OPSU Campus Event Coordination Form

Please fill out the information below to request campus facilities or equipment, as well as to have the information placed on the OPSU Calendar of Events. All Event Coordination Forms must be completed and turned into the Dean of Students a minimum of two weeks prior to the event.

The Dean of Students is responsible for keeping the OPSU President aware of all campus events. All events/camps/activities are subject to approval by the OPSU administration. If your event is denied, you will be notified in writing.

Off-campus entities will be required to pay a facility-usage fee (rates below). All groups utilizing OPSU facilities must show proof of insurance or pay the campus insurance fee. Any event/camp that involves children under the age of 18 requires that all adults (including college students) supervising must complete the “Minors on Campus” online training. Contact the Dean of Students or Vice President of Academic Affairs and Outreach to access the training.

Name of Event ________________________

Today’s Date ____________________ Event Date(s) ______________________

Event Begin Time ____________________ Event End Time ____________________

Set-up Time ____________________ Tear-down Time ____________________

Sponsoring Organization ____________________________________________________________

Contact Name _________________________________________________________________

Phone Number ____________________ Email Address ____________________

Expected Attendance ________________________________________________________________

Brief Description of Event ________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Event Location:

___ Ballroom-$100/day (Rantz Trayler) ___ Fieldhouse-Rates Vary (Megan Mulcahy)

___ Noble Center-Rates Vary (Amber Fesmire) ___ Auditorium-Rates Vary (Tito Aznar)

___ Classrooms-$50/day (Abby Evans) ___ Other Building/Facility-Rates Vary (Rantz Trayler)

___________________________________________________________________________________
This event is for (check all that apply):

□ Students    □ Faculty    □ Staff    □ Alumni    □ Community    □ Minors (under 18)

This event (check all that apply):

□ Open to Public    □ Invite Only    □ Requires Registration    □ Camp    □ Free
□ Admission/Registration Fee    □ Campus Insurance ($3/person)    □ Other Charges
□ Post to Online Calendar    □ Post to Indoor Signs    □ Post to Outdoor Signs

Audio-Visual Requirements

□ Laptop (PC)    □ Projector    □ Screen    □ Sound System    □ DVD Player
□ Other ___________________________________________________

Specific Sound System Requirements

□ Wireless Microphones #_____    □ Lectern w/ Microphone    □ Computer Presentation w/ Audio
□ Additional Microphones #_____    □ None    □ Other ______________________________

Set-up Information

___ Tables (8-ft. rectangular) #_____    Delivery Location ______________________________

___ Chairs #_____    Delivery Location ______________________________

Please attach a drawing/sketch of the room layout if requesting the OPSU Ballroom.

Other Special Requests (garbage cans, parking, security, etc.): ______________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

For campus catering services, contact Great Western Dining at 580-349-1006. All table cloths and table skirts must be reserved through Great Western Dining.

Does this event involve minor children under the age of 18?    Yes    No
If yes, have all adult supervisors completed the “Minors on Campus” training?    Yes    No