Outdoor Event Request Form

Meeting & Conference Services | 179 Student Union
ph: 405.744.5232 | email: meetings@okstate.edu
web: meetings.okstate.edu

Individual students and student organizations are required to register all on-campus events. These events must be registered no later than 10 working days before the event is scheduled to occur. OSU Police Department requires at least 10 working days' notice if security is required. OSU Transit requires at least 10 working days' notice if transportation is required. The location and equipment needed should be reserved at least two weeks in advance. If the event is being organized by multiple organizations each group must be disclosed. For additional guidelines and policies, please visit Meeting & Conference Services online at meetings.okstate.edu. This request is on hold until you receive an email confirmation.

Organization Name: _____________________________________________________________

Title of Event: ________________________________________________________________

Date(s) of Event: ______________________________________________________________

Start Time: ___________ End Time: ___________

Estimated Attendance: _______ (No. of University Guests: _______ No. of Non-University Guests _______)

Are you seeking sponsorships for the event (university or non-university groups)?   Yes____  No____

Are you serving or selling food or beverages at your event?       Yes____   No____

Event Description: ________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Event Type: (please check all that apply)

__Awareness / Flier Distribution  __Display / Exhibit  __Performance
__Bake Sale  __Food & Beverage  __Promotional Items/ Giveaways
__Cookout / Grill  __Fundraiser / Philanthropy  __Recreational / Run / Walk
__Cultural Event  __Music / Concert (70 decibel limit)  __Ticket Sales

Location(s) Preference:

__Bartlett Lawn  __International Mall Lawn  __Student Union Amphitheatre
__Classroom Building Lawn  __Life Sciences East Lawn  __Student Union Upper Plaza
__Civil Engineering South Lawn  __Noble Research Center Lawn  __Thatcher Lawn
__Cordell Lawn  __North Murray Lawn  __Theta Pond
__Engineering South Lawn  __Old Central Lawn  __Welcome Plaza
__Gunderson Lawn  __Seretean Lawn  __Willard Plaza

What equipment are you planning to set up for the event? (please check all that apply)

__Tables  __Tent (OKIE Check req.)  __Dunk Tank  __Recycle Cans
__Chairs  __Trash Cans  __Electricity  __Sound System
__Stage  __Water/Hose  __Inflatables  __Other: _________________________________

Organization Contact Information

Coordinator: ____________________________  E-mail: _____________________________  Phone: _______________

2nd Contact: _____________________________  E-mail: _____________________________  Phone: ______________

I understand and agree to the stated terms outlined in the Oklahoma State University Event Policies and Procedures. By signing below, I agree to be present or available throughout the event as the sponsoring organization’s representative. All events are contingent upon facility availability and approval. If all details are not completed on this form, it’s not approved and could cause your event to be cancelled.

Signature of Coordinator: ____________________________________________ Date: _______________

For Internal Use Only

Facility Approval: ____________________________________________ Date: _______________

Security Approval (if required): ____________________________________________ Date: _______________