Source Online Event Form 2019-2020
University of Alabama Office of Student Involvement

THE UNIVERSITY OF **ALABAMA**® | *Division of* **Student Life** **Student Involvement**   THE SOURCE thesource.ua.edu

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*The first two pages of the online event registration form are required for all groups. Pages 3-18 are optional depending on the details of the event.

Create Event

* Event Title

Enter Event Title

* Theme

Not Selected

* Description

[B I U | ✂ ⧉ 📋 | ≡ ≡ ≡ | ☰ ☰ | 🔗 ⚯]

Additional organizations co-hosting this event

Type here to search for organizations   NEW

* Start Date

03 Aug 2018 📅

* Start Time

12:00 PM 🕐

* End Date

03 Aug 2018 📅

* End Time

01:00 PM 🕐

* Location

ADD LOCATION

➕ ADD ANOTHER DATE

Event Details

* Show To

Anyone in the world

☐ Allow attendance at this event to be shown on the Co-Curricular Transcript

☐ Allow anyone to self-report attendance

Event Categories

Select categories

Perks   Special benefits for your attendees

Select perks

RSVP Settings   NEW

* Who can RSVP

Anyone

☐ Limit number of available RSVP spots

☐ Allow Guests

Instructions Page

UA On-Campus Event Registration Form

Purpose:
This form is used for student organizations to register on-campus events including, but not limited to, cultural, philanthropic, academic, and social events that take place on UA's Campus or outside on UA Grounds.

Registering:
Organizations registering on-campus events must be recognized UA student organizations (*meaning they have renewed the organization for the* **current** *academic year via mySOURCE*) and must submit this Online Event Registration Form (*online only*), any additional forms (*online only*), and any applicable fees (*to the Office of Student Involvement, 3610 Ferguson Center*), **at least 7-10 business days before the event.**

All student organizations must be registered with The Office of Student Involvement, a unit of the division of Student Life. Submission of this form **does not** imply registration has been approved or accepted. All registrations will be processed and the individual(s) responsible for coordinating the event will be contacted via email and/or phone regarding the status of the request, as well to follow-up or provide information regarding all pertinent policies and procedures that may affect the proposed event. Fees for University services provided may apply.

Registration of an event does not constitute an endorsement or approval of the group or event specifics by the University. Further, registration does not constitute an acceptance of any responsibility for, or duty to regulate, the conduct of a group or its members, at the event or otherwise. All groups and members are primarily responsible for their own actions and activities which includes, but is not limited to, complying at all times with University policies, as well as applicable federal, state, and local laws.

Please review the following policies/procedures before you prepare to submit this form and also note that you will have to acknowledge that you have reviewed in the checkbox below:

Policies and Procedures

* Required

☐ I have read and understand these policies and will adhere to those required and will also take them into consideration while planning my event to ensure proper compliance with UA.

*

Does your event date occur AT LEAST 7-10 business days from TODAY's date?

○ YES
○ NO ⓘ

* Organization Type:
[... ▾]

* Location Type: (Check all that apply.)
☐ Greek/Small Group House
☐ Ferguson Student Center - Indoor
☐ Ferguson Student Center - Outdoor (Plaza or Lawn)
☐ Outdoors on Campus
☐ Academic Building (Indoors)
☐ Tailgate for Home Football Game
☐ UREC Indoors
☐ UREC Fields
☐ Dorm or Housing Facility

* Have you reserved the space for your event?

[... ▼]

* Who will be responsible for clean-up?

Voter Registration Drive

* Voter registration drive will take place...
- ☐ On social media
- ☐ Tabling Indoors on campus
- ☐ Tabling Outdoors on campus
- ☐ As part of a larger on-campus event
- ☐ Other (please specify)

Person Coordinating Voter Registration Drive

UA is partnering with TurboVote to conduct all on-campus voter registration drives. The software makes sure voters are registered correctly and are reminded (via text and/or email) about election dates and filing absentee ballots.

By registering your voter registration drive through mySource, you will receive a customized link to utilize for registering voters. If you have any questions about TurboVote, please contact Dr. Mary Lee Caldwell (mlcaldwell1@ua.edu).

* First and Last Name

* Position with Org:

* UA email:

* Phone:

Event Details: Who?

