

Activity Proposal

Due to increased liability and safety concerns, the Office of Student Activities requires a written proposal and risk management matrix to accompany any activity permit for events classified as "open" or involving alcoholic beverages. Permits for such activities must be submitted 5 days prior to the event and will not be approved until the activity permit, matrix, and activity proposal have been submitted, reviewed, and stipulations therein have been met. The Office of Student Activities reserves the right to deny approval for any event in which precautionary requirements have not been met or is not in the best interest of Tarleton State University. Failure to adhere to University policy may result in disciplinary action.

Prepare written documentation based on the following outline:

I. Event

- Name of event & who it is sponsored by
- Time, starting and ending
- Date(s) of event
- Place being held
- Detailed description of the event including name of entertainment, special activities, contests, etc.

II. Location (if the event involves alcohol, person leasing facility must sign proposal)

- Name of location
- Property owner or person who leases facility & phone number
- Description of facility including entrances, exits, parking, restrooms, etc. (Provide floor plan if possible)

III. Security (Security Services Agreement may be required to accompany this proposal)

- Security officers may be required which will be at the discretion of the Director of Student Activities or his/her designee
- Name of agency supplying officers & contact person
- Number of security officers
- Brief description of officers duties and organizational members duties

IV. Alcoholic Beverages

- Will alcohol be permitted?
- Is the event "hosted" or "BYOB"?
- Who will be responsible for checking identification
- How will minors be marked and who will be monitoring during event?
- How will legal age participants be marked?
- If the event is BYOB the proposal must state the following information:
 - those of legal drinking age are allowed 12-12oz. cans of beer into the event
 - all drinks must be in the original container
 - no glass containers, kegs, party balls, or hard liquor will be allowed
 - no cups will be allowed into the venue
- Organization members working the event will not consume alcohol before or during the event.
- The organizational advisor or an approved university representative must be present during entire event.
- The organization must provide details about the Designated Driver Program including where will signs be posted at event site, how often announcements, and who will be driving participants (drivers must be Drivers Safety Trained).
- If nationally affiliated, a copy of the organizations risk management policy must be submitted

V. Approval

I certify the information contained in this document and any other supporting documents will be followed to ensure the safety of participants.

Organizational Rep

Date

Organizational Advisor

Date

Director of Student Activities

Date