

Special Events Request Form

Special Events Committee

Purpose: To provide a coordinated and efficient method to review requests from University departments and organizations that are proposing to host a unique program/special event at Indiana State University. This committee, comprised of representatives from the functional areas involved in approving, supporting, and managing events at the university, will meet with event sponsors to evaluate these proposals and provide a coordinating mechanism for approval, registration, reservations, and event management.

- The committee will advise event organizers on logistics, services, policies, practices and procedures, potential risk factors, and various campus concerns prior to the event and/or facility usage reservation.
- The committee organizes all parties who need to be aware of the event details during the event planning stages.
- The committee will aid event organizers by: creating a one-stop process - eliminating the need to go to each department for consultation and approval; encouraging pre-planning; teaching responsibility and logistics; educating event sponsors on topics of safety, risk management, and best practices; and encouraging critical thinking in the event planning and event management processes.

Special Events: Any event that requires coordination and collaboration from multiple university departments. Examples of special events could include:

- Outdoor events proposed to be held during [COVID-19 pandemic](#) time period
- Events held on university property that is typically designated as “non-reservable”
- Unique events hosted at Wolf Field, Rec East, or Kennedy Field
- Unique events on Dede Plaza (i.e., activities beyond information tables)
- 5K/Fun runs/walks
- Use of The Quad/Condit Lawn and any outdoor space adjacent to academic facilities

Note: This list is not inclusive of all the types of special events. The respective facility manager and/or reservation specialist will consult, review, and defer to the Committee as appropriate.

Guidelines

- All indoor events must adhere to ISU's COVID-19 [Related Guidance for Large Events and Gatherings](#)
- All outdoor events hosted by University organizations (student, faculty, staff, affiliate) and departments will require review by the Special Events Committee or designee to ensure compliance with the University's Guidelines for Outdoor Events During COVID-19
- Conference & Event Services will consult with non-University organizations/groups for indoor special events; outdoor facilities/venues may not be reserved by non-University organizations

Process

- Special Events form must be submitted no later than four (4) weeks before the event

- University department submits Form directly to Committee
- Student Organization Faculty/Staff Advisor (as verified by the ISU Treehouse) must approve the proposed event before the Special Events Committee will proceed with a review and consultation
- Pending advisor approval, the sponsoring organization will be scheduled to present the proposed event at a Special Events Committee meeting

Note: The Special Events Committee typically meets every 2 weeks during the academic year.

Membership: Committee is comprised of appointed staff from these university units

- Campus Life
- Campus Recreation
- Conference and Event Services
- Cunningham Memorial Library
- Educational Technology Services
- Environmental Health and Safety
- Facilities Management
- Fraternity and Sorority Life
- Grounds Maintenance
- Hulman Memorial Student Union
- Landscape and Grounds
- Public Safety/ISU Police
- Recycle, Moving & Setup, Waste Management
- Residential Life
- Risk Management
- Sodexo
- University Communication