* Do you plan to have an <u>open</u> event?

[... ▼]

* Projected attendance:

_____

* Do you plan to have a co-sponsor?

○ <u>Yes</u>
○ No

If you are hosting an on-campus event, please upload a map or diagram of the event set-up (*if applicable*):

[UPLOAD FILE]

Individual Responsible for Coordinating Event

*
Name:

_____

* Position with organization:

_____

* Email:

_____

* Cell Phone Number:

_____

Event Details: What?

Event Content

* Please provide a **detailed** description of your event plan *(what will happen, who is the audience, what is the purpose, etc.)*:

Safety

Prior to purchasing, renting or incorporating decorations or special effects into any event, contact Environmental Health and Safety (205-348-5905) to discuss the feasibility and safe use of all items. Note: fireworks and pyrotechnics are among some of the special effects that are not approved for use at any social events.

* Please outline any **decorations** or **special effects** you wish to incorporate at this event.

○ We **will have** any decorations or special effects. (*Type a detailed description of each and where they will be located.*)

○ We **will not have** any decorations or special effects.

* Do you plan to include anything that may **activate the fire alarm**?

○ Yes *(specify)*

○ No

* **Do you plan to include any type of amplification, sound and/or production equipment?**
  [... ▼]

* **Are you requesting vehicle access to campus green space?**
  [... ▼]

* Will your event include a tent larger than 10 x 10 feet?

○ Yes *(include use of the tent, size, placement/location, vendor, method of securing tent, and timeline for installation and dismantling)* ⓘ

○ No

*
How will this event be funded?
[... ▼]

Waivers

Your student organization can utilize the UA General Release waiver for activities that may involve risk. After having participants sign the wavier, Risk Management provides a Release Portal where you can upload and store all waivers. Contact Risk Management for more information.

* Will attendees be asked to participate in any type of **physical activity?**

○ Yes (*Please describe in detail below*)

○ No

CHECK ALL THAT APPLY:

* <u>EVENT TYPE</u> (*Check all that apply.*)
☐ Social Event
☐ Educational Event or Meeting
☐ Tabling
☐ Fundraising, Drive, Philanthropy ⓘ
☐ Guest Speaker
☐ Filming on Campus ⓘ
☐ 5K, Walk, or Run
   Parade, Motorcade, or Block Party
   March, Demonstration, or Rally
☐ Minors under 18 will be present. (*UA students are exempt from this.*)
☐ Other:

* **FOOD/DRINKS** (*Check all that apply.*)
☐ Sell food or drinks
☐ Give away food or drinks
☐ No food or drink present at event

*
<u>SALES, DONATIONS, GIVEAWAYS</u> (*Check all that apply.*)

☐ Sell tickets/admission fee
☐ Sell items
☐ Give away items
☐ Collect donations (money or items)
☐ N/A

* **SECURITY/CONTRACTS** (*Check all that apply.*)
☐ Plan to use a security vendor.
☐ Need assistance from UAPD. ⓘ
☐ Need assistance from UA Parking. ⓘ
☐ Requires approval from a national affiliate.
☐ Involves a contract or written agreement. With:

☐ N/A

* **ALCOHOL** (*Check all that apply.*)
☐ We WILL have alcohol present.
☐ We WILL NOT have alcohol present.

* **FOOD/DRINKS** *(Check all that apply.)*
☐ Sell food or drinks
☐ Give away food or drinks
☐ No food or drink present at event

*
SALES, DONATIONS, GIVEAWAYS *(Check all that apply.)*
☐ Sell tickets/admission fee
☐ Sell items
☐ Give away items
☐ Collect donations (money or items)
☐ N/A

* **ENTERTAINMENT** *(Check all that apply.)*
☐ Music (DJ, Band, Instrumental, Choir)
☐ Performance (Theater, Dance, Comedy)
☐ Inflatables/Amusement Devices 🛈
☐ A licensed contractor will build/erect a structure.
☐ N/A

* **ADVERTISING** *(Check all that apply.)*
☐ We wish to advertise **OUTSIDE** using **YARD SIGNS** or **BANNERS** on campus.
☐ We will advertise **INSIDE** on campus and/or **ONLINE**.
☐ We are requesting to use a University logo or trademark 🛈
☐ N/A

Greek or Small Group Housing Events

You have indicated that your organization is a Social/Fraternal/Greek organization and your event will take place in Greek/Small Group Housing on campus. Please respond to the information below in detail:

Individual Responsible for Coordinating Event

* Name:

* Position with organization:

* Email:

* Phone number:

Basic Event Details

* Event Type:

...

