

HBU Student Organization Events Checklist

Name of Event:		Date and Time of Event:	
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Reserved space through Ad Astra	
Added "Student Life Approval" as a resource to my event.	
Filled out the Student Organization Event Form	Found on the submission page of the Event Request, the Student Org website, or through the Blackboard group.
Received Confirmation Email	Please note: There is a submission email and a confirmation email.
Media Equipment Requested	Your advisor must request AV/IT equipment from the events office by filling out the Media Services Request Form found on the Ad Astra home page (or using the link above).
Tables and Chairs requested	A Facility Setup Form must be turned in to the events office or emailed to eventsintern@hbu.edu at least 5 business days before the event with the layout and needs for your events. This form can also be uploaded through the Student Organization Event Form. **Please note that there are specific set up sheets for Belin, Dunham, and McNair. Every other space uses the General Set Up Form.
Food Request/Approval Submitted	<p>All outside food or drink must be approved by Aramark (bgilbert@hbu.edu). The Student Organization Event Form will send an alert to Aramark if food is indicated to be at the event. A reply email will be sent to the submitter indicating approval or asking for more information.</p> <p>If you are preparing the food yourself, at least one person at the event (for the entire duration) must obtain a food handlers license through the city of Houston (contact bgilbert@hbu.edu for more details)</p> <p>If you are hosting a bake sale, items must be store bought or made by a bakery.</p>
Posters submitted and received approval	<p>Posters can be emailed to sgraham@hbu.edu, submitted using the additional Student Organization Event Form, or dropped off in Brown 274 for approval.</p> <p>*Note: Posters are only permitted to be put on bulletin boards, tables, or handed out. No tape, walls, doors, or windows. Should paint or the surface be damaged, your organization will be charged.</p>
T-Shirt design submitted and received approval	T-shirt designed should be attached to the additional Student Organization Event Form when the t-shirt is in relation to an event. All other t-shirt designs should be emailed to sgraham@hbu.edu . The shirt cannot be advertised or ordered until the design is approved. T-Shirts must be printed through an approved and licensed vendor. Contact mdehmer@hbu.edu for a list of approved vendors.

<p>Speaker Approval Form submitted and approved.</p>	<p>The organization’s advisor must approval of all outside speakers, guests, or performers. If the event is open to the student body (as opposed to just your organization), the form must also be approved by the Associate Provost of Student Life. The “Guest Speaker Approval Form” must be submitted at least one week in advance. The form can be found in the Blackboard group or on the Student Organization website.</p>
<p>Additional Custodial Charges</p>	<p>For all events (especially those with food), please expect to be for custodial services. It is our expectation that you return the room to the same better condition that it was originally found (this includes taking trash to the dumpster). If the room is found in perfect condition, a charge will not be applied. If the room is not found that way, a minimum fee of \$57.50 will be charged to the student group. Please do not use glitter at your events as it is extremely difficult to clean up. Custodial charges will be sent through Student Involvement. If the organization fails to pay them, they will not be allowed to host another event on campus until the charges are paid.</p>
<p>Police contacted and secured</p>	<p>If your event has more than 100 people in attendance and has non-HBU attendees, you will need to secure a HBU police officer to be present at your event. Contact hbupolice@hbu.edu for more information about securing a police officer and payment. Charges for the police will be sent through the office of Student Involvement.</p>
<p>Faculty or Staff advisor or representative secured</p>	<p>If your event has non-HBU attendees, a faculty or staff member (preferably your advisor) must be in attendance.</p>
<p>Event submitted to the student newsletter</p>	<p>If you would like your event featured in the newsletter, fill out this form before Thursday of the preceding week: www.hbu.edu/newssubmission</p>
<p>Need to make a change to your event?</p>	<p>Fill out the change/cancel form found on the Ad Astra homepage or here: https://www.hbu.edu/university-events-and-conferences/ad-astra-changecancel-event-form/</p>
<p>Traveling events going further than 50 miles or that have overnight stay must be accounted for with Student Life.</p>	<p>The form can be found on blackboard, student organization website, or using the following link: http://hbustudentlife.poll daddy.com/s/student-org-travel</p>
<p>Off Campus Events</p>	<p>Off campus events need to be approved with the Student Involvement Office at least one week in advance. A faculty or staff advisor or chaperone must be present throughout the entire event. The Office Campus Event Form can be found on the Student Organization website or the Blackboard group.</p>
<p>Liability Waiver</p>	<p>A general liability waiver is available for all Student Organization Events to utilize for their own purposes. This is encouraged if there is any physical activity (running, inflatables, eating contest, etc.) involved in the event.</p>
<p>Outside Vendors</p>	<p>All outside vendors (inflatables, food trucks, etc.) must submit a copy of the certificate of insurance to the university at least one week in advance.</p>
<p>Anything else?</p>	<p>If you have specific questions or needs regarding your event, please contact Stacey Graham, sgraham@hbu.edu.</p>