

USG OFF-CAMPUS EVENT CHECKLIST

| | |
|----------------------------------|-------------------------|
| NAME OF EVENT _____ | Event date _____ |
| Sponsored by _____ | Type of event _____ |
| Contact in charge of event _____ | Doors open _____ |
| Cell number of contact _____ | Event starts _____ |
| Co-Sponsor group _____ | Event ends _____ |
| Co-Sponsor representative _____ | |
| Cell number of co-sponsor _____ | |

OFF CAMPUS VENUE

Venue Name _____

Address _____

Contact name _____ Phone _____

What floor of the building is your event on? _____

What floor of the building are the restrooms located on? _____

Do you have a quote, contract, and event checklist from the venue? _____

What is the venue's capacity for this event? _____

How many people do you expect? _____

Do you feel that more people will come than the venue can accommodate? Yes No

This is an important consideration from a security standpoint. We need to make sure that enough security is present to control lines outside the venue.

Note: the Buffalo Police have shut down events that had problems because of inadequate line security.

| | |
|--|---|
| Does the venue provide security? Yes No | What is the cost for security? _____ |
| How do you expect most people to get to the event? | Public Transportation _____ Drive _____ |
| Is there sufficient nearby parking? Yes No | Is parking free? Yes No |

EVENT LAYOUT

Will there be a stage or runway? _____

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|-------------------------------|---|
| Will chairs be set up? Yes No | Does the venue provide the chairs? Yes No |
|-------------------------------|---|

Will there be DJs or live music? Yes No

If so, name the DJs or artists and their fees. _____

Will food and drink be served? Yes No

What kind? _____

Who will provide food and drink and at what cost to your group? _____

Will alcoholic beverages be served? Yes No

If yes, refer to the Alcohol Policy and Waiver Form which must be completed for any event at a venue where alcohol is available.

TICKETS

| | | |
|--|----------------------------|-------------------|
| Buffalo State student price \$ _____ | General Admission \$ _____ | |
| Pre-sale through the Rockwell Hall box office Yes No | Charge at door Yes No | Wristbands Yes No |

This completed form should be submitted to the USG Business Office 4 weeks before the event date.