* Do you plan to have an open event?

...

* Projected attendance:

* Event Location: (chapter house)

* Event will take place... (Check all that apply.)
☐ Front yard
☐ Backyard
☐ Inside
☐ Other areas adjacent to the house

* Please provide a detailed description of your event plan *(what will happen, who is the audience, what is the purpose, etc.)*:

* Event will include...
☐ Filming
☐ Co-sponsor
☐ Sale of items/tickets
☐ Guest Speaker
☐ N/A

Food

* Food type:
☐ Prepared by House Staff
☐ Purchased (Licensed Caterer/Restaurant/Vendor)
☐ Purchased (Packaged Snacks/Non-Perishable Food)
☐ Cooked by Members/Parents/Alumni
☐ No Food at Event

Safety

Prior to purchasing, renting or incorporating decorations or special effects into any event, contact Environmental Health and Safety (205-348-5905) to discuss the feasibility and safe use of all items. Note: fireworks and pyrotechnics are among some of the special effects that are not approved for use at any social events.

Waivers: Your student organization can utilize the UA General Release waiver for activities that may involve risk. After having participants sign the wavier, Risk Management provides a Release Portal where you can upload and store all signed waivers. Contact Risk Management for more information.

* Please outline any **decorations or special effects** you wish to incorporate at this event.

○ We **will have** any decorations or special effects. (*Type a detailed description of each and where they will be located.*)

○ We **will not have** any decorations or special effects.

* Do you plan to have any **items that might activate the fire alarm**?

○ Yes *(specify)*

○ No

* **Do you plan to install a barrier/fencing around your facility?** (*i.e.- black plastic*)
... ▲▼

* Will your event include a **tent larger than 10 x 10** feet?

○ Yes *(include use of the tent, size, placement/location, vendor, method of securing tent, and timeline for installation and dismantling)* ⓘ

○ No

---

* **Will you have a contractor build a** <u>structure</u> **or put up any type of** <u>inflatable/amusement</u> **device?**

[... ▲▼]

---

* **Do you plan to have people who are** <u>not UA students</u> **at your event?**

☐ Alumni
☐ Minors (19 and under)
☐ Students from other colleges (over 19)
☐ No
☐ Other

Music

* Will you have music at your event?

○ Live Music *(DJ, Band)*

○ Amplified Music *(From playlist, member's phone, etc.)*

○ No music at all

Describe the type of sound amplification and production equipment that you/the musical act plan to use.

Security

For a list of approved security vendors and all of their contact information, visit Risk Management's website.

For social events and other events requiring security:

- At least two (2) security officers must monitor the event's main entrance at all times and at least one (1) security officer must be stationed at every exit for the duration of the event.

- In addition to the security officers monitoring the entrance/exits, an additional two (2) security officers for every 100 attendees must be present and patrolling the event.

- *See Section III.D., pp. 11-12 of the* UA Social Event Guidelines *for additional details*

---

* Security Agency/Company:

[... ▲▼]

Number of Exits

Each event should have measures in place to control general access into and out of the event (an entrance and exits that separate the general public from those attending the event). Security officers should be stationed at each such entrance/exits pursuant to the terms of the Social Event Guidelines.

Please list below the total number of exits to the exterior of the building/event premises. Contact Environmental Health and Safety (205-348-5905) with questions about how to determine this number.

* Number of exits to outside the premises:

[... ▲▼]

Alcohol

Review the policies and rules related to alcohol and student organizations and the Social Event Guidelines.

* Alcohol will be...

[... ▲▼]

*

To identify members/guests who are of the legal drinking age we will use...

[... ▲▼]

Name of licensed third party vendor selling alcohol: *(if applicable)*

_____

*

Describe **REQUIRED** food and alternative beverages for members/guests that will be available for the duration of the event. (*Type N/A if no alcohol will be present.*)
==*Water Fountain, Drink Machine, & Snack Machine are NOT acceptable options*==

Responsible Contacts

- At least one officer from the sponsoring organization must be designated as a responsible contact for the event.

