

**HOFSTRA USA
EVENT PLANNING FORM**

SECTION A (Sponsoring Organization must fill out)

EVENT INFORMATION

Date _____ Start/End Time _____
Location _____
Sponsoring Organization _____
Title of Event _____ Budget # _____
Brief Description _____
Cost of Tickets Sold In Advance _____ Cost of Tickets Sold At Door _____

CONTACT INFORMATION

Contact Person _____
Phone _____ Cel _____
Email _____ Position _____

SECTION B (Hofstra USA use only)

SET-UP INFORMATION

Anticipated Attendance _____ Set Up Date / Time _____
DJ YES / NO Gazebo YES / NO Photos YES / NO Smoke/Fog Machine YES/NO

FOOD / BAR

Catering YES / NO Outside Food YES / NO Bar YES / NO

EQUIPMENT REQUESTED

Round Tables _____	Stage _____	# of Mics _____
Chairs _____	Extra Stage _____	Screen _____
6' Tables _____	Rent Furniture _____	Podium _____

*** HOFSTRA USA EVENTS REQUIRE THE ENFORCEMENT OF A ONE-TO-ONE GUEST POLICY WHEN ALCOHOL IS SOLD OR WHEN ANY OTHER VENUE (MPR, MONROE, ETC.) IS HOSTING A COLLEGE ID ONLY EVENT.**

REQUIRED SIGNATURES

(Must get signatures in the order shown)

1. Requestor (Club Officer) _____ Date _____
2. Faculty Advisor _____ Date _____
3. Ticket Policy Chairperson _____ Date _____
4. Hofstra USA Manager _____ Date _____
5. Public Safety _____ Date _____
6. Student Activities _____ Date _____