



## Graduate Programs and Student Affairs

Olin Hall, Room 320

781.239.4474

### EVENT REGISTRATION PACKET

*This form is used to register all graduate student club/organization initiated functions. It is also a tool for you to utilize while planning your event. It must be complete and include signatures of an organization member and the advisor in order to be processed. It must be reviewed and approved by the Associate Director of Graduate Student Affairs at least 7 business days prior to the event. **If a performer or service contract is required, the event must be approved at least 21 calendar days prior to the event date, and the contract must be delivered to the Associate Director Graduate Student Affairs.** Additional information pertaining to Babson College policies and procedures can be found in your Babson Graduate Student Handbook and online at [www.babson.edu/grad\\_OPM](http://www.babson.edu/grad_OPM).*

## General Event Information

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Event: (check all that apply)

- Social       Diversity       Film       Lecture/Speaker       Educational       Wellness
- Other (describe): \_\_\_\_\_

Sponsoring Organization: (check all that apply)

- GSC       Club/Organization       Department/Office

Is this an open event? Yes      No  
*If this is a closed event, please attach a guest list. The list must be typed in alphabetical order*

Have you discussed this event with your advisor? Yes      No  
*Please note that event registration is not complete without an advisor's signature or a copy of an email approving the event.*

Briefly describe the event:  
\_\_\_\_\_  
\_\_\_\_\_

## Publicity (open events only):

All written materials must be approved by the Graduate Programs and Student Affairs Office. How will you be publicizing your event? (check all that apply)

- Online calendar (use both the Babson Calendar and your club/organization Google calendar to post your event)
- Flyers
- Multiple email distribution lists (please specify which lists)
- Other: \_\_\_\_\_

## Budget Information

ITEM	VENDOR	FUNDING SOURCE	AMOUNT
Speaker/Performer			

Food/Beverages			
Public Safety Detail			
Other			

**TOTAL COST:**

**Speaker/Performer Information**

All contracts must be reviewed and signed by the Associate Director Graduate Student Affairs. *At no time may a student commit to verbal or written contract.* Please make sure that Visiting Performer Agreements and W9 Forms are completed by all speakers/performers. These forms can be found online at [www.babson.edu/offices/campuslife](http://www.babson.edu/offices/campuslife).

Will there be a speaker/performer who is NOT affiliated with Babson College at this event? YES\* NO  
*\*if yes, please submit at least 21 calendar days prior to the event.*

Do you plan to record this event for online publishing? YES\* NO  
*\*if yes, you must obtain the photographic consent form from all participants. Contact media services, [media@babson.edu](mailto:media@babson.edu), at least 2 weeks prior to the event. Podcasting and videotaping is subject to availability.*

**Food/Beverage Service Information:**

Will food be provided? YES NO  
 If yes, who will be providing the food? Sodexo Other: \_\_\_\_\_  
 Check out Babson Shoestring Student Catering! <http://babsondining.com/catering/catering/student.htm>

Will alcoholic beverages be served? YES\* NO  
*If yes, please complete the next section. If no, skip to signatures.*  
**\*If alcohol is being served, and there is a per person charge to attend the event, the organizers must apply for an Alcohol Permit through the Town of Wellesley. Please contact the Office of Special Events at 781/239-5252.**

When alcohol is being served at an event, the appropriate number of Public Safety personnel must be present; **Contact: Lt. Donna Superior (781.239.5555) at least one week in advance for all events needing officers.**

The sponsoring organization will be billed according to the following table:

LOCATION	OFFICERS REQUIRED	MINIMUM CHARGE
<b>Knight Auditorium</b>	4 Officers @ \$32/hour (4 hour minimum)	\$512.00
<b>PepsiCo Pavilion</b>	5 Officers @ \$32/hour (4 hour minimum)	\$640.00
<b>Pub Events</b>	1 Officer @ \$32/hour (4 hour minimum)	\$128.00

*The above is subject to change based on event size/need*

All events which serve alcohol require the employment of a **TIPS server**, <http://www3.babson.edu/offices/campuslife/resources/>.

**Sponsoring Organization Signatures:**

We, the undersigned, agree to adhere to Babson College's event regulations. We will:

1. Be in attendance at the event for set up and break down and identify ourselves to any staff in charge.
2. Provide clean up for the facility immediately following the function closing.
3. Assume liability for property damage and extraordinary set-up/cleaning charges.
4. Assist in maintaining proper conduct of students attending the function.

We understand that if this agreement is violated our event privileges can be suspended and/or be subject to additional sanctions as deemed appropriate. We accept responsibility for insuring the terms of this agreement are met.

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Advisor** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**GPSA Use Only:**

Program approved: \_\_\_\_\_ Date of approval: \_\_\_\_\_ Contract: Y N