



EVENT APPLICATION

EVENT DATE: _____

CONTACT PERSON: _____

EVENT TIME: _____

Phone number: _____

E-mail: _____

EVENT INFORMATION

Is this a fundraiser? Yes No

If yes, make sure you get an income statement to NAITSA 1 week after the event.

TYPE OF EVENT

TODAY'S DATE

CLUB NAME

LOCATION OF EVENT

DO YOU REQUIRE A MEETING/CLASSROOM BOOKING? IF SO HOW MANY PEOPLE ATTENDING?

NUGGET SUBMISSIONS

Would you like your event posted in the Club section of The Nugget? (Nugget Newspaper comes out every Thursday)

Yes No

How many times do you want the ad to run? _____

Poster style Ad

Start Date: _____

Upcoming events

(Basic text style only)

Deadline for Nugget submissions is the Friday prior to the Nugget release.

For Ad to appear club needs to fill out Nugget Submission section.

All ads are subject to space availability

EQUIPMENT LOAN

Beverage tubs –carry style

How many? _____

Beverage Tubs –rolling style (only one available)

BBQ (small)

BBQ (large)

SM Cooler

Cash Box

Fencing panels

Popcorn machine

Spinning wheel

Plinko game

Tent Kiosk

Stereo

Other: _____

Equipment loans subject to availability

EQUIPMENT PICK UP TIME

POSTER APPROVAL

Poster approval: Yes No

POSTER TAKE DOWN DATE

NUMBER OF POSTERS

CAMPUS CLUB MANAGER/CLERK

FINAL APPROVAL

(signed once all applicable resource logistics are confirmed)

CAMPUS CLUB MANAGER/CLERK APPROVAL OF EVENT

DATE

Checklist for Promoting a Successful Event

Timeline		Task	Tip
<i>4-5 weeks before the event</i>	<input type="checkbox"/>	Finalize the date <ul style="list-style-type: none"> Is this a good date for my target audience submit Event Application 	Does your proposed date fall on a long weekend? Is your target audience going to be studying for exams?
<i>4-5 weeks before the event</i>	<input type="checkbox"/>	Big or small? <ul style="list-style-type: none"> are you a big or small club is your event for everyone or a specific audience? 	If you are a small club trying to promote a big event, we recommend that you co-present with another group.
<i>3-4 weeks before the event</i>	<input type="checkbox"/>	Finalize all details <ul style="list-style-type: none"> entertainment sponsors prizes co-presenters licenses/permits required equipment needed for event security required? 	The most important thing to remember when planning an event is to give yourself as much lead-time as possible. Allow minimum of 2 weeks to obtain permits/licenses. Campus Clubs Manager will advise and assist you.
<i>3-4 weeks before the event</i>	<input type="checkbox"/>	Finalize posters & tickets	Posters do not solely sell events, people do! Word of mouth is the best form of advertising
<i>2 weeks before the event</i>	<input type="checkbox"/>	Organize club members to sell tickets <ul style="list-style-type: none"> give each club member tickets to sell. have prizes for top sellers hang posters 	Supply draft of poster to Campus Clubs Manager. Please adhere to poster policy found in manual appendix. If your posters do not adhere or violate policy they will not be approved, delaying your advertising and increasing your event costs in reprinting
<i>1-2 weeks before the event</i>	<input type="checkbox"/>	Organize group of dedicated volunteers to help promote the event.	This group dedicates their time and sales abilities during the final week of ticket sales.
<i>Event Day</i>	<input type="checkbox"/>	Pick up requested equipment loans from NAITSA <ul style="list-style-type: none"> return after the event is complete. If event ends after regular hours, you call security (471-7477) to leave it in a designated area. For clubs hosting events with alcohol, liquor permits must be posted above bar for the duration of the liquor service.	Permits to be posted because AGLC may conduct a random walk through to ensure club is following all the rules. Instead of a beer garden, consider taking your event to a licensed establishment (i.e. The Nest), they already have permits and professionally trained staff.
<i>Within 1 week following event</i>	<input type="checkbox"/>	Club must complete an income statement and submit it to the Campus Clubs Manager	Receipts do not have to be submitted unless a club grant has been used to host the event. Clubs still need to be diligent in maintaining receipts for a possible audit.