page 2: Event Details, Who? (Required)

Event Details: Who?

* Organization Type:
  - Student Organization
  - Social/Fraternity Greek Organization
  - Other:

* Projected number of people attending event:
Do you plan to have an open event?
- Yes, anyone can attend
- No, it is only for UA students
- No, it is only for our group

Do you plan to have a co-sponsor (either another student org., departmental, non-university, or otherwise)?
- Yes
- No

Individual Responsible for Coordinating Event

- Name:

Position with organization:

Email:

Cell Phone Number:

Organization Advisor

- Name:

- Title:

Email:

Cell Phone Number:

Office Phone Number:
Event Details: When and Where?

When?

- Date and Time of Event: *(Please use this format: Ex.- March 1, 2014 @ 5:00pm)*
- Are there any additional recurring dates/times for this *SAME* event? *(Please use same format for date as above)*
  - Yes (Include below):
  - No
- Does your event date occur AT LEAST 7-10 business days from TODAY's date? *("Business Days" are designated as Monday-Friday not including holidays, weather days, or other official UA closings.)*
  - YES
  - NO

Where?

- In what type of facility/location do you plan to hold your event? *(Check all that apply.)*
  - FRONT YARD Greek or Small Group House *(Type Full Name ex. Alpha Tau Omega)*
  - BACKYARD AND/OR INDOORS Greek or Small Group House *(Type Full Name ex. Alpha Tau Omega)*
  - Indoors On Campus *(Type building and room)*
  - Outdoors On Campus *(Type place)*
  - Ferguson Student Center *(Type room)*
  - Ferguson Student Center *(PLAZA/LAWN Type location)*
  - Housing & Residential Communities Facility *(Please include building & location)*
  - UREC Indoor *(Type room)*
  - UREC Fields/Outdoors *(Type location)*
- Has the facility use or reservation been confirmed on the date of your proposed event?
  - Yes
  - No
  - Request has been submitted *(Select this if event is Outdoors or a location that has not yet been confirmed)*
Page 4: Event Details, What? (Required)

Event Details: What?

Event Content

* Please provide a detailed description of your event plan (what will happen, who is the audience, what is the purpose, etc.):

* Do you plan to have decorations of any type?
  - Yes. (Type a detailed description of each and where they will be located.)
  - No

* Do you plan to include anything that may activate the fire alarm (i.e. cooking devices, fog machines, dry ice, smoke machines, open flames, etc.):
  - Yes
  - No

* Do you plan to include any type of amplification, sound and/or production equipment (i.e. sound equipment, stage lights, etc.):
  - Yes
  - No

* Are you requesting vehicle access to campus green space?
  - Yes
  - No

* How will this event be funded? (Check all that apply.)
  - No Funds will be used
  - Approved Fundraising Efforts
  - Organization's Personal Bank Account (ACU or Other)
  - SGA Financial Affairs Committee Funding (FAC)
  - UA College/Department Funding (List Department Below if selected)
  - University account [List account number(s)/FOAPAL(s)]

Waters

* Will attendees be asked to participate in any type of physical activity?
  - Yes (Please describe in detail below)
  - No
Which of the following physical activity, travel, or risk forms will you be submitting, if any? (Check all that apply. Click link to access form.)
- Assumption of risk waiver (Inflatable & Mechanical Play Units)
- Medical Release (Physical Activity, Competition, & Walks/Runs)
- Emergency Contact Form
- Student Organization/Community Service Event Waiver
- Field Trip Release Form
- Does Not Apply

CHECK ALL THAT APPLY:

**EVENT TYPE (Check all that apply.)**
- Social Event
- Philanthropy/Fundraising
- Guest Speaker
- SK, Walk, or Run
- Filming on Campus
- Minors 19 and under will be present. (UA freshmen are exempt from this.)
- March, Demonstration, or Rally
- Parade, Motorcade, or Block Party
- Academic Event or Class Project (List class and professor)
- Other:

**ALCOHOL (Check all that apply.)**
- We WILL have alcohol present.
- We WILL NOT have alcohol present.

**SECURITY/CONTRACTS (Check all that apply.)**
- Plan to use a security vendor.
- Need assistance from UAPD.
- Need assistance from UA Parking.
- Involves a contract or written agreement. With:

**ENTERTAINMENT (Check all that apply.)**
- Performance (Theater, Dance, Variety Act)
- Music (Or. Band, Instrumental, Choir or Other)
- Comedy
- Inflatable/Amusement Devices
- A licensed contractor will build/erect a structure.
- Event will not feature any entertainment.