- In addition to this officer, the organization sponsoring the event must designate two (2) additional responsible contacts for the event.

- If the event is expected to have over 200 attendees at any given time, the sponsoring organization must designate one (1) additional responsible contact for each 100 attendees to the nearest 100 beyond 200 (Example: An event with 350 attendees requires five (5) responsible contacts – 3 original + 2 for additional attendees).

- See Section III.D. and p. 2 of the UA Social Event Guidelines for the definition of a "responsible contact" as well as information on their duties.

* Number of Responsible Contacts assigned for this event:

[... ▲▼]

* Required

☐ I represent and warrant that I am an authorized official of the organization noted above and that I have read The University of Alabama's policies relevant to hosting events, including the Social Event Guidelines, and have an understanding of the applicable state and local laws regarding alcoholic beverages. I represent and warrant that our organization will comply with all applicable UA policies as well as local and state laws.

* Required

☐ I hereby certify that I have read and understand the University's Social Event Guidelines, including the responsibilities and obligations they place on me and my organization. I understand that my organization is responsible for coordinating and overseeing this event in a manner consistent with the requirements of the Social Event Guidelines. We hereby agree that an appropriate number of Responsible Contacts and security personnel will be present for the duration of the event. An organization officer will be available to meet with any University official as needed to review the procedures that are to be followed for registered social functions. I represent and warrant that our organization will comply with the Social Event Guidelines, the University Online Event Registration Form & all other procedures/requirements related to Student Organization Registered Events found at thesource.ua.edu and/or ofsl.sl.ua.edu.

Swaps

In addition to the University's requirements for social events, the following also apply to any social event registered as a "swap" with the Office of Student Involvement through the online event registration form:

1. Both participating student organizations must sign a Swap Contract and submit it through the online event registration form.

2. No proxy signatures are permitted on Swap Contracts or any other form of documentation required for the online event registration process. Students must sign any and all documents themselves. If signatures are deemed to be forged, the document will be rejected and the associated event may be canceled. Further, the involved organizations and/or students may be referred to the Office of Student Conduct.

3. No alcohol of any kind is permitted at swaps being attended by pledges or new members.

4. No event shall be vulgar or offensive in theme.

5. Prior to participating in a swap, each of the participating organizations is strongly encouraged to hold an appropriate training for all members on hazing and sexual misconduct, which should include, among other things, an overview of prohibited conduct, direction to the University's policies and websites related to hazing and sexual misconduct, information about reporting hazing and sexual misconduct, and information about resources available to those affected by hazing or sexual misconduct.

6. There shall be no inappropriate conduct that violates the law or University policies before, during, or after the swap, including hazing or sexual misconduct as those terms are defined in the University's Code of Student Conduct, Sexual Misconduct Policy, and Hazing Policy. Such inappropriate conduct may subject the individual(s) and/or organizations taking part in the conduct, as well as any individuals that allow or direct the conduct, **to criminal and/or civil liability along with significant Code of Student Conduct sanctions.**

7. Any swap participant or attendee who appears overly intoxicated upon arrival or at any time during the event should be removed from the event immediately and, if needed, provided with access to medical attention or other appropriate assistance. **If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to 911 immediately.** Organizations are responsible for the safety and actions of all guests upon entry to an event. Organizations are encouraged to utilize the The University of Alabama's Medical Emergency Assistance Policy for any student in need of medical assistance.

8. At least three (3) responsible contacts from each organization must attend each swap and remain sober while monitoring the behavior of the swap event attendees to ensure that a safe environment is maintained and the requirements set forth herein are followed.

9. For New Member/Pledge Swaps, the three (3) responsible contacts must be officers.

10. If a swap participant feels their rights have been violated in any way, they should contact UAPD (205-348-5454), the University's Title IX coordinator (205-348-5496), and/or other appropriate University officials as identified on the University's website (https://titleix.ua.edu/reporting/or www.ua.edu/uact/). Each participating organization must make its members and new members/pledges aware of their reporting rights and available reporting options prior to the start of the swap by, among other things, forwarding a copy of the fully executed Swap Contract to its existing members and pledges. Retaliation against someone reporting a potential violation of the law or University policy is strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.

