University Events Committee Form

Today’s Date: ______________

Deadline: Tuesday at 12:00 noon to be on Wednesday Agenda.

Organizations with representatives present at the UEC meetings are more likely to have their event approved. Please print clearly.

Contact Person: ___________________ Phone: ___________________ E-Mail: ___________________
Address: ___________________ City ___________________ State _______ Zip _______
Organization/Department: ___________________
(All student organizations must be registered with the Student Involvement and Leadership Center)

Event: ___________________

TIME AND DATE OF EVENT:
Date: ____________ (M/D/Y) Day: ____________ Time: ____________ to ____________
Ends: ____________ (M/D/Y)

Does event occur on multiple dates? (i.e. every Wed.) ______________ If so, give dates: ___________________

DESCRIPTION OF EVENT (Include any sales, give a ways, food, drink, or candy): ___________________

LOCATION OF EVENT:
Building: ___________________ Signature: ___________________
Room: ___________________
Admission Charge: ___________________ Percent or Fee Group is receiving: ____________
Tickets available at: ___________________

SIGNATURES REQUIRED IF: Serving or giving away food, drink or candy, recreation group activities, and any indoor/outdoor reservations (ex. KUPD, Parking, Rec. Services, etc.).
Department: ________________ Signature: ___________________
Department: ________________ Signature: ___________________

KU BOOKSTORE (signature required for any retail merchandise sales): ___________________

UNIVERSITY LICENSE ADMIN (Items such as shirts which have “University of Kansas”, “KU”, “Kansas”, “Jayhawks”, or the Jayhawk logo on them need prior approval from the Office of Trademark Licensing. Items also need to be produced by an Official University Licensee, and a list of those Licensees is always available by calling the Licensing Office (864-4650)).

MUST HAVE REQUIRED SIGNATURES BEFORE SUBMITTING

Please attach budget information or any supporting documentation.
University Events Committee
Student Involvement & Leadership Center
400 Kansas Union, University of Kansas
Lawrence, KS 66045 (785) 864-46861

Sales Tax or Copyright information required? Yes ☐ No ☐

Date Received: _________________

The University Events Committee meets every Wednesday at 3:30pm when classes are in session. Completed forms submitted after 12:00 noon on Tuesdays will not be considered at that week's meeting.
Getting Started:
1. Pick up UEC Activity Registration Form in the Student Involvement and Leadership Center, 400 Kansas Union. Make sure you allow time to complete your plans, obtain the necessary signatures, and turn in your application at least two to three weeks in advance of your scheduled event. You must have UEC approval before you may advertise an event.

2. Fill in the name, address, phone number, and email of the individual making the request. The event confirmation and instructions will be emailed to the indicated emailed address.

3. If your group is not registered with The Student Involvement and Leadership Center, you will also need an organization registration form. You must be registered before you can turn in the completed UEC form to Student Involvement & Leadership Center. Your event cannot be presented to UEC until this registration is completed!

As needed for your event:
4. Reserve room with appropriate reservation clerk, and have the clerk sign the Activity Form. Indicate room, building, dates, and times scheduled on the activity form.

5. Obtain other permissions; i.e., retail merchandise, use of University insignia, register with Recreation Services. Obtain signatures where indicated on the activity form.

6. Arrange for food/snacks/beverages with Union Food Services or Housing Food Services. For special requests, see the UEC Chair or secretary.

7. Late night parties: Arrange for security; indicate security plans on activity form. Also indicate any entrance restrictions, such as KUID only. Groups are responsible for removing any post-party refuse.

Finish Up:
8. Hand in your completed activity form at the Student Involvement and Leadership Center, 400 Kansas Union before noon on Tuesday in order to be placed on the Wednesday meeting agenda. Attach any additional budget information, reservation confirmations, or support information to your activity form.

9. Check the agenda on-line (www.silc.ku.edu/UniversityEventsCommittee/minutes.shtml) to see if you need to attend the meeting. If you are on consent you do not need to attend the meeting. If you are on regular agenda you will need to have a representative present at the meeting to answer questions. Unanswered questions could delay approval of your event; organizations with representatives present at the UEC meeting are more likely to have their request approved.

10. The University Events Committee meeting is on Wednesdays @ 3:30, in the International Room, Kansas Union.

11. Check the minutes on-line to see if your event was approved. www.ku.silc.edu/UniversityEventsCommittee/minutes.shtml

More helpful information:
- All food served on University premises must be obtained from the Union Food Services or Housing Food Services. Food Exception Form must be obtained from the Provost office for exceptions to this policy.
- Reservations for banner space on Wesco is made in the Student Involvement & Leadership Office. Approval to hang your banner is obtained through the UEC committee.

Resource Numbers
Athletic Department: 864-4212
For permission to hold an event in Athletic Dept. facilities. Fees may be charged depending on equipment or space used.

Bookstores Manager: 864-4640
For permission to sell any retail merchandise.

Crafton-Preyer or Inge Theatre: 864-3381
To schedule a Murphy Hall Theatre.

Danforth Chapel: 864-4861
To schedule an event in Danforth Chapel.

Facilities and Operations: 864-4770
For use of PA system, placement of banners, maintenance questions. Fees may be charged depending on equipment used or services rendered.

Instructional Development and Support: 864-2600
For audio-visual equipment. Fees may be charged for equipment.

Licensing Administrator: 864-4650, Burge
For permission to use any University insignia, including Jayhawk, University seal, and the title “University of Kansas” (i.e. on t-shirts, etc).

Lied Center: 864-3469
To schedule events in the Lied Center.

Murphy Hall room scheduling: 864-3326
To schedule a classroom in Murphy Hall.

Parking Services: 864-7275
For questions about parking on campus.

Police Department: 864-5900
UEC representative receives notice of all campus activities.

Recreation Services: 864-3546
For permission to hold any recreation organization activity.

Registrar’s Office (Reservations): 864-5123
To reserve most campus classrooms including in strong Hall or Budig Hall.

Student Housing: 864-4560
For permission to hold events in residence halls, scholarship halls or Jayhawk Towers.

Student Union Activities: 864-3477
To sell tickets for your event.

Union Food Services: 864-4590
Authorized source for food-beverages, snacks, candy, or meals.

Union Reservations: 864-4651
To reserve rooms in either Union building.