**SALE/DISTRIBUTION (Check all that apply.)**
- We plan to sell tickets/have an admission fee.
- We plan to sell/distribute FOOD items.
- We plan to sell/promotional or other items.
- We plan to distribute/promotional or other items.
- We will not sell or distribute any materials.

**ADVERTISING (Check all that apply.)**
- We will advertise OUTSIDE on campus.
- We will advertise INSIDE on campus and/or online.
- We are requesting to use a University logo or trademark in association with our activity.
- We will not advertise our event.
Page 5: Greek or Small Group Housing Events (Possible)

Greek or Small Group Housing Events

You have indicated that your organization is a Social/Fraternity/Greek organization and/or your event will take place in Greek/Small Group Housing on campus. Please respond to the information below in detail:

* Event type:
  - Swap
  - Party/Social Event
  - Band Party
  - Philanthropy
  - Meeting
  - Other:

* Will alcohol be present at the event?
  - Yes
  - No

* Is the event insured?
  - Yes
  - No

* Are you requesting to self-erect any type of wall-like barrier/fencing? (i.e.- black plastic, etc.)
  - Yes (describe in detail below: type, dimensions, etc.)
  - No

* Are you requesting to have a licensed contractor construct any structures? (Temporary stage, temporary wall, or anything built by a licenced contractor; anything in addition to black plastic fencing.)
  - Yes
  - No

Invitation List
An invitation list is a list of people who will be permitted entrance to an event. The list may contain the organization’s membership and up to three (3) guests invited by each member. If applicable, organizations are expected to follow guest and invitation policies of international governing organizations. (For a full definition and related policy notes see the Social Event Guidelines sec. III.B.2.)

Use this template to format your invitation list.

* Please upload your invitation list.

Page 6: Swaps (Possible)

Swaps

In addition to the University’s requirements for social events, the following rules, which have been approved by the Alabama Panhellenic Association and the Interfraternity Council, also apply to any social event registered as a "swap" on the social event registration form:

1. Both participating student organizations must sign a Swap Contract and submit it through the
online event registration form.

2. No proxy signatures are permitted on Swap Contracts or any other form of documentation required for the online event registration process. Students must sign any and all documents themselves. If signatures are deemed to be forged, the document will be rejected and the associated event may be canceled.

3. No event shall be vulgar or offensive in theme.

4. There shall be no inappropriate conduct that violates the law or University policies before, during, or after the swap, including hazing or sexual misconduct as these terms are defined in the University’s Code of Student Conduct, Sexual Misconduct Policy, and Hazing Policy. Such inappropriate conduct may subject the individual(s) and/or organizations taking part in the conduct, as well as any individuals that allow or direct the conduct, to criminal and/or civil liability along with significant Code of Student Conduct sanctions.

5. Alcohol is not permitted at New Member Swaps.

6. Events are allowed to begin no earlier than 7:00 p.m. and end no later than 11:00 p.m.

7. Any swap participant or attendee who appears overly intoxicated upon arrival or at any time during the event should be removed from the event immediately. If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to 911 immediately.

8. At least five (5) monitors from each organization must attend each swap and remain sober while monitoring the behavior of the swap event attendees to ensure that a safe environment is maintained and the requirements set forth herein are followed. For New Member Swaps, the five (5) monitors must be executive officers.

9. If a student feels his or her rights have been violated in any way, he or she should contact UAPD (205-348-5454), the University’s Title IX coordinator (205-348-5466), and/or other appropriate University official as identified on the University’s website. Each participating organization must make its members aware of their reporting rights and available reporting options prior to the start of the swap by, among other things, forwarding a copy via e-mail of these swap rules to its existing members immediately prior to the start of the swap. Retaliation against someone reporting a violation is strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.

10. All social events should be held in accordance with the Social Event Guidelines.

11. If it is found that a violation of any of the foregoing rules occurred at the swap, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation, that student(s) can be found in violation of the Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability.

You have indicated that your event will be a swap. Please respond to the information below in detail:

* Swap Type:
  - New Member Swap
  - Whole Organization Swap

* Participating Organizations

Organization 1: 

Organization 2: 

* Upload your Swap Agreement:

   Please note that no proxy signatures are allowed. This agreement must be signed by all parties listed on the contract.

