Student Activities Event Checklist

- ✓ Make sure activity is supported by Student Activity Coordinator(s) and Club/Organization Advisor(s).

- ✓ Review dates and events one semester in advance with your advisors and coordinators and confirm they are able to attend your event(s).

- ✓ Complete this Student Activities Event Form in its entirety and email to holden.stackhouse@rcc.edu and CC studentactivities@rcc.edu a **minimum of 3 weeks** prior to the event.

- ✓ If you need to reserve space and facilities resources for the event, be specific with your needs. Weekend fees will apply. Additionally, attach the Food Authorization Form and/or the Fundraising Form (if applicable).

- ✓ Please attach the appropriate campus map setup for your resources. If no map is provided, facilities will leave your resources out for you to setup.

- ✓ For all high profile and weekend events, the Student Activities Event Form must also be submitted to the Vice President of Student Services. The event will be discussed in the President's Leadership Team meeting for approval.

- ✓ An email will be sent to the advisor that your event is approved, disapproved, or with a request to modify for approval.

- ✓ Once your event is approved, you can start advertising.

- ✓ Changes within a week of the event risk not getting processed and there are ABSOLUTELY NO CHANGES within 24 hours of the event.

HAVE FUN!

Student Activities Event Form

All events that fall under the Student Activities area must have this form completed and approved and for each event/activity. If you are planning to utilize campus facilities/space, the approval process must be followed. Clubs/Organizations, please ensure that your paperwork (club packets) is up to date otherwise the form will not be approved. Event advertising cannot begin until the event has been confirmed with the Facilities Utilization Specialist.

Event Parameters:

*Events should be RCC student focused.

*Event is during a timeframe that is accessible for students and RCC staff.

If your event does not fall within the parameters listed above, please attach an explanation of why it should still be considered for approval.

- Submit completed Student Activities Event Form to Student Activities at: holden.stackhouse@rcc.edu / CC: studentactivities@rcc.edu, *no later than 3 weeks prior to the event.*

- Once the Student Activities Event Form has been reviewed and approved, it will be submitted to the Facilities Utilization Specialist for facilities/space approval and confirmation.

- Once all approvals have been obtained the event can be advertised.

Note: **Due to limited college resources, locations, and staff, only a limited amount of activities will be allowed per day; thus you might be asked to reschedule.**

This section for office use only.

Approved_____   Denied_____

_____ Student Activities Coordinator (only for high profile or weekend events)

_____ Dean of Student Life (only for high profile or weekend events)

_____ VP of Student Services (only for high profile or weekend events)

Comments: _____

_____

_____

_____

Student Activity Information:

Club/Organization Name:	
Name and Purpose of Event:	
Location of Event:	

Date and Time of Event:		**Approximate # of Attendees:**

Set UpTime :	**Tear Down Time:**
Event Start Time:	**Event End Time:**

Will you be selling or giving away food?	Yes ***If Yes, include the food authorization form signed by Cheryl Ruzak. No *** If the Vendor is serving food, they need to complete the Vendor Packet
Is this a Fundraiser?	Yes ***If Yes, include a signed copy of the Fundraising Form. No
Description of Event Submitted for Approval. (Provide a full description for the event. It can include RSVP Information or links to more information. Please be mindful that the Event Description may appear on the public calendars.)	
Are there any Facilities resources needed for this event (i.e., tables, chairs, etc.)?	Yes ***If Yes, please indicate requested resources on next page. No
Please select one of the following categories if you would like assistance marketing your event:	**Promote My event (Social Media/Newsletter)** - This is a request to post event information on the College's social media platforms and included as an Upcoming Event in the monthly newsletter. Please provide a graphic and event details. **Publish to College Events Calendar**- Event Information will be included in the Events Calendar on the RCC website. **Ticketed Event** - Does the event require attendees to purchase a ticket? If so, provide cost, link, and information about purchasing tickets. _____ _____ **Event Photography Requested** - Request the District or College photographer to attend the event. Requests require two-week's notice; all requests will be reviewed and accommodated if possible. Open to the Public - Select this option if this event is open to people outside RCC.
Student Representing Club/ Organization: Contact Information – Name, Phone, Email	Name: Email: Phone:
Club/Organization Faculty Advisor:	Name: Signature: Phone:
Co-Advisor /Additional Contact: *If applicable*	Name: Signature: Phone:

***This form is due 3 weeks prior to the event With an advisor's signature.** Approval notification will be provided via Email.

Request for Facilities/Media Resources (e.g. tables, EZ-UPs, etc.):

(Please be specific in your needs/requests)

EZ-UP 10x15 Quantity: _____

EZ-UP 10x20 Quantity: _____

Chairs: (chairs for indoor room requests, only need to be requested if additional chairs are needed - other than what is already there.)

Folding Chairs (Outdoor Only) Quantity: _____

Folding Chairs (Indoor Only) Quantity: _____

Padded Chairs (Huntley Gym) Quantity: _____

Padded Chairs (Wheelock Gym) Quantity: _____

Tables:

Round tables Quantity: _____

Rectangle (6' white) Quantity: _____

Misc:

Trash Bin Quantity: _____

BBQ Gas

US Flag

California Flag

Podium

Stage (4x6)

Layout: (please attach layout diagram, if needed)

Hollow Square

Classroom/Conference

Theater Style

Banquet (round tables/7 per table max)

TSS:

Wireless Mic Quantity: _____

Wired Mic Quantity: _____

Speaker System

Video Projector

Projector Screen

Laptop (Instructional use only)

DVD Player

Other special requests: _____

_____

Additional information: _____

_____
_____
_____
_____