11. If it is found that a violation of law or University policy occurred at the swap, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation may be found in violation of the Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability. The groups hosting the swap may also be found responsible for violating the Code of Student Conduct.

12. An organization or its members that refuses to swap, or threatens to socially boycott another organization due to an organization pursuing opportunities available to all student, such as Student Organization Seating, or being open to membership consisting of different races, colors, religions, national origins, sexes (including sexual orientation, gender identity, and gender expression), ages, veterans statuses, or disability, may be referred to the Office of Student Conduct for potential sanctions.

All social events, including swaps, should be held in accordance with the *Social Event Guidelines*.

You have indicated that your event will be a swap. **Please respond to the information below in detail:**

* Swap Type:
○ New Member Swap
○ Whole Organization Swap

* What <u>organization</u> are you swapping with?

* Upload your Swap Contract:

Please note that no proxy signatures are allowed. This agreement must be signed by all parties listed on the contract.

UPLOAD FILE

* Required

☐ We have read and understand the Swap provisions that have been provided in the Social Event Guidelines and approved by the Alabama Panhellenic Association and the Interfraternity Council. We acknowledge that our event has been planned in accordance with these rules and regulations.

Co-Sponsored Event

You have indicated that your event will be co-sponsored by another organization. Please respond to the information below in detail:

* Name of Co-Sponsoring Organization:

* Co-Sponsor Type(s):
☐ Student Organization
☐ Business/Vendor
☐ UA Department
☐ Non-Profit Organization
☐ Other

* Co-Sponsor Contact

Name:

* Position/Title:

* Email:

* Cell Phone Number:

Additional Co-Sponsors

(Include name of organization, contact name, phone #s, email, etc.)

Structures, Inflatables, Amusement Devices, Etc.

You have indicated that you plan to utilize an inflatable or item of amusement, or have a licensed contractor build/erect a structure, for your event or program. Please respond to the information below in detail:

* Type of Structure:

○ Temporary Stage
○ Tiki Hut
○ Bar/Bar Table
○ Viewing Platform/Deck
○ Temporary Wall (*Wood, Black Plastic,etc.*)
○ Boardwalk
○ Amusements/Inflatables
○ Other
○ N/A

* Please indicate the type of Inflatable and/or Amusement Device that you plan to utilize (include type and size). *If none, type N/A.*

Please upload a document of any diagrams or specifications of your proposed structure. If working with a specific contracting group, then upload a copy of specification provided by the company. *(if applicable)*

UPLOAD FILE

* Please type out a detailed description of your plan for the proposed structure or location of inflatable/amusement device. *If none, type N/A.*

Use the questions prompts below and include information regarding the following items:

1. Describe your drawing in detail, including any information regarding location of the structure in relation to the space, etc. and dimensions.

2. How will the structure be utilized?

3. What is the main purpose for creating the design in this manner?

4. What is the intended design outcome?

5. To your knowledge, how many people will come in contact with or utilize the structure?

6. What other considerations should we know about when reviewing your drawing/set-up?

Inflatables, amusement devices, and/or built/erected structures require the use of a licensed contractor or company.

Please include the contact information of your contractor and/or vendor below:

* Business Name:

* Main Contact (First & Last Name):

* Phone #:

* Email Address:

If you or your student organization have entered into a contractual or written agreement with a contractor, please upload it here.

UPLOAD FILE

Music, Entertainment, Performance

You have indicated that you plan to have a musical act, performance, entertainment, and/or amplified sound at your event. Please respond to the information below in detail:

*
Please indicate the type of entertainment:

[... ▼]

If musical entertainment, please select musical genre.

[... ▼]

* Please list the name(s) of the group(s) that plan to perform:

* Describe the type of sound amplification and/or production equipment that you plan to use.

Include who will provide the equipment, who will monitor and operate the equipment, and how noise will be controlled.

If you or your student organization have entered into a contractual or written agreement with a musical act or entertainer, please upload it here.

[UPLOAD FILE]

Food

To serve food during your event, you will need to adhere to Health and Safety Guidelines. If you plan to cater food, below is a list of approved caterers. Your caterer must be on the approved list to be utilized at your event. For questions prior to completing this section, contact Health and Safety at 205-348-5905 or review the links below:

- Approved Caterer List

You have indicated that you plan to sell or distribute food at your event. Please respond to the information below in detail:

* List all food and/or drink you plan to distribute.

