

# JMU Event Approval Form

Completion of this form does **not** guarantee room availability or event approval.

## EVENT INFORMATION

Event Title: \_\_\_\_\_ Event Reference #: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Attendance: \_\_\_\_\_ Location: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ am/pm Event End Time: \_\_\_\_\_ am/pm Customer Set-up Time: \_\_\_\_\_ am/pm

**\*\*NOTE: This is the actual time of your event and does not include set-up time\*\*** Customer setup time must be scheduled ahead of time in EMS

## CONTACT INFORMATION

Organization / Department Name: \_\_\_\_\_

Contact / N&B Name: \_\_\_\_\_ Contact/N&B Phone #: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Onsite Contact Phone #: \_\_\_\_\_

*If different from above*

**PAPERWORK DUE (With All Approvals)** to the appropriate scheduling office at least **2 weeks** prior to the event. If approval is required by Public Safety (see back of form), a meeting should be scheduled at least **4 weeks** prior to the event date.

### SECTION 1 – FOOD APPROVAL

*ARAMARK Corp. maintains the exclusive right to provide food services on JMU property.*

- Food will not be offered at the event**
- Catered Food** - provided by JMU Special Event Catering, JMU Dining Services, 568-6637, no signature required  
*Check applicable*                       Meal/Reception                       Light Snacks
- Non-catered food** – signature required, see below  
*Check applicable*                       Meal/Reception                       Light Snacks                       Food Sales – see fundraising

#### **\*\* Food Details Required**

*Approval of JMU Dining Services (Angie Steele, [steeleaw@jmu.edu](mailto:steeleaw@jmu.edu), 568-5150, D-Hall 3023. You may scan this form and email it to Angie for a signature. **You must complete the Food Details Required line above.**)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 2 – EVENT INFORMATION

- Banquet/Reception** (See Section 1)
- Dance/Concert** - Band/DJ must provide own equipment. (Requires Public Safety Approval – see Section 3)
- Film** - See the film policy at <http://www.jmu.edu/eventmanagement>. Attendance-specific safety approval may be necessary.
- Fundraising** *check applicable:*  
The Treasurer of any Student Organization is required to complete online Cash Handling certification training at the beginning of the Academic year or before the Organization's first event. The online Cash Handling Training videos can be found here: <https://info.jmu.edu/cashhandling>. If you have additional questions, please contact Paula Lam, [lampe@jmu.edu](mailto:lampe@jmu.edu). Has your organization completed the Cash Handling Training?     Yes     No
- Approved Vendor Sales** *A list of approved vendors can be found at <https://www.jmu.edu/eventmanagement>*  
Vendor Name: \_\_\_\_\_
- Charitable Donations** *Name of charity receiving donations: \_\_\_\_\_*
- Food sales** **Must have non-catered food approval (see Section 1)**  
Scheduling Authority/Building Coordinator for academic buildings  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Giveaways or Merchandise Sales:** *Any merchandise being given away or sold by your organization, especially if the imprinted merchandise uses the JMU logo, image, or name must be approved (process takes 7-10 days).*
  - Merchandise Approval Form (online at <https://info.jmu.edu/studentactivities/resourcefororganization/event-planning/>) must be **completed and submitted to Student Life / Org Development**.
- Other Sales**     Registration Fees                       Tickets (Raffles are prohibited)  
Description of sales \_\_\_\_\_
- Information Table** *Specific details on how you will use the space: \_\_\_\_\_*  
Building Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section 2 continued on back

- Other** Please detail the event: \_\_\_\_\_
- Outdoor space approval required for the following areas:**
  - Arboretum (Pavilion) – 540-568-3194
  - Fraternity / Sorority Life (Lake Area – Greek Row) – 540-568-7402
  - Mr. Chips Basketball Court – 540-568-6330
  - Residence Life (Village Area Sidewalk or Basketball Court) – 540-568-3501
- Overnight Events** (must have been previously approved by the appropriate Union or Festival scheduling staff)  
Describe event: \_\_\_\_\_  
*All overnight events require Student Life & public safety approval (see Section 3)*  
Student Life Coordinator Approval Signature: \_\_\_\_\_
- Walk/Run Event** – Planning should begin a **minimum of 6 WEEKS** prior to event and all approvals are required **4 WEEKS** prior to event. (Event must be discussed with a Festival or URec staff member depending on where the Walk/Run takes place.) Must use approved route.  
Describe walk/run event \_\_\_\_\_

### SECTION 3 – PUBLIC SAFETY APPROVAL

*A meeting is **required** with Public Safety to discuss event specifics and obtain approval signatures. This meeting must take place at least 2 weeks prior to the event. Please email [PD.SpecialEvents@jmu.edu](mailto:PD.SpecialEvents@jmu.edu) to set up a meeting with Lt. John Campbell. If Lt. Campbell ([campbejc@jmu.edu](mailto:campbejc@jmu.edu)) is not available, contact Sgt. Jamie Myers ([myersje@jmu.edu](mailto:myersje@jmu.edu)).*

**Approval Signature from Public Safety required for the following events:**

- Dance/Concert
- Large Events (attendance of 250 or more)
- Overnight Events (see Section 2)

Officers required at the event: # _____	<b>OR</b>	Cadets required at the event: # _____
Cost estimate of personnel required \$ _____		
Billing address of Student Organization to be billed: _____		

Approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 4 – CONTRACTUAL AGREEMENTS

If you have been presented with a legal contract between your student organization and an off-campus entity (i.e. speaker, performer, dog kennels, etc) – **DO NOT SIGN!** All contracts must be signed by a designated University official.

**Contact Paula Lam, University Unions Administration & Finance, The Union 300, to be directed to the proper University official.** Allow at least 7 business days; however, it could take up to 2 weeks so please plan accordingly.

Designated University Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 5 – YOUR ENDORSEMENT

*I certify that I am an authorized representative of the sponsoring organization/department and that I am familiar with the University policies relating to this event. I acknowledge that my organization / department will be responsible for adhering to these policies and for any damage to University property.*

**Requestor's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

(Student Organizations: I certify that I have discussed all aspects of this event with my student organization advisor.)

**Please return form to the appropriate scheduling office:**

Union Scheduling, MSC 3506, The Union 245  
Festival Conference & Student Center, MSC 4201, Festival 2001  
Event Management, MSC 3507, The Union 102

Phone: 540-568-6330 Email: [event-planning@jmu.edu](mailto:event-planning@jmu.edu)  
Phone: 540-568-1716 Fax: 540-568-2599  
Phone: 540-568-7901 Email: [event-management@jmu.edu](mailto:event-management@jmu.edu)

**Reserving Office Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_