

RM Received
Form _____

BAYLOR
UNIVERSITY
SPECIAL EVENTS REQUEST FORM

File # _____

For office use only

Allow 15 business days to process your event. Place N/A in areas not applicable to your event. Deliver this signed form to the office, email or fax to 710-6256. If you have any questions, please call 710-4586.

Event Name: _____

Event Date(s): _____ **Event Time(s):** _____

Day(s) of the Week: _____

Event Planner(s): _____ **Planner(s) E-mail:** _____

Daytime Phone: _____ **Faculty Advisor E-mail** _____

Students: Has this event been submitted to Student Activities? Yes ___ No ___

Has this event been approved by Student Activities? Yes ___ No ___

If approved, please attach their approval email to this form, so we can begin processing your event.
(Student Activities' approval is not needed for departmental events.)

WHO ARE THE PLANNERS FOR THIS EVENT?

____ **External Group** **Name of Group:** _____
____ **Baylor Department** **Name of Dept:** _____
____ **Baylor Student Organization(s)** **Name of Org:** _____

INSURANCE INQUIRY

National Affiliation? ___ Yes ___ No

If "yes," does your National Greek Organization provide liability insurance coverage? ___ Yes ___ No

If "yes," you must submit a copy of this coverage with this form. Is this form attached? ___ Yes ___ No

FUNDRAISER?

Is this a fundraiser? ___ Yes ___ No If "yes," proceeds will go to: _____

LOCATION OF EVENT

Exact Location(s) of Event: _____

Have you reserved this location? ___ Yes ___ No **What time will you set up for the event?** _____

Are classes nearby? ___ Yes ___ No **What time will you begin clean up?** _____

Will nearby residential communities be impacted? ___ Yes ___ No

DIAGRAM: If your event includes a major production (concerts), stages, inflatables, grills, tents, or any type of open flame, you need to attach a detailed diagram of your event layout.

If this is an outdoor event, what are your plans for inclement weather? _____

When will the weather decision be made? _____

PARTICIPANTS / SPECTATORS

Risk Management is aware that some of these numbers are estimates. Please be as accurate as possible.

Anticipated Number of Baylor Student Participants: _____

Anticipated Number of Spectators: _____

Any Minors Participating? ____ Yes ____ No _____ # of Minors Participating (**Non-Enrolled Minors**)

Any Non-Baylor Participants? ____ Yes ____ No _____ # of Non-Baylor Participants

EVENT DESCRIPTION

LIST OF ALL ACTIVITIES

The approval of this event involves ONLY the activities listed BELOW. Additions and changes require a second approval.

Activities Involved

Name of Activity Planner
(Please print)

Daytime Phone

Activities Involved	Name of Activity Planner (Please print)	Daytime Phone

Is this event part of another event? ____ Yes ____ No If yes, list the names of the events.

List all Baylor departments involved and their function.

Baylor Department

Function

SECURITY

A large gathering will require involvement with the Baylor Police Department. (710-2222)
Any requests for security should be coordinated with Baylor PD.

Will this event require security from the police department? ____ Yes ____ No

____ Crowd control

____ Traffic control

PARKING SERVICES (710-3804)

Will this event require help with parking services? ____ Yes ____ No

____ Parking

____ Reserved Parking Needed

CONTRACTS

Definition: Any signed agreement by two parties bound by law

1. Event planners are not allowed to sign any contracts on behalf of Baylor.
2. Prior to the event, contracts must go to the Office of General Counsel for approval 10 days prior to the event.
3. Risk Management also needs a copy of the signed approved contracts.

Will this event require you to ask the Office of General Counsel to approve any contracts? ____
Have your Contracts been approved with the Office of General Counsel? (710-3821) ____ Yes ____ No

Name of event planner responsible for contracts? ____
Daytime Phone: ____

VENDORS – PROVIDE CERTIFICATE OF INSURANCE

Vendor Definition: Any company that provides a service for your event- such as decorations, tents, inflatables, generators, dunking booth, etc.

1. Before selecting a vendor, call 254-710-4586 to discuss previously approved vendors.
2. New companies/vendors are required to show Baylor their Certificate of Insurance *from their insurance provider* prior to the event.
3. **Planners need to obtain these Certificates of Insurance from each vendor and attach them to this form.**
4. On each Certificate, the vendor must prove to meet Baylor's coverage and limits.

