Indiana State University
Special Event Intake Form

Please complete this form for consideration of a proposed special event to occur utilizing the facilities/premises of Indiana State University. This form is a guide to assist the event sponsor (must be affiliated with ISU) and University officials in the review and consultation of a proposed program. Event sponsors will meet with the Special Events Committee to consult and review the proposal. If all information is not known, please provide best judgement to approximate the program.

Sponsoring Unit/Organization:			
Event Contact Name:		**Phone Number:**	
Event Contact Email:			
Event/Program Title:			
Event/Program Date:			
Proposed Location:		**Alternate Location**	
Inclement Weather Location:			
Start Time:	**End Time:**	**Setup Time:**	**Tear Down Time:**
Estimated Attendance:		**# Students Attending:**	
Setup Time:	**Tear Down Time:**	**Co-Sponsors:**	

Event Type (please select category which best describes the proposed event/program):

□ Concert □ Carnival/Fair □ Inflatables □ Social Event

□ Cook Out □ Sports Event □ Recreation □Awareness/Demonstration

□ Other: _____

Event Description (describe in detail what will take place at the event):

Food/beverages served? □ YES □ NO

If YES, please indicate what will be served:

If YES, indicate food/beverage provider :

□ ISU Dining Services/Sodexo □ Sponsoring Organization

If the Sponsoring Organization is responsible for providing food/beverage, please explain what will be provided, and if the organization is preparing/cooking/serving or another entity is responsible for providing the food/beverage.

Please outline how food/beverage preparation will be arranged, including equipment/supplies setup:		
Will alcohol be served/available/permitted?	□ **YES**	□ **NO**
Will money be exchanged?	□ **YES**	□ **NO**
If YES ($), please clarify:		
Admission (fee): $	**Donations:**	**Sales:** **Items Being Sold:** **Cost Per Item:**
Will attendees be staying overnight at this program/event?	□ **YES**	□ **NO**

SETUP / AUDIO & VISUAL NEEDS

For Indoor Events: Room Setup Desired

□ Lecture Style Seating
□ Classroom
□ Dinner Style (round tables with 8 chairs each)
□ Chairs around edge of room
□ Chairs in a Circle
□ Empty Room
□ Theater/Auditorium
□ Theater/Auditorium with Stage
□ Multi-Purpose Room with Stage Needed/Assembled
Stage Dimensions: _____ x _____
□ A/V Technician Requested (additional fees may apply)

Chairs: _____
Tables: _____
Podium □ Yes □ No
Microphone □ Yes □ No
Projector Screen □ Yes □ No
LCD Projector □ Yes □ No
Computer Access □ Yes □ No

For Outdoor Events:

In the space below, please describe in detail the logistical requirements for the Event/Program. This will assist the appropriate personnel with services needed in assessing the proposal.

Chairs: _____
Tables: _____
Trash Receptacles: _____
Podium □ Yes □ No
Microphone □ Yes □ No
□ Stage Needed/Assembled
Stage Dimensions: _____ x _____
Please describe what will the stage will be used for and what activity will occur on the stage:

Electricity □ Yes □ No
If YES, what is electricity used for: _____
If YES, what is source of electricity: □ Generator □ Available Power Outlet

Tents □ Yes □ No
If YES, how many: #_____

If YES, who is assembling tents: _____

If YES, please identify size and style of tent: _____

Will there be amplified sound/music at the program? □ **YES** □ **NO**

If YES, indicate type of amplified sound:

□ **DJ** | □ **Live Band** | □ **Stereo**

Is a non-university contractor providing services/supplies/equipment? □ **YES** □ **NO**

If YES, indicate which company and what will be provided:

Are parking accommodations required/needed for the event/program? □ **YES** □ **NO**

If YES, indicate what is needed and provide justification for such accommodations:

Please describe security measures that are planned to insure appropriate management, control, and security of the proposed event:

Insurance may be required for certain events as deemed necessary by ISU officials.
Does your organization have insurance for this event? □ **YES** □ **NO**

If required, a Certificate of Insurance will be provided to the Office of Risk Management for review and approval prior to event.