

Student Activities Committee Checklist

All College Activity Boards and Programs must have Club and/or SGA Adviser approval two (2) weeks before event.

This form can be completed on your computer using the free [Acrobat Reader](#). When finished, click the "Submit" button to open your browser's e-mail client to send the form to the Director of Student Services. If your computer is not set up to send e-mail, use the "Print" button and send a copy, attaching all supporting documentation, to: SGA Coordinator, Silver Creek Campus, PO Box 610, Holbrook AZ 86025.

ACTIVITY INFORMATION:

Activity Date:	Start Time:	End Time:
Sponsoring Organization:		
Contact Name:	Phone:	E-mail:
Activity Title:		
Activity Description:		

VENUE:

Location/Building:	Room/Area:
Facility Held/Reserved: <input type="checkbox"/> Yes <input type="checkbox"/> No	What Audio-Visual is needed?

LOGISTICS:

Estimated Attendance:	Will parking arrangements be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is activity open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No
How is activity being publicized?* <input type="checkbox"/> Posters/Fliers <input type="checkbox"/> Kiosks <input type="checkbox"/> NPC Website <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper		

FUNDING & MONEY:

Is this activity a fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is the source of funding?
Will sales of any sort be part of this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there co-sponsorship with another organization? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what will be sold?	If Yes, what organization(s)?

EVENT MANAGEMENT:

Will there be amplified outdoor sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this activity potentially controversial? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the activity very popular? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has this activity been widely publicized off-campus? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there admission or ticketing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does activity require a security or event management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No

RISK:

Is there local transportation involved in this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there other travel involved in this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, to where?
Is there physical activity that may pose a risk to participants? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the event taking place off-campus? <input type="checkbox"/> Yes <input type="checkbox"/> No	

FOOD & BEVERAGE:

Will food/beverage be served at this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is the source?
What food will be provided?	

Print a copy for your records before submitting via e-mail.

* Posters/fliers must be approved by NPC M&PR prior to printing/distribution.

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