

# Student Involvement: Event Registration Packet

*Last updated: 9/18/19*

## RESOURCES

If this is the first time you or your organization is completing this process, you are encouraged to meet with Student Involvement staff to review the process and risk management expectations. Please see additional resources below.

### RESOURCES

Student Org Handbook, Fraternity & Sorority Life Toolkit, Greek Management Manual (GMM), Student Code of Conduct, Local/Regional/(Inter)National Organization Policies

*Questions? Visit or call the Student Involvement office, email fraternity & sorority life or recognized student organization advising staff, or reach out to [fraternities-sororities@sjsu.edu](mailto:fraternities-sororities@sjsu.edu) or [studentorgs@sjsu.edu](mailto:studentorgs@sjsu.edu).*

## SUBMISSION

### METHOD

All events with alcohol must be registered with Student Involvement through the Event Registration Packet seven (7) business days before the event. Hardcopy submissions are required to ensure all items are submitted. Avoid sending screenshots, online documents, or multiple files.

In order for an event to occur, it must be appropriately registered and confirmed from Student Involvement staff.

How does a student organization know that an event is a confirmed registered event?

- All materials are completed by the due date and submitted to Student Involvement
- An email is sent with confirmation from Student Involvement staff with a QR Code via SJSU Sammy app.
- Instructions are provided for mandatory check-in process.

### DUE DATE

All completed event registration packets are due 7 business days prior to the desired event date by the end of the business day. Business days do not include Saturdays and Sundays. Student Involvement is open Monday - Thursday from 9am-6pm and Friday from 9am-5pm. A completed registration packet requires all necessary information, supporting documents, and signatures to be turned in by the due date.

*Examples:*

- *If the desired event date is Tuesday the 25<sup>th</sup>, then the submission due date would be Friday, the 14<sup>th</sup> by 5:00 PM.*
- *If the desired event date is Thursday the 10<sup>th</sup> then the submission due date would be Tuesday the 1<sup>st</sup> by 6:00 PM.*
- *If the desired event date is Sunday the 15<sup>th</sup>, then the submission due date would be Thursday the 5<sup>th</sup> by 6:00 PM.*

## EVENT DETAILS

**ORGANIZATION NAME:** \_\_\_\_\_

**EVENT HAS CO-HOST(S) OR CO-HOSTING ORGANIZATION(S):**

A co-host organization is one that is equally responsible in the planning and hosting of the event. All of the co-host's inter/national policies must also be followed.

YES: \_\_\_\_\_

NO

**DESIRED EVENT DAY:**    M    T    W    Th    F    Sa    Su

**DESIRED EVENT DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**START TIME:** \_\_\_\_:\_\_\_\_ AM\_\_\_ / PM\_\_\_

**END TIME:** \_\_\_\_:\_\_\_\_ AM\_\_\_ / PM\_\_\_

**NAME OF EVENT:** \_\_\_\_\_

**EVENT THEME:** \_\_\_\_\_

**EVENT DESCRIPTION:**

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**ALCOHOL**

This event is an event with alcohol.

YES

NO

**ORGANIZATION CONTACT**

**NAME:** \_\_\_\_\_

**PHONE:** (\_\_\_\_\_)\_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CO-HOST ORGANIZATION CONTACT (if co-hosting)**

**NAME:** \_\_\_\_\_

**PHONE:** (\_\_\_\_\_)\_\_\_\_\_

**EMAIL:** \_\_\_\_\_

## SOCIAL EVENT VENUE & SECURITY

## VENUE/EVENT LOCATION

- RESIDENCE
- ORGANIZATION OR CHAPTER FACILITY/HOUSE
- THIRD PARTY VENDOR
- OTHER: \_\_\_\_\_

## VENUE/EVENT ADDRESS

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

## SECURITY

- UPD/SJPD OFFICERS
- PROVIDED BY THIRD PARTY VENDOR
- SOBER MONITORS (see Risk Management section)
- PRIVATE COMPANY:
- OTHER:

## VENUE LOCATION CONTACT PERSON (example: third-party vendor)

NAME: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

## SOCIAL EVENT MARKETING

Free speech will be respected in all advertisements. However, content that is not aligned with the University as an educational institution is prohibited. This includes advertising for alcohol and illegal drugs, obscene language and/or images, and derogatory or inflammatory language and/or images. Advertisements for commercial services or products are not allowed unless approved by the University.

## RISK MANAGEMENT

Risk management refers to the practice of identifying potential risks in advance, analyzing them and taking precautionary steps to reduce/curb the risk. This includes having a plan for and following emergency protocols in the case of incidents with alcohol/drugs, fire safety, event security, crowd control, loss prevention, mental health, transportation/travel, volunteer management, communication with news media, and more.

Organization leadership is expected to review and present its own risk management policies and procedures will all members of their organization so that every member is aware of the appropriate protocols.

Open parties are **prohibited**.

- The term "**open party**" includes a social function with alcohol in which members/non-members of the host organization(s) are:





## SUPPLEMENTAL DOCUMENTS & SIGNATURES

APPROPRIATE SUPPLEMENTAL DOCUMENTATION AND SIGNATURES ARE REQUIRED.

**FOR THIRD PARTY VENDORS, ATTACH COPIES OF ALL THE BELOW CITED DOCUMENTS FOR REVIEW:**

- VENUE/LOCATION CURRENT LIQUOR LICENSE(S)
- VENUE/LOCATION PROOF OF LIABILITY INSURANCE  
*Liability insurance must be at least \$1 million dollars of coverage*
- COPY OF SIGNED CONTRACT BETWEEN YOUR ORGANIZATION AND THE VENUE/LOCATION

### REQUIRED SIGNATURES

IN SIGNING THIS DOCUMENT, WE VERIFY THAT THE ORGANIZATION(S):

- acknowledges that the information in this packet is accurate.
- will make certain that all applicable federal, state, province, county, city, and San Jose State University laws and policies, as well as any inter/national organization risk management policies and procedures are enforced.
- understands that it is required to manage the behavior of all individuals in attendance during the event.
- understands that failure to abide by all terms of this agreement and all event policies and regulations may result in disciplinary action or be subject to appropriate adjudication.
- understands that it cannot host or participate in this event without the full completion of this registration form and emailed confirmation by a student involvement staff member.
- are in good standing with the university and inter/national organization.
- will advertise the event in accordance with the marketing and advertising guidelines set forth by Student Involvement expectations and guidelines.

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**PRESIDENT**

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**ADDITIONAL OFFICER SIGNATURE:**

*\*If your organization has a risk manager or social chair, then one of them should be the additional signature.*

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**ADVISOR**

**IF CO-HOSTING:**

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**PRESIDENT**

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**ADVISOR**

*If there is more than one co-hosting organization, you must also obtain any additional president and advisor signatures.*

**STUDENT INVOLVEMENT USE ONLY**

**DATE RECEIVED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

- ORGANIZATION IS IN GOOD STANDING
- REGISTRATION FULLY COMPLETED BY DUE DATE
- ALL SUPPLEMENTAL DOCUMENTS RECEIVED
- ALL SIGNATURES OBTAINED
- CHECK-IN QR CODE CREATED

**COMPLETED**

- YES
- NO

**COMMENTS:**

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**STAFF MEMBER INITIALS:** \_\_\_\_\_