* Do you plan to cook food on site at the event?

○ Yes *(please indicate what type of fire protection will be present)*

○ No

○ N/A

Food Provider(s) and Prep

* Who plans to cook/prepare the food or drink?

[...   ▲▼]

Who plans to sell/distribute the food or drink?

○ Sponsoring Department or Student Organization

○ Approved Caterer (*please specify*)

○ Other (*please specify*)

○ N/A

* List names and contact information of the individual(s) responsible for any aspect of food prep or distribution.

(*This includes any contractual agreements; Include name and phone # of caterer and or individuals responsible*)

Marketing, Selling, & Distributing Information

You have indicated that you plan to advertise on campus, sell/distribute non-food items, use a university trademark and/or sell tickets at your event. Please respond to the information below that applies to your event in detail.

Ticketing

Do you plan to sell or distribute tickets?

○ Yes *(Please include the amount of ticket(s) and details of where, when, and how you plan to sell the tickets)* ℹ️

○ No

Sales and Giveaways

Describe in detail any <u>non-food items</u> that you plan to sell or distribute at your event.

☐ We will sell:

☐ We will give away:

☐ N/A

If you plan to host vendors/trade booths please include the number and name of vendor below.

Are you working in conjunction with any off-campus business, non-profit, or company? If so, list the name of the organization and primary contacts name, phone, and email.

Please attach a photo of the item(s) and/or product(s) to be given away or sold (*if applicable*):

UPLOAD FILE

Marketing and Advertising

Types of Advertising
(Check all that apply)
☐ Indoor Flyers, Banners, Digital Signs
☐ Outdoor Banners or Yard Signs ℹ️
☐ Chalking
☐ Social Media, Digital Marketing
☐ Other (*explain below*)

☐ N/A

List all locations where you plan to advertise in detail.

Upload the design you plan to use for any flyer, banner, or advertisement, if applicable.

UPLOAD FILE

If you plan to use Crimson Calendar for your event, then please submit the event at http://events.ua.edu.

Trademarking & Licencing Policies

UA has a number of trademarked or licenced insignia, fonts, logo, and design elements that require prior approval before they are utilized or associated with programs or services. Before proceeding, please review details regarding the current policies and procedures.

Are you requesting to use a University logo or trademark in association with your activity?

○ Yes ⓘ

○ No

Please attach the design that you are requesting to utilize with the University Logo or Trademark *(if applicable):*

UPLOAD FILE

Policy Reminders

- No one can post flyers on cars and no posting/taping on telephone poles, doors, etc.

- Please adhere to chalking guidelines. No chalking can be within 20 feet of a building.

- Do not staple items to tree or poles.

- If you are utilizing yard signs, then they must indicate the date of your event. Signs must be removed immediately after event date/time has passed.

- Do not post or place anything into flower beds and mulch of landscaped areas. They must not impede vehicular or pedestrian traffic.

- Signs of a political nature or advertising a commercial product are not permitted on campus.

- Signs are not permitted in front of Rose Administration, the President's Mansion or Denny Chimes.

- Signs should be a standard size of 18x24 inches or smaller.

- Signage is permitted to be placed 72 hours prior to an event and should be removed within 24 hours of the event to avoid charges for removal and clean-up.

* Required

☐ I have read, understand, and will adhere to these policies.

Parking Services

You have indicated that you need assistance from Parking Services and/or would like vehicle access to campus green space. Please respond to the information below in detail:

*
What type of equipment or assistance will you need?
Please select all that apply:

☐ Barricades
☐ Traffic Cones
☐ Traffic Control (Rerouting, Directional, etc.)
☐ Equipment Needs (Message Boards, etc.)
☐ Other (please explain below)

☐ Not Applicable

Please note that CHARGES MAY APPLY to any Parking Services options that are requested and should be discussed with that office.

* Would you require the assistance of a Crimson Ride Charter?

○ Yes 🛈

○ No

* Ar you requesting any additional or designated event parking or special reserved spaces?

