

Activity Proposal Outline

2006-2007

Due to increased liability and safety concerns, the Office of Student Activities requires a written proposal to accompany any activity permit for events classified as "open" or involving alcoholic beverages. Permits for such activities will not be approved until both the activity permit 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.

Use the following outline when preparing the written proposal:

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.
- Provide floor plan if possible

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.

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
- Brief description of 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 during the event.
- The organizational advisor or an approved university representative must be present during the 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 needing the service.
- If nationally affiliated, a copy of the organizations risk management policy must be submitted

If there are questions pertaining to university policy or if recommendations are needed please feel free to contact the Office of Student Activities.

Remember: The activity permit, activity proposal and the security services agreement must be completed and submitted to the Office of Student Activities at least 10 days prior to the event.