

Student-Led Organizations

Student Event Checklist

An approved Student Event Checklist is required for all Student Led Organization (SLO) special events prior to the confirmation of space bookings on the Prince George campus.

Special events are usually those which may involve a large attendance, alcohol service, extra-ordinary setup requirements or may impact the university community and facilities at large.

Room rental fees may be applicable. All event related expenses such as: A/V equipment, catering, parking, security, janitorial, first-aid, etc... are the responsibility of the event organizer.

Please follow these steps when completing the Student Event Checklist:

1. Contact Conference & Event Services and/or NUGSS to ensure availability of space and request a tentative booking at least 2 weeks in advance of the event date.
2. Conference & Event Services and/or NUGSS will provide a tentative Booking Confirmation outlining the reserved spaces and all other event details.
3. The SLO Event Organizer is responsible for supplying and reviewing their detailed plans of the event with the appropriate signatories in the order listed below to obtain approval for the event.
4. Submit completed checklist (and applicable attachments) to Conference & Event Services and/or NUGSS Services by email.

Contact Name: _____ Phone: _____

Email: _____

NUGSS Recognized SLO: Yes No

SLO Name: _____

Event Name: _____ Estimated Attendance: _____

Event Location(s) (indoor and outdoor): _____

Date of Event (mm/dd/yyyy): _____

Hours of Event: Start Time: _____ End Time: _____

Event Description: _____

Is this an all-ages event? Yes No

Is this event primarily for students or open to the public? Primarily Students Public Event

Approximately how many event volunteers and/or (contracted) staff will be present during the event? _____

Will the event be advertised? Yes No

If yes, where? _____

If applicable, please include the University staff or faculty member supporting this event:

First name: _____ Email: _____

Signature: _____ Date: _____

Attachments:

Please list the attachments to be included with this Student Event Checklist:

1. Tentative Booking Confirmation
2. _____
3. _____
4. _____

Step 1: Booking Confirmation

Is alcohol being served? Yes No

**If food or alcohol is being served on campus, arrangements must be made through the University's contracted food service provider. If food or alcohol is being served in the Northern Undergraduate Student Centre please contact NUGSS for further information.*

SLO should confirm all setup requirements and furnishings with Conference & Event Services and/or NUGSS.

Check all that apply (subject to availability):

UNBC Stage
UNBC Tents # _____
Drapery/Backdrop

UNBC Tables & Chairs # _____
Ceremonial Fire Circle

Are you planning to bring in any other supplies/furniture? Yes No

If yes, please list: _____

Is power required? Yes No

If yes, please provide details: _____

Step 2: Risk, Safety, Security & Parking

(This section needs to be completed in coordination with Security & Parking and Safety & Risk Management)

Is First Aid required? Yes No

If yes, how many attendant and hours required? Attendants: _____ Hours: _____

Name of contracted First Aid firm: _____

Additional Security required? Yes No

If yes, how many guards and hours required? Attendants: _____ Hours: _____

Name of the contracted Security Firm: _____

Does this event effect the normal use of the parking lot? Yes No

If yes is traffic control needed? Yes No

of controllers: _____ # of hours: _____

What are your plans for responding to an emergency, including evacuation? _____

Step 3: Signatures

Approval from all departments IN THE ORDER LISTED BELOW is mandatory prior to confirming space bookings. Please return this form to Conference & Event Services and/or NUGSS.

General Manager, NUGSS

Email: nugss-gm@unbc.ca

Name: _____ Date: _____

Signature: _____

Manager, UNBC Security & Parking

Email: security@unbc.ca

Name: _____ Date: _____

Signature: _____

Manager, UNBC Facilities Operations, Compliance & Services Email: dave.bast@unbc.ca

Name: _____ Date: _____

Signature: _____

Manager, Safety & Risk Management

Email: safety@unbc.ca

Name: _____ Date: _____

Signature: _____

Representative, NUGSS Student-Led Organization

Email: _____

Name: _____ Date: _____

I acknowledge and agree the Student Led Organization named on this form is responsible for the event. This includes ensuring the space is satisfactorily setup, the attendees needs are taken care of, and providing full payment for any fees or changes incurred such as room rental, janitorial services, security and first-aid personnel, parking fees etc...

Signature: _____