

**Washington College Office of Student Activities
Event Registration Form**

Events that must be registered:

- All events or activities where anticipated attendance is 20 people or more
- All events or activities open to campus
- Other events when required by appropriate campus departments or under special circumstances

Note: If you anticipate fewer than 20 people at your event, it may still be beneficial to register particularly if you have any concerns or questions related to safety or security. Stop by the Office of Student Activities – we will help you build a successful event.

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- Registration forms **must be signed and submitted for review by the Office of Student Activities at least 2 WEEKS PRIOR TO YOUR EVENT**. Forms that are not completed or turned in past the deadline will result in the event being postponed or cancelled.
 - **If your event requires a contract for a performer or other services rendered, forms must be signed and submitted to the Office of Student Activities to be reviewed 3 WEEKS PRIOR TO YOUR EVENT** (Washington College has a standard performance contract that is used for all events and contracts, which can be found on the Office of Student Activities website – osa.washcoll.edu. Contracts can only be signed by the Director of Student Activities - an authorized representative to act and sign on behalf of Washington College. No student can sign contracts on behalf of the College).
 - Registered campus events must comply with all Washington College campus policies and procedures.
 - All events/activities held Sunday through Thursday must end by 1:00 am. Friday/Saturday events/activities must end by 2:00 am.
 - Registered events require prior space reservation through the proper College office. This form does not act as a space reservation form. Any student club or organization wanting to reserve a space must contact the appropriate College office using the Space Reservation Template located on the Social Event Planning website.
 - Your anticipated capacity must comply with fire safety codes.
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To be completed by Event Coordinator:

Date of Event: ___ M ___ T ___ W ___ Th ___ F ___ Sa ___ Su ___ / ___ / 20 ___

Time: _____ AM _____ PM to _____ AM _____ PM

Title of Event: _____ Location of Event: _____

Description of Event:

Sponsoring Organization(s): _____

Venue Capacity: _____

Anticipated Attendance: WC Students _____ + Other _____ = Total _____

Entry Fee: \$ _____

Type of Event:

- | | |
|--|--|
| _____ Invite (<i>must attach invite list</i>) | _____ Social/Formals/etc. (<i>must attach invite list</i>) |
| _____ Recruitment (<i>must be non-alcoholic</i>) | _____ Community Service/Philanthropy |
| _____ All Campus Event | _____ Academic Program |
| _____ Speaker/Guest Lecture | _____ Other |
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Entertainment:

___ DJ/Recorded Music ___ Band/Group Does your event require a Contract? ___ Yes ___ No

___ Other (please specify): _____

* All sound and lighting need to be requested through the Student Activities Office. Forms can be found on the Office of Student Activities website.

Food/Catering

Will there be food at your event? ___ Yes ___ No

If there will be food at your event, you must go through Jenn Sipala and Chartwells (they have first right of refusal for all on campus catering). If Chartwells refuses, please check other below and get their signature in the space provided.

Food: ___ Chartwells ___ Other (Chartwells has first refusal of food for events)

Vendor: _____ Signature: _____

For all Chartwells food and beverage registration contact Jennifer Sipala at jsipala2@washcoll.edu or 410-778-7794

Clean Up:

All groups/organizations are responsible for the immediate clean up of event. A clean up fee will be charged to any group/organization that fails to comply.

Advertising:

Sponsoring groups/organizations are responsible for removing and taking down all advertising for their event within 48 hours.

Recycling:

Washington College strives to recycle at all events. To request recycling bins for your event; please contact Recycling Coordinator Shannon Holste at sholste2@washcoll.edu.

Signatures (required unless otherwise noted):

Event Coordinator: _____ Date: _____

Organization Advisor: _____ Date: _____

Organization President: _____ Date: _____

Director of Catering*: _____ Date: _____

*Required only for events that include food and/or beverage

Office Use Only

Date Received: _____ Time Received: _____

Director of Student Activities: _____

Approved: _____ (Initial) Denied: _____ (Initial)

Reason: _____
