

STUDENT-LED ORGANIZATIONS STUDENT EVENT CHECKLIST

An approved Student Event Checklist is required for all Student Led Organization (SLO) special events **prior to** the confirmation of space bookings on the Prince George Campus.

Special events are usually those which may involve a large attendance, alcohol service, extra-ordinary setup requirements or may impact the university community and facilities at large.

Room rental fees may be applicable. All event related expenses such as; A/V equipment, catering, parking, security, first-aid, etc... are the responsibility of the event organizer.

Please follow these steps when completing the Student Event Checklist:

1. Contact Conference & Event Services to ensure availability of space and request a tentative booking.
2. Conference & Event Services will provide a Booking Confirmation and/or quote outlining the reserved spaces and all other event details.
3. The SLO event organizer is responsible for supplying and reviewing their detailed plans of the event with the appropriate signatories in the order listed below to obtain approval for the event.
4. Submit completed checklist (and applicable attachments) to Conference & Event Services (Office 7-305 located at the back of the dining hall).

| | | | |
|---|--|---|--|
| Contact Name | | | Phone: |
| | | | Email: |
| NUGSS/NBCGSS Recognized SLO | <input type="checkbox"/> Yes <input type="checkbox"/> No | SLO Name: | |
| Address, City, Prov, Postal Code | | | |
| Event Name | | | Estimated Attendance: |
| Date of Event | Month: | Day: | Year: |
| Hours of Event | Start time: | <input type="checkbox"/> am <input type="checkbox"/> pm | End time: <input type="checkbox"/> am <input type="checkbox"/> pm |
| Event Description <i>(Include purpose of event, impact on the campus community, benefits to UNBC, anticipated attendees, event budget, etc... Attach additional pages if necessary)</i> | | | |
| Attachments Please list the attachments to be included with this Student Event Checklist (if any): | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |



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|---|--|---|---|---|--|--|--|--|---|--|---|--|--|--|---|--|--|--|--|
| <p>Is First Aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many attendants and hours are needed? _____ Attendants _____ Hours</p> | <p>Additional Security required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many guards and hours are needed? _____ Guards _____ Hours</p> | | | | | | | | | | | | | | | | | | |
| <p>Name of the contracted First Aid firm:</p> | <p>Name of the contracted Security firm:</p> | | | | | | | | | | | | | | | | | | |
| <p>Is food being served?* <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Is alcohol being served?* <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | | | | | | | | | | | | | | | | |
| <p>Additional Janitorial needed?* <input type="checkbox"/> Yes If yes, how many hours are needed? _____ <input type="checkbox"/> No</p> | <p><i>*If food and/or alcohol is being served on campus, arrangements must be made through the University's contracted food service provider. If food and/or alcohol is being served in the Northern Undergraduate Student Centre please contact NUGSS directly for further information.</i></p> | | | | | | | | | | | | | | | | | | |
| <p>Check all that are applicable to the event:</p> <table style="width:100%; border:none;"> <tr> <td style="width:33%; border:none;"><input type="checkbox"/> UNBC stage</td> <td style="width:33%; border:none;"><input type="checkbox"/> UNBC tables & chairs # _____</td> <td style="width:33%; border:none; vertical-align: top;">List all non-UNBC equipment and/or resources involved: (eg: inflatable games, trampolines, hot tubs, sound & lighting systems, fire department, etc.) _____</td> </tr> <tr> <td style="border:none;"><input type="checkbox"/> UNBC power, electrician</td> <td style="border:none;"><input type="checkbox"/> UNBC projector/screen</td> <td style="border:none;"></td> </tr> <tr> <td style="border:none;"><input type="checkbox"/> Rented barricades</td> <td style="border:none;"><input type="checkbox"/> Live music, DJ, band</td> <td style="border:none;"></td> </tr> <tr> <td style="border:none;"><input type="checkbox"/> UNBC tents # _____</td> <td style="border:none;"><input type="checkbox"/> Fire pit, fireworks, or other uses of fire.</td> <td style="border:none;"></td> </tr> <tr> <td style="border:none;"><input type="checkbox"/> UNBC sound system</td> <td style="border:none;"><input type="checkbox"/> Contracted decorator</td> <td style="border:none;"></td> </tr> <tr> <td style="border:none;"><input type="checkbox"/> Exhibitors/trade booths</td> <td style="border:none;"></td> <td style="border:none;"></td> </tr> </table> | | <input type="checkbox"/> UNBC stage | <input type="checkbox"/> UNBC tables & chairs # _____ | List all non-UNBC equipment and/or resources involved: (eg: inflatable games, trampolines, hot tubs, sound & lighting systems, fire department, etc.) _____ | <input type="checkbox"/> UNBC power, electrician | <input type="checkbox"/> UNBC projector/screen | | <input type="checkbox"/> Rented barricades | <input type="checkbox"/> Live music, DJ, band | | <input type="checkbox"/> UNBC tents # _____ | <input type="checkbox"/> Fire pit, fireworks, or other uses of fire. | | <input type="checkbox"/> UNBC sound system | <input type="checkbox"/> Contracted decorator | | <input type="checkbox"/> Exhibitors/trade booths | | |
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| <input type="checkbox"/> UNBC power, electrician | <input type="checkbox"/> UNBC projector/screen | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Rented barricades | <input type="checkbox"/> Live music, DJ, band | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> UNBC tents # _____ | <input type="checkbox"/> Fire pit, fireworks, or other uses of fire. | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> UNBC sound system | <input type="checkbox"/> Contracted decorator | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Exhibitors/trade booths | | | | | | | | | | | | | | | | | | | |
| <p>What are your plans for responding to an emergency, including evacuation?</p> | | | | | | | | | | | | | | | | | | | |
| <p>Is this an all-ages event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Is this event primarily for students or open to the public? <input type="checkbox"/> Primarily Students <input type="checkbox"/> Public Event</p> | <p>Approximately how many event volunteers and/or (contracted) staff will be present during the event?</p> | | | | | | | | | | | | | | | | | |
| <p>Will the event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?</p> | <p>If applicable, please include the University staff or faculty member supporting this event: First/Last Name: _____ Email: _____ Signature: _____ Date: _____</p> | | | | | | | | | | | | | | | | | | |
| <p><i>Approval from all departments IN THE ORDER LISTED BELOW is mandatory prior to confirming space bookings. Please return this form to Conference & Event Services.</i></p> <p>President, NUGSS (or designate): _____ (Print) _____ (Signature) Date: _____</p> <p>Director, UNBC Student Affairs (or designate): _____ (Print) _____ (Signature) Date: _____</p> <p>Director, UNBC Safety & Security (or designate): _____ (Print) _____ (Signature) Date: _____</p> <p>Manager, UNBC Facilities Operations, Compliance & Services (or designate): _____ (Print) _____ (Signature) Date: _____</p> <p>Manager, UNBC Hospitality Services (or designate): _____ (Print) _____ (Signature) Date: _____</p> | | | | | | | | | | | | | | | | | | | |
| <p>Additional Comments:</p> | | | | | | | | | | | | | | | | | | | |

