Off Campus Pre-Event Planning and Notification Form
(University Recognized Student Organizations)
California State University, Chico

THIS FORM SHOULD NOT BE INTERPRETED AS A PERMIT FOR THE LISTED ACTIVITY. The organization/responsible person is required to comply with all laws and University regulations.

• This form is required for events with expected attendance of more than 40 people and/or all events where alcoholic beverages will be consumed.
• Submit form to the Student Activities Office (BMU 213) no later than 48 hours before your event.
• Be advised that a copy will be faxed to the University and Chico Police Departments.
• Co-sponsored events must be signed by all participating organizations.
• Contact the Student Activities Office, 898-5396 for additional information or questions.

Date of Event: ______________________

Location/Address of Event:
________________________________________________________________________________________________________

Hours of Event:     Start: _______     Ending: _______     Expected Total Attendance: _______

Host Organization:_____________________________________________________________________________________

Other Participating Organization(s):
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Type of Event/Venue (Check all that apply):

☐ Invitation Party (Guest list must be turned in with form) ☐ Private Residence
☐ Alcohol Licensed Venue/Club       ☐ Rental Hall

Supervision and Risk Management Monitoring:

Responsible Contact Persons:

Name: ________________________________   Cell Phone#: ________________________________

Name: ________________________________   Cell Phone#: ________________________________

Name: ________________________________   Cell Phone#: ________________________________
Procedures for Checking Identification if Alcohol is to be Served:
(Alcohol may not be sold without a license from Alcohol Beverage Control. Alcohol may not be served to minors. Either is a violation of state law.)

☐ Alcohol will not be served    ☐ BYOB    ☐ Keg/Bulk Alcohol

☐ Sold by the drink at an establishment licensed to sell alcoholic beverages

Procedures for Checking Identification:
Explain procedures for identifying those over/under 21 & who will check IDs:

☐ Wristbands    ☐ Stamping    ☐ Other (please explain):
____________________________________________________________________________________
____________________________________________________________________________________
______________________________________________________________________________

Food & Beverages: (How will alcoholic beverages be provided?)

☐ Alcohol will not be served    ☐ BYOB    ☐ Kegs

☐ Sold by the drink at an establishment licensed to sell alcoholic beverages

Food & Non-Alcoholic Beverages: (Type and quantity of non-alcoholic beverages that will be provided)

# Cans of Soda: _____  # Bottles of Water: _____  Other (Type/quantity): ________________________

Will food be provided? ☐ yes    ☐ no

Type: ____________________________________________________________________________________

Type of Music:

☐ Indoor Band    ☐ Outdoor Band    Name of Band: ________________________________

☐ Indoor DJ      ☐ Outdoor DJ      Name of DJ: ________________________________

☐ Indoor Stereo  ☐ Outdoor Stereo  ☐ Other: __________________________    ☐ None

Security:

Will security be present? ☐ yes    ☐ no    Security Firm: ________________________________

Number of Security Guards working event: _________
Acknowledgment of Responsibility:

I certify that the information above is accurate to the best of my knowledge.

Organization Representative(s):

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cc: Chico Police Department
    Student Activities Office
    University Police Department

Form updated 3/2006