

## Student-Led Organizations

### Student Event Checklist

An approved Student Event Checklist is required for all Student Led Organization (SLO) special events prior to the confirmation of space bookings on the Prince George campus.

Special events are usually those which may involve a large attendance, alcohol service, extra-ordinary setup requirements or may impact the university community and facilities at large.

Room rental fees may be applicable. All event related expenses such as: A/V equipment, catering, parking, security, janitorial, first-aid, etc... are the responsibility of the event organizer.

Please follow these steps when completing the Student Event Checklist:

1. Contact Conference & Event Services and/or NUGSS to ensure availability of space and request a tentative booking at least 2 weeks in advance of the event date.
2. Conference & Event Services and/or NUGSS will provide a tentative Booking Confirmation outlining the reserved spaces and all other event details.
3. The SLO Event Organizer is responsible for supplying and reviewing their detailed plans of the event with the appropriate signatories in the order listed below to obtain approval for the event.
4. Submit completed checklist (and applicable attachments) to Conference & Event Services and/or NUGSS Services by email.

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

NUGSS Recognized SLO:    Yes    No

SLO Name: \_\_\_\_\_

Event Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Location(s) (indoor and outdoor): \_\_\_\_\_

Date of Event (mm/dd/yyyy): \_\_\_\_\_

Hours of Event: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Is this an all-ages event?    Yes    No

Is this event primarily for students or open to the public?    Primarily Students    Public Event

Approximately how many event volunteers and/or (contracted) staff will be present during the event? \_\_\_\_\_

Will the event be advertised?    Yes    No

If yes, where? \_\_\_\_\_

If applicable, please include the University staff or faculty member supporting this event:

First name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachments:

Please list the attachments to be included with this Student Event Checklist:

1. Tentative Booking Confirmation
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Step 1: Booking Confirmation

Is alcohol being served?    Yes    No

*\*If food or alcohol is being served on campus, arrangements must be made through the University's contracted food service provider. If food or alcohol is being served in the Northern Undergraduate Student Centre please contact NUGSS for further information.*

SLO should confirm all setup requirements and furnishings with Conference & Event Services and/or NUGSS.

Check all that apply (subject to availability):

UNBC Stage  
UNBC Tents # \_\_\_\_\_  
Drapery/Backdrop

UNBC Tables & Chairs # \_\_\_\_\_  
Ceremonial Fire Circle

Are you planning to bring in any other supplies/furniture?    Yes    No

If yes, please list: \_\_\_\_\_

Is power required?    Yes    No

If yes, please provide details: \_\_\_\_\_

### Step 2: Risk, Safety, Security & Parking

*(This section needs to be completed in coordination with Security & Parking and Safety & Risk Management)*

Is First Aid required?    Yes    No

If yes, how many attendant and hours required? Attendants: \_\_\_\_\_ Hours: \_\_\_\_\_

Name of contracted First Aid firm: \_\_\_\_\_

Additional Security required?    Yes    No

If yes, how many guards and hours required? Attendants: \_\_\_\_\_ Hours: \_\_\_\_\_

Name of the contracted Security Firm: \_\_\_\_\_

Does this event effect the normal use of the parking lot?    Yes    No

If yes is traffic control needed?    Yes    No

# of controllers: \_\_\_\_\_ # of hours: \_\_\_\_\_

What are your plans for responding to an emergency, including evacuation? \_\_\_\_\_

### Step 3: Signatures

Approval from all departments IN THE ORDER LISTED BELOW is mandatory prior to confirming space bookings. Please return this form to Conference & Event Services and/or NUGSS.

**General Manager, NUGSS**

Email: [nugss-gm@unbc.ca](mailto:nugss-gm@unbc.ca)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Manager, UNBC Security & Parking**

Email: [marlene.cannon@unbc.ca](mailto:marlene.cannon@unbc.ca)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Manager, UNBC Facilities Operations, Compliance & Services** Email: [aaron.olsen@unbc.ca](mailto:aaron.olsen@unbc.ca)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Manager, Safety & Risk Management**

Email: [scott.mcmillan@unbc.ca](mailto:scott.mcmillan@unbc.ca)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Representative, NUGSS Student-Led Organization**

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge and agree the Student Led Organization named on this form is responsible for the event. This includes ensuring the space is satisfactorily setup, the attendees needs are taken care of, and providing full payment for any fees or changes incurred such as room rental, janitorial services, security and first-aid personnel, parking fees etc...

Signature: \_\_\_\_\_