

Club Event Application Information Sheet

Important information about club events:

- SANQC supports you by helping with event planning, budgeting, funding, supplies, booking space and liability insurance. If you would like help with filling out these forms and planning an event please book a meeting with the Campus Experience Coordinator by emailing lin.wang@norquest.ca
- Your first event will be planned with help from SANQC.
- Any assembly of your group (outside of meetings and gatherings) in an official capacity is considered an event or activity and will require approval.
- All events must be submitted and approved a minimum of 3 weeks in advance. We recommend 30 business days for larger events.
- Events must follow the guidelines established within the current student club handbook.

Submit completed event approval forms. Keep this information sheet as reference.

Club Event Application Form

General Information

Club Name: _____

Event Lead Name: _____

Event Lead Email: _____

Event Lead Phone: _____

☐ First Event of Term ☐ Second Event of Term

Event Information

Name of Event: _____

Date for Event: _____

Time for Event: _____

☐ Virtual ☐ On Campus ☐ Off Campus

Are you partnering on this event with any other individual (vendor), student club, community organization, or the College?

☐ No ☐ Yes: _____

Event Purpose

Use this space to describe the purpose of your event. What are the goals for this event and how you will achieve them?

Event Overview

Use this space to provide a detailed overview of what will happen at your event. Include any activities and specifics including prizes, games, sales etc. It is a good idea to consider the flow of the event when thinking about how to fill this out

Virtual Space Requirements

Which of these platforms do you plan to use for your virtual event?

- ☐ Facebook
- ☐ Instagram
- ☐ Blackboard (Needs to be booked by SANQC)
- ☐ Other: _____

On Campus Space Requirements

How many people are you seeking to accommodate in your event space? _____

What are your venue requests? (Number preferences 1 to 3)

- ☐ Multi-Purpose Space (SCFL, 1-096A)
- ☐ Student Activity Centre (CELT, Main Floor)
- ☐ Lobby (CELT, Main Floor)
- ☐ Atrium (SCFL, 1-001) **requires layout, materials and facilities approval a minimum of 4 weeks in advance.*
- ☐ Any Suitable Space
- ☐ Other: _____

Off Campus Transportation

If your event is taking place off campus what transportation options are available to participants?

Which SANQC supplies are you requesting (if available)? Requested supplies may not be available if there is not enough advance notice.

- ☒ "This event will be photographed" sign & stand [MANDATORY]
- ☐ Tables x ()
- ☐ Chairs x ()
- ☐ Stanchions- 10 available x ()
- ☐ Coroplast Signs & Stands x ()
- ☐ Pipe and Drape (max. 4 posts) – with ☐ Black Curtains ☐ White Curtains ☐ No Curtains
- ☐ Plastic Table Cover Rolls (colour: _____)
- ☐ Sound System (with microphone)
- ☐ Small Speaker
- ☐ Projector
- ☐ Spin Wheel
- ☐ TV
- ☐ Popcorn Machine
- ☐ Cotton Candy Machine
- ☐ Snow Cone Machine
- ☐ Bingo Machine
- ☐ Ping Pong Table
- ☐ Other: _____

Are there any special requirements for your event?

- ☐ Power outlets
- ☐ Extension cords
- ☐ Decorations need to be hung
- ☐ Signage
- ☐ Delivery
- ☐ Parking arrangements/information
- ☐ Other: _____

Floor Plan

- ☐ Please attach a floor layout drawing of how your event will be setup. (Include placements of tables, chairs, equipment, stanchions, etc.)

Communication

Who will be creating the communication material for your event?

- ☐ The club independently ☐ SANQC (Please book a meeting with us for this option!)

What promotional materials do you need?

- ☐ Social Media (SANQC sharing club social media posts on Instagram, Facebook and Twitter)
☐ Website announcement (SANQC website)
☐ Handbills
☐ Advertised on monthly digital ad

Table Booking Request

If you are going to submit a table booking form to promo this event please fill out the below information instead. Note this will count as one of your promo days.

Promotion Date: _____

Promotion Time (2 hours max): _____

Please indicate your preferred promotion space.

- ☐ Main Lobby, CELT
☐ Atrium, SCFL
☐ Imagine Hall
☐ Other Open Student Space: _____

What supplies will you be using at this promo table?

Please describe all outlined activities that will occur at your table.

Budget

Outline your detailed budget and attach all quotes or print estimates. Remember to include delivery or shipping charges. Round estimates up to accommodate taxes, shipping & delivery, etc.

Item & Quantity	Store/Website	Purchaser	Amount
FOOD			
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
DECORATIONS			
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club <input type="radio"/> SANQC	\$ _____.

PRIZES

_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.

EQUIPMENT

_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.

VENDORS

(cost) _____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
(parking) _____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.

SUPPLIES/SERVICES

_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.
_____	_____	<input type="radio"/> Club	<input type="radio"/> SANQC	\$ _____.

TOTAL EVENT BUDGET \$ _____.