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* Required
  - We have read and understand the Swap provisions that have been provided in the Social Event Guidelines and approved by the Alabama Panhellenic Association and the Interfraternity Council. We acknowledge that our event has been planned in accordance with these rules and regulations.
Page 7: Co-Sponsored Event (Possible)

Co-Sponsored Event

You have indicated that your event will be co-sponsored by another organization. Please respond to the information below in detail:

* Name of Co-Sponsoring Organization:

* Co-Sponsor Type(s): (Check all that apply.)
  - Student Organization
  - Business/Vendor
  - UA Department
  - Non-Profit Organization
  - Other

* Co-Sponsor Contact

Name:

* Position/Title:

* Email:

* Cell Phone Number:

* Alternate Phone Number:

* Additional Co-Sponsors

(Include name of organization, contact name, phone #s, email, etc. If no additional type N/A)

Page 8: Structures, Inflatables, Amusement Devices, Etc. (Possible)

Structures, Inflatables, Amusements Devices, Etc.

You have indicated that you plan to utilize an inflatable or item of amusement, or have a licensed contractor build/erect a structure, for your event or program. Please respond to the information below in detail:

* Type of Structure:
  - Temporary Stage
  - Tiki Hut
  - Bar/Bar Table
  - Viewing Platform/Deck
  - Temporary Wall (Wood, Black Plastic, etc.)
**Please indicate the type of Inflatable and/or Amusement Device that you plan to utilize (include type and size). If none, type N/A.**


Please upload a document of any diagrams or specifications of your proposed structure. If working with a specific contracting group, then upload a copy of specification provided by the company. (If applicable)

**Please type out a detailed description of your plan for the proposed structure or location of inflatable/amusement device. If none, type N/A.**

Use the questions prompts below and include information regarding the following items:

1. Describe your drawing in detail, including any information regarding location of the structure in relation to the space, etc. and dimensions.
2. How will the structure be utilized?
3. What is the main purpose for creating the design in this manner?
4. What is the intended design outcome?
5. To your knowledge, how many people will come in contact with or utilize the structure?
6. What other considerations should we know about when reviewing your drawing/set-up?

Inflatables, amusement devices, and/or built/erected structures require the use of a licensed contractor or company.

Please include the contact information of your contractor and/or vendor below:

**Company/Business Name:**


**Main Contractor/Company Contact (First & Last Name)**


**Phone #:**


**Email Address:**


If you or your student organization have entered into a contractual or written agreement with a contractor, please upload it here.
Page 9: Music, Entertainment, Performance (Possible)

Music, Entertainment, Performance

You have indicated that you plan to have a musical act, performance, entertainment, and/or amplified sound at your event. Please respond to the information below in detail:

* Please indicate the category/type of entertainment:
  - Performance (Theater, Dance, Variety Act)
  - Music (DJ, Band, Instrumental, Choir, or Other)
  - Comedy
  - Other

* Please list the name(s) of the group(s) that plan to perform:

* Describe the type of sound amplification and/or production equipment that you plan to use.

Include who will provide the equipment, who will monitor and operate the equipment, and how noise will be controlled.

If musical entertainment, please select musical genre. (Check all that apply.)
- Rap
- Country
- R & B
- Pop
- Heavy Metal
- Rock
- Alternative
- Jazz
- Folk
- Blues
- Other

- N/A

If you or your student organization have entered into a contractual or written agreement with a musical act or entertainer, please upload it here.

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Page 10: Food (Possible)

Food

To serve food during your event, you will need to adhere to Health and Safety Guidelines. If you plan to cater food, below is a list of approved caterers. Your caterer must be on the approved list to be utilized at your event. For questions prior to completing this section, contact Health and Safety at 205-348-5905 or review the links below:

- Social Event Food Service Requirements
- Approved Caterer List

You have indicated that you plan to sell or distribute food at your event. Please respond to the information below in detail:
Page 11: Marketing, Selling, and Distributing Information (Possible)
Upload the design you plan to use for any flyer, banner, or advertisement, if applicable.

If you plan to use Crimson Calendar for your event, then please submit the event at http://events.ua.edu.

