Outdoor Event Request Form

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

student UNION | MEETING & CONFERENCE SERVICES

Individual students and student organizations are required to register all on-campus events. Confirmation of the reservation and/or issuance of a confirmation/permit may take up to ten (10) business days prior to the requested event or posting date. 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 Lawn

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: _____