○ Yes (*explain in detail below when and for what purpose*)

○ No

Walk/Runs, 5K's, Parades, Demonstrations, Etc.

Events involving walk/runs, traffic control issues, parades, motorcades, and/or demonstrations should contact UAPD about the details of their request. Please note that charges may apply to events where UAPD and/or Parking Services are present.

Note: Nothing may be thrown or handed out during a parade.

You have indicated that you plan to host a 5K, parade, walk and/or run. Please respond to the information below in detail:

* Type of Event
Check all that apply:
☐ Parade
☐ Demonstration or Rally
☐ Motorcade
☐ Run/Walk
☐ Block Party
☐ March
☐ Other

---

* Please provide a brief description of your proposed parade/walk/5k event included where you would like to START and END your route:

Indicate the number of each unit that you plan to involve in the event. (*Check all that apply. Indicate type and number of each unit.*)
☐ Marching bands

☐ Floats

☐ Motor vehicles

☐ Walkers/runners

☐ Other

---

*
Total number of units involved:

---

* Duration of event:

* Number of blocks/miles in desired route:

Please review UA's approved options for 5K, run, and walk routes HERE and select your preferred route below.

*

Please indicate your desired route. (We encourage you to save the picture of the route you chose for reference while planning your event):

○ Residential Loop (3.8 miles)
○ UA 5K Loop (3.1 miles)
○ REC Loop (1.6 miles)
○ Quad Loop (.77 miles)
○ Other (Please specify)

○ N/A

Alcohol Use & Security

You have indicated that you plan to have alcohol and/or a security vendor present at your event. Please respond to the information below in detail:

Security

For a list of approved security vendors and all of their contact information, visit Risk Management's website.

For social events and other events requiring security:

- At least two (2) security officers must monitor the event's main entrance at all times and at least one (1) security officer must be stationed at every exit for the duration of the event.

- In addition to the security officers monitoring the entrance/exits, an additional two (2) security officers for every 100 attendees must be present and patrolling the event.

- *See Section III.D., pp. 11-12 of the UA Social Event Guidelines for additional details*

* Security Agency/Company:

[...   ▼]

* **Number of exits to outside the premises:**

[...   ▼]

Alcohol

Review the policies and rules related to alcohol and student organizations and the Social Event Guidelines.

* Alcohol will be...

[...   ▼]

*
To identify members/guests who are of the legal drinking age we will use...

[...   ▼]

Name of licensed third party vendor selling alcohol: *(if applicable)*

_____

*
Describe **REQUIRED** food and alternative beverages for members/guests that will be available for the duration of the event. (*Type N/A if no alcohol will be present.*)
Water Fountain, Drink Machine, & Snack Machine are NOT acceptable options

Responsible Contacts

- At least one officer from the sponsoring organization must be designated as a responsible contact for the event.

- In addition to this officer, the organization sponsoring the event must designate two (2) additional responsible contacts for the event.

- If the event is expected to have over 200 attendees at any given time, the sponsoring organization must designate one (1) additional responsible contact for each 100 attendees to the nearest 100 beyond 200 (Example: An event with 350 attendees requires five (5) responsible contacts – 3 original + 2 for additional attendees).

- See Section III.D. and p. 2 of the UA Social Event Guidelines for the definition of a "responsible contact" as well as information on their duties.

* Number of Responsible Contacts assigned for this event:

[...   ▲▼]

* Required

☐ I represent and warrant that I am an authorized official of the organization noted above and that I have read The University of Alabama's policies relevant to hosting events, including the Social Event Guidelines, and have an understanding of the applicable state and local laws regarding alcoholic beverages. I represent and warrant that our organization will comply with all applicable UA policies as well as local and state laws.

* Required

☐ I hereby certify that I have read and understand the University's Social Event Guidelines, including the responsibilities and obligations they place on me and my organization. I understand that my organization is responsible for coordinating and overseeing this event in a manner consistent with the requirements of the Social Event Guidelines. We hereby agree that an appropriate number of Responsible Contacts and security personnel will be present for the duration of the event. An organization officer will be available to meet with any University official as needed to review the procedures that are to be followed for registered social functions. I represent and warrant that our organization will comply with the Social Event Guidelines, the University Online Event Registration Form & all other procedures/requirements related to Student Organization Registered Events found at thesource.ua.edu and/or ofsl.sl.ua.edu.