List all outside companies/vendors involved and their function.

Name of Vendor	Function of Vendor	Name of Vendor	Function of Vendor
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

Name of event planner(s) responsible for vendors? ____

INSURANCE

Have you reviewed Baylor's requirements for insurance coverage? ____ Yes ____ No ____ N/A
General Requirements <http://www.baylor.edu/content/services/document.php/65804.pdf>
Certificates of Insurance <http://www.baylor.edu/content/services/document.php/65818.pdf>
Baylor's Required Coverages <http://www.baylor.edu/content/services/document.php/65803.pdf>

THIS IS NOT AN ORDER FORM.

EQUIPMENT NEEDS

EVENT PLANNERS MUST CALL DEPARTMENTS TO ORDER THEIR NEEDED ITEMS.

Will you need to submit a work order for your event for any of the following items?

- Electricity
 - Water
 - Tables
 - Chairs
 - Trash Cans, Recycling Cans
 - Restrooms
 - Stage
 - Lighting
 - Sound System (Sound checks are required)
- Special Note: If DJs are playing music, only CDs that have been purchased may be played. Copies are prohibited.

<u>Baylor Departments</u>	<u>Phone</u>	<u>Contact Person</u>
Baylor Police Department/Security	710-2222	Baylor Police Department
Facilities/Classroom Planner	710-8534	Carol Nowlin
Athletic Facilities	710-3251	Henry Howard
Risk Mgt./ Insurance/Vendors/Contracts	710-4586	Jamie Gibson
Baylor Dining Services	710-1414	Sean McMahon
Facility Services/Walk-through	710-1361	Shannon Marburger
Office of General Counsel/Contracts	710-3821	General Counsel
Baylor Police Department/Fire	710-7468	Michael Marascia
Parking Services/Reserved Parking	710-7645	Matt Penney
City of Waco Permits	709-9996	Ed Dvoracek
EHS/Walk-through	710-2357	Ken O'Connor

ADVERTISING

Will you be advertising for this event? ____ Yes ____ No
Baylor guidelines must be followed with use of Baylor Graphics

<http://www.baylor.edu/graphics>

____ T-shirts with Baylor Marks ____ Banners ____ Brochures ____ Media ____ Other

FOOD GUIDELINES

CITY OF WACO REQUIREMENTS – FOOD SERVICE

Event planners cooking and serving their own food need to apply for a Food Establishment Permit Application with the City of Waco. If this is requested 5 days prior to the event, there is no fee.

All city guidelines must be followed. (709-9996)
Homemade food may not be sold at your event.

BAYLOR CATERING

Are you using Baylor Dining Services to help cater this event? ____ Yes ____ No ____ N/A

OUTSIDE CATERING

If you are not selecting Baylor Dining Services and plan on using outside caterers, you must select from the Approved University Caterers website:

<http://www.baylor.edu/cem/index.php?id=66891>

What approved caterer will be catering for this event? _____ N/A ____

YOUR FOOD PLANS

Will you be providing food at this event? ____ Yes ____ No

Will you be providing drinks at this event? ____ Yes ____ No

WHAT will you be serving? _____

WHO will be serving? _____

Approved Servers' Names: _____

HOW will it be prepared? _____

Minors

If your event involves minors, please list the steps you have taken to reduce risks and the name of the person assigned to own that risk. This is not a list of all potential risks.	
<u>Risks</u>	<u>Controls</u>
1. No Parental Permission	1. Properly drafted release forms required by the Office of General Counsel should be signed by a parent or legal guardian.
2. Event Planners are not trained on protocols with minors	2. Event Planners take Training Course on Minors prior to the event if required.

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	Person's Name Responsible for Action
1. No Parental Permission	1.	1.
2. Event Planners are not trained on protocols with minors	2.	2.
3. Other:	3.	3.

Your Next Steps:

1. Check your email daily for further instructions with this event.
 - You may need to present it to the Special Events Committee.
 - You may receive an email from the Office of General Counsel concerning participants signing a release form before participating.
 - You may receive an email regarding Youth Protection requirements.
2. Draw a diagram of your event set-up on the back of this form showing your plans to locate inflatables, food, grills, etc.
3. Keep a copy for your records.
4. Sign one copy.

Your signature below reflects your understanding of the requirements and expectations of planners for this event. Any changes in your plans must be reported to our office and approved prior to the event.

Signature	Printed Name	Date
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