

Student Organization Event Proposal

Student Development Office

Instructions

1. To schedule club events, review and complete this form and attach signed **club minutes** showing discussion and approval of the event/activity during an approved club meeting. (To reserve club meetings or book excursions, visit the [Forms page](#).)
2. Obtain the signature of the faculty advisor who will attend the entire event. **Students may not be left unsupervised while using ECC facilities. This includes decoration and setup time.**
3. Return the completed forms to the Student Development Office (SDO) at least two weeks in advance of the event. Completed forms may be scanned and emailed to mbaquir@elcamino.edu.
4. After review, the Student Development Office will return this form to the organization with an approval notice.

Name of Student Organization: _____

Student Name: _____ Faculty Advisor Name (Print): _____

Student Phone: _____ Advisor Signature*: _____

Student Email: _____ *The advisor signs that he/she will supervise and attend the entire event per regulations listed in the [Club Handbook](#).

Event Information

Event Name: _____

Event Date(s): _____

Event Start Time: _____ Event End Time: _____ Set-up Needed By: _____

Location Request(s): _____

Location Reserved (SDO Only): _____

SDO Use Only

Calendared: ☐ Yes ☐ No

Scheduler: _____

Date: _____

Update to "Busy":

☐ Yes ☐ No

Email club scanned copy:

☐ Yes ☐ No

Comments:

Additional Information

- 1) Will food be served or sold? ☐ No ☐ Yes—See Section A: Food
- 2) Will there be guest speakers/performers? ☐ No ☐ Yes—See Section B: Guest Speakers
- 3) Will literature be distributed? ☐ No ☐ Yes—Attach a copy of the literature
- 4) Will amplified sound be used outside? ☐ No ☐ Yes—See Section C: Amplified Sound
List hours amplified sound will be in use: _____

FOR STUDENT DEVELOPMENT OFFICE USE ONLY

☐

EVENT APPROVED

☐

EVENT NOT APPROVED

Student Services Specialist (signature): _____ Date: _____

Director of Student Development (signature): _____ Date: _____

Event Setup Information

Attach a diagram if possible. Requests will be submitted to Facilities and subject to equipment availability.

_____ Tables (rectangular tables 3'x6')

_____ Round tables available in East Dining and Alondra Rooms only

_____ Chairs

_____ Large trash cans (required if food is served):

Additional Requests: _____

Media Services requests (PA system, mics, etc.) are submitted by advisors

Section A: Food

Certain events do not need to file paperwork to serve food. Check off the boxes if the food:

- ☐ Is purchased at a reputable restaurant under \$200.00 for the event
- ☐ Is pre-packaged and shelf-stable from reputable restaurants or grocery stores (i.e., Costco, Sam's Club, Smart & Final, etc.); any dollar amount allowed

If you do not meet the requirements, refer to the [Club Handbook](#) (p. 12) for instructions on how to process the [Food Exemption Form](#). The Exemption Form and Pacific Dining's approval must be submitted with a Check Request (used when asking for a reimbursement or payment). Check Requests are available in the Student Development Office, MBBM 131.

Section B: Guest Speakers

If the guest speaker or performer is not being paid for their services, the [Unpaid Guest Speaker Sign-In Form](#) must be submitted with this proposal. If the speaker cannot sign the document before the event, the club must obtain their signature on the day of the presentation and submit the completed document to the Student Development Office.

If the guest speaker or performer is being paid for their services, speak with Student Development Office staff in MBBM 131 for assistance.

Section C: Amplified Sound

By using amplified sound outside (i.e. South Plaza) you agree that all amplified sound will fall within a certain decibel level which does not exceed 90 decibels. Any infraction of this ruling will result in the immediate cancellation of the event.

Additional Services

- Cash boxes available for check-out in Student Development Office (SDO)
- Banners to advertise events available in SDO: one per club, per day
- Helium for balloons may be requested from SDO. Ribbon and balloons must be provided by the club.
- Special parking or driving on campus to unload gear: request from Campus Police, (310) 660-3100
- Audio-visual equipment: advisors submit this request through [Media Services](#)

Questions?

Contact the Student Development Office at sdo@elcamino.edu or visit us in MBBM 131.

Clubs must submit a [Club Registration](#) form each semester in order to use ECC rooms and services