

MCS USE ONLY

Hold: \_\_\_\_\_

Update: \_\_\_\_\_

Confirm: \_\_\_\_\_

# Outdoor Event Request Form

Meeting & Conference Services | 179 Student Union

ph: 405.744.5232 | email: meetings@okstate.edu

web: [meetings.okstate.edu](http://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](http://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)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Awareness / Flier Distribution | <input type="checkbox"/> Display / Exhibit                  | <input type="checkbox"/> Performance                  |
| <input type="checkbox"/> Bake Sale                      | <input type="checkbox"/> Food & Beverage                    | <input type="checkbox"/> Promotional Items/ Giveaways |
| <input type="checkbox"/> Cookout / Grill                | <input type="checkbox"/> Fundraiser / Philanthropy          | <input type="checkbox"/> Recreational / Run / Walk    |
| <input type="checkbox"/> Cultural Event                 | <input type="checkbox"/> Music / Concert (70 decibel limit) | <input type="checkbox"/> Ticket Sales                 |

**Location(s) Preference:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Bartlett Lawn                | <input type="checkbox"/> International Mall Lawn    | <input type="checkbox"/> Student Union Amphitheatre |
| <input type="checkbox"/> Classroom Building Lawn      | <input type="checkbox"/> Life Sciences East Lawn    | <input type="checkbox"/> Student Union Upper Plaza  |
| <input type="checkbox"/> Civil Engineering South Lawn | <input type="checkbox"/> Noble Research Center Lawn | <input type="checkbox"/> Thatcher Lawn              |
| <input type="checkbox"/> Cordell Lawn                 | <input type="checkbox"/> North Murray Lawn          | <input type="checkbox"/> Theta Pond                 |
| <input type="checkbox"/> Engineering South Lawn       | <input type="checkbox"/> Old Central Lawn           | <input type="checkbox"/> Welcome Plaza              |
| <input type="checkbox"/> Gunderson Lawn               | <input type="checkbox"/> Seretean Lawn              | <input type="checkbox"/> Willard Lawn               |

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

- |                                 |   |                                      |                                       |
|---------------------------------|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Tables | <input type="checkbox"/> Tent (OKIE Check req.) | <input type="checkbox"/> Dunk Tank   | <input type="checkbox"/> Recycle Cans |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Trash Cans             | <input type="checkbox"/> Electricity | <input type="checkbox"/> Sound System |
| <input type="checkbox"/> Stage  | <input type="checkbox"/> Water/Hose             | <input type="checkbox"/> Inflatables | <input type="checkbox"/> Other: _____ |

### Organization Contact Information

Coordinator: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

2<sup>nd</sup> 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: \_\_\_\_\_