Funding

How much event funding are you requesting? \$ _____

Finances contributed from your club account? \$ _____

Are you soliciting any donations or sponsorship; either financial or in-kind?

Reminder: You cannot solicit donations until you have been given approval.

☐ No ☐ Yes (*complete below*)

Please list all companies or people you are soliciting and exactly what you are asking for.

Are you selling tickets/fundraising at the event?

☐ No ☐ Yes (*complete below*)

If you are planning to sell tickets or do any fundraising, you must indicate here the exact purpose for the fundraising and what those funds will be allocated towards in the future. Once approved, you cannot reallocate your funds raised to another purpose. Indicate what you are selling, how much you are charging and if appropriate, where the funds will be donated afterward.

Event Risk Assessment

Food & Beverage: *Check all that apply.*

- ☐ This does not apply to this event.
- ☐ The event is on campus and we will purchase pre-packaged food.
- ☐ The event is on campus and food is being ordered through Chartwells.
- ☐ The event is on campus but food is being ordered through another catering company

Which company? _____

****Please note that a copy of the food handling permit may requested****

- ☐ Discussed labeling food to avoid food sensitivities.
- What is the plan to deal with food allergies/sensitivities?

- ☐ The event is closed (members only) and is being done as a potluck. We are familiar with the potluck guidelines and there is a dedicated person for food safety coordination.

Person: _____

- ☐ The event is a bake sale. We are familiar with the bake sale guidelines and there is a dedicated person for food safety coordination.

Person: _____

Crowd Control: *Check all that apply.*

Virtual events & activities

- ☐ We will have less than 20 people at our virtual event
- ☐ We will have more than 20 people at our virtual event
- ☐ We will have enough people to monitor the chat room for the use of inappropriate language and to engage with students participating at our event.

On campus & off campus activities

If you expect 20 or less people in attendance at your on campus/off campus event.

- ☐ We will have less than 20 people at our event.
- ☐ This event is drop-in or walk by and there is not expected to be more than 20 people at any one time.

If you expect 20 or more people in attendance at your campus/off campus event.

- ☐ We have at least 1 volunteer/staff per 100 attendees whose only job is to monitor attendees.
- ☐ SANQC has informed security in advance to ensure there is enough security present for this event.
- ☐ Attendees are required to produce valid student ID or be the guest of someone with a valid ID.

Intoxicating or Illegal Substance

Club Events

There is zero tolerance for intoxicating or illegal substance at any SANQC club events. Events where there is intoxicating or illegal substance use or suspected use will immediately be shut down. As a reminder, clubs are responsible for their guests and their behavior.

What steps will be taken to ensure that nobody brings intoxicating or illegal substances to this event?

What actions will be taken if somebody is suspected of having or consuming intoxicating or illegal substances?

Noise & Disruptions: *Check all that apply.*

- ☐ This does not apply to our event.
☐ This event may be noisy and/or disruptive

What specific activities might generate noise or be disruptive?

What will be done if there is a noise complaint?

How will you inform College areas about the possibility of noise?

Hazards & Potential Risks: *Check all that apply.*

Please identify any potential hazards or risks and outline how the risks will be mitigated

- ☐ Tripping hazards
☐ Slipping hazards
☐ Allergies
☐ Smoke or strobe lights
☐ Other _____

Actions taken to mitigate hazards:

Guest Speakers / Demonstration: *Check all that apply*

- ☐ This does not apply to our event.
- ☐ Students may be impacted/affected by this topic.
- ☐ There will be public in attendance.

If students might be impacted or affected by this topic, identify the speaker and the topic below.

What support will be available to students if they are impacted/affected by the topic?

Physical Activity: *Check all that apply*

- ☐ This does not apply to our event.
- ☐ This activity is one of the pre-approved activities of SANQC
- ☐ This activity has been reviewed by the SANQC insurance company
- ☐ All participants will have to sign a waiver.
- ☐ A waiver copy has been given to the Campus Experience Coordinator
- ☐ All participants have been informed to bring ID and their health care card.
- ☐ A first aid station will be set up
- ☐ Someone has been identified as a first aid responder

Name: _____

Emergency Procedures and Responses for:**Virtual events**

In the event of an emergency, contact the Campus Experience Coordinator immediately.

- ☐ An emergency response plan has been put in place and provided to the Campus Experience Coordinator.

This plan will include:

- A method to contact the police, ambulance, or fire department.
- How to refer a distressed participant to appropriate supports i.e. 811 for Health Link
- Contact information for a club representative provided to SANQC that will be monitored during the event.
- Other requirements may be added based on the event being hosted.

On & off campus events

☐ An emergency response plan has been put in place and provided to the Campus Experience Coordinator.

This plan will include:

- Identifying directions to the nearest hospital.
- Introductions to security prior to this event.
- Having a method to contact the police, ambulance, or fire department.
- Identifying evacuation procedures.
- Having a first aid kit on site.
- At least one person at the event with first aid training (i.e. volunteer or venue)
- Other requirements may be added based on the event being hosted.