



EVENT REGISTRATION

This form must be completed by any organization hosting a speaker, events not involving alcohol on or off campus, events with amplified sound, events requiring contracts, etc. Events open to the public must be registered. This form is not required for organizational meetings. Complete the information requested and submit this form to Student Programs **no later than three weeks before the event**. Please attach any pay to requests, contracts, IT, W-9s or any other forms needed to pay for the event.

Event _____ Organization _____

Description of Event _____

Date of Event _____ Location _____ Time _____

Rain Date _____ Location _____ Time _____

Contact Person _____

E-mail _____ Phone _____

The following steps must be completed when form is turned in:

- Met with student organization adviser?
- Reviewed appropriate university policies?
- Met with TUPD to discuss event security, if required?

Is the event:

- Open to the public
- Open to the Tulane community
- Invited guests only
- Members only

The following forms must be completed and attached with this event registration:

- Contracts for caterers, entertainment, speakers, location rentals, etc.
- W-9 forms for caterers, entertainment, speakers, location rentals, etc.
- Routing form

For on-campus events, include:

- Reservation form
- Amplified Sound Event Registration Form (if applicable)
- Copy of letter for departments near event location (if applicable)

For off-campus events, include:

- Copy of letter for neighbors (if event will be at a private residence)

Student Organization Adviser's signature

Date

