

JMU Event Approval Form

Completion of this form does **not** guarantee room availability or event approval.

EVENT INFORMATION

Event Title: _____ Event Reference #: _____

Event Description: _____

Event Date(s): _____ Attendance: _____ Location: _____

Event Start Time: _____ am/pm Event End Time: _____ am/pm Customer Set-up Time: _____ am/pm

****NOTE: This is the actual time of your event and does not include set-up time**** Customer setup time must be scheduled ahead of time in EMS

CONTACT INFORMATION

Organization / Department Name: _____

Contact / N&B Name: _____ Contact/N&B Phone #: _____

Onsite Contact: _____ Onsite Contact Phone #: _____

If different from above

PAPERWORK DUE (With All Approvals) to the appropriate scheduling office at least **2 weeks** prior to the event. If approval is required by Public Safety (see back of form), a meeting should be scheduled at least **4 weeks** prior to the event date.

SECTION 1 – FOOD APPROVAL

ARAMARK Corp. maintains the exclusive right to provide food services on JMU property.

- Food will not be offered at the event**
- Catered Food** - provided by JMU Special Event Catering, JMU Dining Services, 568-6637, no signature required
Check applicable Meal/Reception Light Snacks
- Non-catered food** – signature required, see below
Check applicable Meal/Reception Light Snacks Food Sales – see fundraising

**** Food Details Required**

Approval of JMU Dining Services (Angie Thompson, thomp4am@jmu.edu, 568-5150, D-Hall 3023. You may scan this form and email it to Angie for a signature. **You must complete the Food Details Required line above.**)

Signature: _____ Date: _____

SECTION 2 – EVENT INFORMATION

- Banquet/Reception** (See Section 1)
- Dance/Concert** - Band/DJ must provide own equipment. (Requires Public Safety Approval – see Section 3)
- Film** - See the film policy at <http://www.jmu.edu/eventmanagement>. Attendance-specific safety approval may be necessary.
- Fundraising** *check applicable:*
The Treasurer of any Student Organization is required to complete online Cash Handling certification training at the beginning of the Academic year or before the Organization's first event. The online Cash Handling Training videos can be found here: <https://info.jmu.edu/cashhandling>. If you have additional questions, please contact Paula Lam, lampe@jmu.edu. Has your organization completed the Cash Handling Training? Yes No
- Approved Vendor Sales** A list of approved vendors can be found at <https://www.jmu.edu/eventmanagement>
Vendor Name: _____
- Charitable Donations** Name of charity receiving donations: _____
- Food sales** **Must have non-catered food approval (see Section 1)**
Scheduling Authority/Building Coordinator for academic buildings
Signature: _____ Date: _____
- Giveaways or Merchandise Sales:** *Any* merchandise being given away or sold by your organization, especially if the imprinted merchandise uses the JMU logo, image, or name must be approved (process takes 7-10 days).
 - Merchandise Approval Form (available in Student Activities, Involvement and Leadership, Madison Union 320, or online at <https://info.jmu.edu/studentactivities/resourcefororganizat/event-planning/>) must be **completed, signed and returned** with this form.
- Other Sales** Registration Fees Tickets (Raffles are prohibited)
Description of sales _____
- Information Table** *Specific details on how you will use the space:* _____
Building Coordinator Signature: _____ Date: _____

Section 2 continued on back

- Other** Please detail the event: _____
- Outdoor space approval required for the following areas:**
 - Arboretum (Pavilion) – 540-568-3194
 - Fraternity / Sorority Life (Lake Area – Greek Row) – 540-568-7402
 - Mr. Chips Basketball Court – 540-568-6330
 - Residence Life (Village Area Sidewalk or Basketball Court) – 540-568-3501
- Overnight Events** (must have been previously approved by the appropriate Madison Union or Festival scheduling staff)
Describe event: _____
All overnight events require Student Activities & Involvement & public safety approval (see Section 3)
Student Activities & Involvement Coordinator Approval Signature: _____
- Walk/Run Event** – Planning should begin a **minimum of 6 WEEKS prior** to event and all approvals are required **4 WEEKS prior to event**. (Event must be discussed with a Festival or URec staff member depending on where the Walk/Run takes place.) Must use approved route.
Describe walk/run event _____

SECTION 3 – PUBLIC SAFETY APPROVAL

A meeting is **required** with Public Safety to discuss event specifics and obtain approval signatures. This meeting must take place at least 2 weeks prior to the event. Please email PD_SpecialEvents@jmu.edu to set up a meeting with Lt. John Campbell. If Lt. Campbell (campbejc@jmu.edu) is not available, contact Sgt. Chad Skelton (skeltowc@jmu.edu).

Approval Signature from Public Safety required for the following events:

- Dance/Concert
- Large Events (attendance of 250 or more)
- Overnight Events (see Section 2)

Officers required at the event: # _____	OR	Cadets required at the event: # _____
Cost estimate of personnel required \$ _____		
Billing address of Student Organization to be billed: _____		

Approval signature: _____ Date: _____

SECTION 4 – CONTRACTUAL AGREEMENTS

If you have been presented with a legal contract between your student organization and an off-campus entity (i.e. speaker, performer, dog kennels, etc) – **DO NOT SIGN!** All contracts must be signed by a designated University official.

Contact Paula Lam, University Unions Administration & Finance, Madison Union 300, to be directed to the proper University official. Allow at least 7 business days; however, it could take up to 2 weeks so please plan accordingly.

Designated University Official Signature: _____ Date: _____

SECTION 5 – YOUR ENDORSEMENT

I certify that I am an authorized representative of the sponsoring organization/department and that I am familiar with the University policies relating to this event. I acknowledge that my organization / department will be responsible for adhering to these policies and for any damage to University property.

Requestor's Signature: _____ **Date** _____

(Student Organizations: I certify that I have discussed all aspects of this event with my student organization advisor.)

Please return form to the appropriate scheduling office:

Madison Union Scheduling, MSC 3506, Madison Union 245
 Festival Conference & Student Center, MSC 4201, Festival 2001
 Student Success Center, MSC 1012, Room 1201

Phone: 540-568-6330 Email: event-planning@jmu.edu
 Phone: 540-568-1716 Fax: 540-568-2599
 Email: successcenterscheduling@jmu.edu

Reserving Office Approval: _____ **Date:** _____