**Trademarking & Licencing Policies**

UA has a number of trademarked or licenced insignia, fonts, logo, and design elements that require prior approval before they are utilized or associated with programs or services. Before proceeding, please review details regarding the current policies and procedures.

* Are you requesting to use a University logo or trademark in association with your activity?
  - Yes □
  - No □

Please attach the design that you are requesting to utilize with the University Logo or Trademark (if applicable):

**Ticketing, Sales, and Giveaways**

* Do you plan to sell or distribute tickets?
  - Yes (Please include the amount of ticket(s) and details of where, when, and how you plan to sell the tickets) □
  - No □

* Describe in detail any non-food items that you plan to sell or distribute at your event.
  - We will sell:
  - We will give away:
  - N/A □

Please attach a photo of the item(s) and/or product(s) to be given away or sold (if applicable):

* If you plan to host vendors/trade booths please include the number and name of vendor below. (If no, type N/A).

* Are you working in conjunction with any off-campus business, non-profit, or company? If so, list the name of the organization and primary contacts name, phone, and email. (If not, put N/A).

**Policy Reminders**

- No one can post flyers on cars and no posting/taping on telephone poles, doors, etc.
- Please adhere to chalking guidelines. No chalking can be within 20 feet of a building.
• Do not staple items to tree or poles.
• If you are utilizing yard signs, then they must indicate the date of your event. Signs must be removed immediately after event date/time has passed.
• Do not post or place anything into flower beds and mulch of landscaped areas. They must not impede vehicular or pedestrian traffic.
• Signs of a political nature or advertising a commercial product are not permitted on campus.
• Signs are not permitted in front of Rose Administration, the President’s Mansion or Denny Chimes.
• Signs should be a standard size of 18x24 inches or smaller.
• Signage is permitted to be placed 72 hours prior to an event and should be removed within 24 hours of the event to avoid charges for removal and clean-up.

* Required
☐ I have read, understand, and will adhere to these policies.

Page 12: Parking (Possible)

Parking Services

You have indicated that you need assistance from Parking Services and/or would like vehicle access to campus green space. Please respond to the information below in detail:

* What type of equipment or assistance will you need? Please select all that apply:
  ☐ Barricades
  ☐ Traffic Cones
  ☐ Traffic Control (Rerouting, Directional, etc.)
  ☐ Equipment Needs (Message Boards, etc.)
  ☐ Other (please explain below)
  ☐ Not Applicable

Please note that CHARGES MAY APPLY to any Parking Services options that are requested and should be discussed with that office.

* Would you require the assistance of a Crimson Ride Charter?
  ☐ Yes ☑
  ☐ No

* Are you requesting the closure of any roads, parking lots, etc.?
  ☐ Yes (explain in detail below when and for what purpose)
  ☐ No

* Are you requesting any additional or designated event parking or special reserved spaces?
  ☐ Yes (explain in detail below when and for what purpose)
  ☐ No
Walk/Runs, 5K's, Parades, Demonstrations, Etc. (Possible)

Walk/Runs, 5K's, Parades, Demonstrations, Etc.

Events involving walk/runs, traffic control issues, parades, motorcades, and/or demonstrations should contact UAPO about the details of their request. Please note that charges may apply to events where UAPO and/or Parking Services are present.

Note: Nothing may be thrown or handed out during a parade.

You have indicated that you plan to host a 5K, parade, walk and/or run. Please respond to the information below in detail:

* Type of Event
  Check all that apply:
  - Parade
  - Demonstration or Rally
  - Motorcade
  - Run/Walk
  - Block Party
  - March
  - Other

* Please provide a brief description of your proposed parade/walk/5k event included where you would like to START and END your route:

Indicate the number of each unit that you plan to involve in the event. (Check all that apply. Indicate type and number of each unit.)

- Marching bands
- Floats
- Motor vehicles
- Walkers/runners
- Other

* Total number of units involved:

* Duration of event:

* Number of blocks/miles in desired route:
Please review [UA's approved options for 5K, run, and walk routes](#) and select your preferred route below.