Child Protection Considerations

You have indicated that minors (non- UA students younger than 18) will be in attendance at your event. **Please respond to the information below in detail:**

* Please describe the **nature of the event** in which minors will be present:

* **Is this event open to the public?**

... ▲▼

* Will **parents and/or guardians** be **accompanying** the minors throughout the event or program?

○ Yes
○ No

* Please indicate the **age group** of minors who will be active participants in the event and/or program. *Check all that apply:*

☐ 0-3 years old
☐ 4-7 years old
☐ 8-12 years old
☐ 13-17 years old

* Please provide the **estimated number of minors** who are expected to participate in and/or attend the event/program:

* Please provide the **name and email address** of **members of your organization** who will be participating in this event **using** this template.

UPLOAD FILE

Filming

> **Filming on campus requires an additional approval outside of this form.**
>
> Anyone wishing to film on any grounds owned by The University of Alabama for any reason must complete the Request to Film form located on the Division of Strategic Communcations' website. Please place requests to film at least 21 days in advance of the shoot whenever possible. Completing this form does not ensure that permission to film on grounds owned by The University of Alabama will be granted.
>
> You have indicated that filming will take place at your event. **Please respond to the information below in detail:**

* Have you already submitted the Strategic Communications "Request to Film" form?

○ Yes
○ No

> **Filming Details**

* What **type of filming device** do you plan to utilize? *(Check all that apply.)*
☐ Drone/Unmanned Aircraft System (please note that you must fill out the UAS Request Form) ⓘ

☐ Handheld Camera
☐ Phone/Ipod/Ipad Recording Device
☐ Camera for Still Photography
☐ Other Recording Device *(Please specify)*

* **Date(s)/Times** of Filming:

* **Location(s)** of Filming:

* What is the **purpose** of the video/filming?

* Please include ANY and ALL **props/items** that will be used in filming. *(i.e.- car, roller-skates, skateboard, fireworks, smoke bombs, etc.)*

* Please provide a **detailed timeline and description** of your proposed video concept and/or shoot schedule using this template.

Include a specific timeline of locations, proposed shots, and theme/concept of video.

[UPLOAD FILE]

Filming Contacts

* Name of **Student Organization representative** in charge of this project:

_____

* Cell Phone:

_____

* Email:

_____

* Name of **Individual or Company Filming**:

_____

* Phone Number:

_____

* Email:

_____

*
Name of drone/camera/recording device **Operator**:

_____

* Operator Phone:

_____

* Operator Email:

Guest Speaker

You have indicated that a guest speaker from outside UA will be present at your event. Please respond to the information below in detail:

* Please select the speaker's affiliation with UA.
○ Outside speaker, no affiliation.
○ UA Faculty
○ UA Staff
○ UA Student
○ UA Alum

* Who is the primary audience for the event? *Check all that apply:*
☐ Our Student Organization
☐ UA Students, Faculty, and/or Staff
☐ Tuscaloosa Community
☐ Anyone who wants to attend.
☐ Other:

Speaker Information

* Speaker's Full Name:

* Speaker's Profession:

* Organization or Company the Speaker works for:

* Please provide a brief bio of the speaker:

* Has this speaker made appearances at other colleges or universities?

○ Yes
○ No
○ Unsure

* Will the speaker have a security detail?

○ Yes (*Please provide any information you have about the speaker's security team and list any contact information that you have for the security personnel.*) ⓘ

○ No
○ Unsure

Event Content

* What topic(s) will the speaker talk about?

* Please select the components that apply to your event. The speaker will... (*Check all that apply.*)
☐ Lecture
☐ Host a Q&A
☐ Meet and Greet with the Audience
☐ Meet and Greet with our Organization
☐ Tour Campus
☐ Other

* Please upload a timeline of the speaking event utilizing this example.

Include how long the speaker will talk, if they will tour campus before or after the event, if there will be a Q&A, and/or if the speaker will provide meet and greet opportunities with the organization or the UA Community. For large events, make sure to specify the methods of ticketing, crowd control, re-entry, and monitoring room capacity.

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If you or your student organization have entered into a contractual or written agreement with the speaker, please upload it here.

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