



AMPLIFIED SOUND EVENT REGISTRATION

On-campus events that include the use of amplified sound must be registered with Student Programs.

Complete the information requested below, draw a stage plot diagram on the back of the form, and submit the form to the Student Programs, G02 Lavin-Bernick Center, **at least three weeks prior to the event.** Any necessary contracts, addendums, W-9s, pay to requests, interdepartmental transfer requests and/or social event agreement forms should be turned in with this registration.

Title of Event _____

Location _____

Sponsoring Organization or Department _____

Contact Person for Event (must be on-site during entire event) _____

Contact Person Phone _____ Contact Person E-mail _____

Date of Event _____ Time Event Starts _____

Time of Soundcheck _____ Estimated Attendance _____

Please include stage plot diagram on back of form (*Note: speakers must face away from buildings*)

Type of Sound (*circle as many as apply*)

Music

Speaker

Other (explain)

If music, what type?

Live band

DJ Stereo

Other (explain)

Is Media Coverage expected? If yes, what type? _____

_____ (*please initial*) I have read and understand the Use of Sound Systems in Open Areas policy, available in Student Programs, G02 LBC, or www.studentprograms.tulane.edu/Designs/Policies4.php.

Contact Person Signature

Date

Student Organization Adviser Signature

Date

For Office Use Only

Special Conditions/Provisions _____

Registration Accepted By _____

Date