* Please indicate your desired route. *(We encourage you to save the picture of the route you chose for reference while planning your event):*
  - Residential Loop (3.8 miles)
  - UA 5K Loop (3.1 miles)
  - REC Loop (1.6 miles)
  - Quad Loop (.77 miles)
  - N/A

**Page 14: Alcohol Use and Security (Possible)**

Alcohol Use & Security

You have indicated that you plan to have alcohol and/or a security vendor present at your event. Please respond to the information below in detail:

* Do you plan to have non-college age students at your event?
  - Yes
    - *Please indicate who will be attending (i.e., alumni, high school students, etc.)*
  - No

Security

The University of Alabama ("University") has reviewed the use of security services on University property and developed this program to provide departments, event host, student organizations and others needing the services of a security firm a list of approved security vendors that certain meet certain requirements (See Additional Details [HERE](#) or review the Risk Management [WEBSITE](#)).

Only security vendors approved by the University may be engaged to provide security services on University property or at off-campus event paid with University funds. The only exceptions would include security services provided by a commissioned law enforcement officer, a person performing security duties under a direct employment arrangement with the hosting party/employer, security provided off-campus by a venue, and contract security subject to a bid and award of a contract for services by the University.

* Name (first & last) of security personnel/contact:

* Security Agency/Company they represent:

* Radio frequency/cell phone contact information for security personnel:

* Name and contact information of additional individuals working the door, checking ID, and or who have access to the event:

* If the event is closed, please describe your method of limiting access to the event and method of identifying guests and members:
Child Protection Considerations

You have indicated that minors (age 19 and younger) will be in attendance at your event. Please respond to the information below in detail:

* Please describe the nature of the event in which minors will be present:
**Filming (Possible)**

Filming

Filming on campus requires an additional approval outside of this form.

Anyone wishing to film on any grounds owned by The University of Alabama for any reason must complete the Request to Film form located on the Division of Strategic Communications' website. Please place requests to film at least 21 days in advance of the shoot whenever possible. Completing this form does not ensure that permission to film on grounds owned by The University of Alabama will be granted.

You have indicated that filming will take place at your event. Please respond to the information below in detail:

- Have you already submitted the Strategic Communications "Request to Film" form?
  - Yes
  - No

Filming Details

- What type of filming device do you plan to utilize? *(Check all that apply.)*
  - Drone
  - Handheld Camera
  - Phone/iPad/iPod Recording Device
  - Camera for Still Photography
  - Other Recording Device (Please specify)

- Date(s)/Times of Filming:

- Location(s) of Filming:

- What is the purpose of the video/filming?
* Please include ANY and ALL props/items that will be used in filming. (i.e. car, roller-skates, skateboard, fireworks, smoke bombs, etc.)

* Please provide a detailed timeline and description of your proposed video concept and/or shoot schedule using this template.

Include a specific timeline of locations, proposed shots, and theme/concept of video.

**Filming Contacts**

* Name of Student Organization representative in charge of this project:

* Cell Phone:

* Email:

* Name of Individual or Company Filming:

* Phone Number:

* Email:

* Name of drone/camera/recording device Operator:

* Operator Phone:

* Operator Email:

Page 17: Guest Speaker (Possible)

Guest Speaker

You have indicated that a guest speaker from outside UA will be present at your event. Please respond to the information below in detail:

* Please select the speaker's affiliation with UA.
  - Outside speaker, no affiliation.
  - UA Faculty
  - UA Staff
  - UA Student
  - UA Alum
Speaker Information

* Speaker's Full Name:

* Speaker's Profession:

* Organization or Company the Speaker works for:

* Please provide a brief bio of the speaker:

* Has this speaker made appearances at other colleges or universities?
  ☐ Yes
  ☐ No
  ☐ Unsure

* Will the speaker have a security detail?
  ☐ Yes (Please provide any information you have about the speaker’s security team and list any contact information that you have for the security personnel.)
  ☐ No
  ☐ Unsure

Event Content

* What topic(s) will the speaker talk about?

* Please select the components that apply to your event. The speaker will...
  (Check all that apply.)
  ☐ Lecture
  ☐ Host a Q&A
  ☐ Meet and Greet with the Audience
  ☐ Meet and Greet with our Organization
  ☐ Tour Campus
  ☐ Other

* Please upload a timeline of the speaking event utilizing this example.

Include how long the speaker will talk, if they will tour campus before or after the event, if there will be a Q&A, and/or if the speaker will provide meet and greet opportunities with the organization or the UA Community. For large events, make sure to specify the methods of ticketing, crowd control, re-entry, and monitoring room capacity.

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If you or your student organization have entered into a contractual or written agreement with the speaker, please upload it here.

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