

## **Pratt Institute Organization Event Approval: Risk Management for Events and Trips**

In order to host an event on campus you must fulfill the following requirements. The steps outlined below provide a guide that should enable the student group to host a safe and successful event. These steps must be **STARTED at least 20 business days (one month)** in advance of the event. Failure to allow adequate time may result in your inability to have the event.

All items and adjustments to events must be **IN PLACE 7 business days** prior to the event. If not Student Activities and/or Security have the right to cancel your event.

### **Step 1. Student Activities (Main Building, lower level)**

Bring with you:

- an event summary, including the
  - Date of event
  - Purpose and desired outcome of event
  - Type of event (lecture, concert, party, film screening etc)
  - anticipated attendance
  - how it will be funded
  - how it will be advertised
- a preliminary contract, unsigned. Contracts will not be signed until all steps are complete. Contracts are signed by an Institute official only.
- Copy of space reservation form or email confirming you have that space.
  - If you need to reserve a classroom or the Student Union we can do that for you. If you need to reserve a Multi Media Services run space they have a form you will need to fill out. They must also sign this form (below)
- A member of the Student Activities staff will discuss with you all of the above in addition to the potential costs for security and facilities.

### **Step 2. Vice President for Finance and Administration's office (Main Building, 1<sup>st</sup> floor)**

- You are going to see Antoinette Perry to discuss the type of insurance coverage you (or your band, guest speaker, comedian) may need to provide. Please call Antoinette or her assistant Ramona to make an appointment. Her extension is 3784.

### **Step 3. Facilities (Stueben Hall, 1<sup>st</sup> floor)**

- You are going to see the Executive Director or his designee to discuss your facility needs. They will need to know the anticipated attendance, scope of the event, etc. They will help you determine if the space is appropriate for your event. Please call to make an appointment. The extension is 3579. This applies to events in Brooklyn. At PMC contact the Building Manager.

### **Step 4. Security (Engineering, Room 111)**

- You are going to see the Associate Director, who will help you determine what kind of security coverage you need. Think about this ahead of time so you have some idea of what you think you'll need. Security will have the final say in the number of security guards you **MUST** have. Please note that the Associate Director is usually on campus Tuesday through Saturday, 1pm to 9pm.

### **Step 5. Vice President for Finance and Administration's office (Main Building, 1<sup>st</sup> floor)**

- You are going to see Antoinette Perry again. She will let you know if she has received the insurance certificates you discussed in Step 2. If everything is in order, she will forward your application for approval and the contract will be signed.

**Step 6.** File copies of all signed paperwork with Student Activities. Once the forms are filed in Student Activities the event is fully approved.

**WEATHER:**

Events may be cancelled due to inclement weather. If classes are cancelled, then the event is also cancelled.

If you follow these steps in a timely fashion, you increase the chances of having a successful event. If you have any questions, please feel free to contact Student Activities at extension 3422 or [studentactivities@pratt.edu](mailto:studentactivities@pratt.edu). We are here to help you.

***ALL field trips require ALL field trip participants to sign a waiver.***

**PRATT INSTITUTE**  
**Event Information and Internal Organization Facility Use Agreement**

Club/Organization Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Co-Sponsor Group's Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Event Name: \_\_\_\_\_  
 Event Date/Time (please give at least 2 options) : \_\_\_\_\_  
 Location of event: \_\_\_\_\_  
 Detailed Event Description (who, what, when, where, why, and how?): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Participants/Attendees: \_\_\_\_\_  
 Funding for event will come from: \_\_\_\_\_  
 Event will be advertised by: \_\_\_\_\_

Agreement between Pratt Institute (lessor) and \_\_\_\_\_ (lessee) dated \_\_\_\_\_  
Name of club, organization or department today's date

for the following event date(s) \_\_\_\_\_ starting at \_\_\_\_\_ and ending at \_\_\_\_\_.

Event Description (circle one):    lecture    concert    field trip    party (no alcohol)  
    party (with alcohol)    exhibit    workshop

other \_\_\_\_\_

Proposed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

Approved By\* \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

\*Must be approved by Student Activities for clubs and organization or Departmental Dean/Director/Chair for other events.  
**Clubs and Organizations should file this form with Student Activities after they have received all signatures.**

<b>FOR OFFICE USE ONLY:</b>	
_____, RISK MANAGER	DATE: _____
_____, EVENT SPACE	DATE: _____
_____, FACILITIES	DATE: _____
_____, SECURITY	DATE: _____
<b>AUTHORIZED BY:</b> _____, VP FINANCE & ADM.	DATE: _____
_____ Event Approved	
Approval Pending Receipt of the following documents:	
_____	
_____	