



Website: hc.edu/events

HCU Student Organization Checklist

Name of Event: _____ Date & Time of Event: _____

Reserved the Space Through Ad Astra	All student events must be requested through Ad Astra using the Student Organization Event Form .
Filled out the Student Organization Event Form	Found on the submission page of the Event Request or the Student Org website.
Received Event Confirmation Email from Ad Astra	Please note: There is a submission email and a confirmation email. Make sure you have received the confirmation
Media Equipment Requested	Your advisor must request AV/IT equipment from the Office of University Events, Camps, & Conferences by filling out the Media Services Request Form found on the Ad Astra home page (or using the link above.)
Facility Setup Form Submitted and Approved	A Facility Setup Form must be turned into the event office or emailed to eventsintern@hc.edu at least 10-business days before the event with the layout and needs for your events. This form can also be uploaded through the Student Organization Event Form, but it must be emailed to eventsintern@hc.edu and confirmed prior to your event. **Please note that there are specific set-up forms depending on the facility you are using.
Food Request Submitted and Approved	All outside food or drink must be approved by Aramark (bgilbert@hc.edu). The Student Organization Event Form will ask if food is to be provided or had at your event. In addition to this, please email bgilbert@hc.edu and request to bring in outside food; include what your event is, why you are having food, and what type of food/snacks you will be providing. If you are preparing the food yourself, at least one person at the event (for the entire duration) must obtain a food handlers license through the city of Houston (contact bgilbert@hc.edu for more details.) If you are hosting a bake sale, items must be store bought or made by a bakery.
Posters Submitted and Approved	Posters can be emailed to smactavish@hc.edu , submitted using the Student Organization Event Form , or dropped off in Brown 274 for approval. All posters must be approved after you have submitted them, so

		<p>if you have not heard back, please reach out again and make sure to receive approval prior to hanging or putting our your advertisement(s).</p> <p>*Note: Posters are only permitted to be put on bulletin boards, tables, or handed out. No tape, walls, doors, or windows. Should paint or the surface get damaged, your organization will be charged.</p>
	T-Shirt Design Submitted and Approved	<p>T-shirt designs should be attached to the Student Organization Event Form when the t-shirt is in relation to an event. All t-shirt designs, including the aforementioned, should be emailed to smactavish@hc.edu. The shirt cannot be advertised or ordered until you have received a response stating that the design is approved. T-shirts must be printed through an approved and licensed vendor. Contact mclermont@hc.edu for a list of approved vendors.</p>
	Speaker Approval Form Submitted and Approved	<p>Each organization's advisor must approve of all outside speakers, guests, or performers. If the event is open to the general student body (as opposed to just your organization), the form must also be approved by Student Life. The "Guest Speaker Approval Form" must be submitted at least one week in advance. The form can be found on the Student Organization website.</p>
	Additional Custodial Charges	<p>For all events (especially those with food), please expect to be charged for custodial services. It is our expectation that you return the room to the same condition in which it was originally found (this includes taking trash to the dumpster). If the room is not found it great condition, there will be a charge billed back to your student group. Please do NOT use glitter, confetti, or streamers at any of your events (unless otherwise approved in writing), as it is extremely difficult to clean up. Custodial charges will be sent through Student Involvement. If the organization fails to pay these charges, they will not be allowed to host any ther event(s) on campus until the charges are paid.</p>
	Police Contacted and Secured	<p>If your event has more than 50 people in attendance and will have non-HCU attendees, you will need to secure a HCU police officer to be present at your event. Contact jkarshner@hc.edu for more information about securing a police officer and payment. Charges for the police will be sent through the office of Student Involvement.</p>
	Faculty or Staff Advisor or Representative Secured	<p>If your event has non-HCU attendees, an approved faculty or staff member (preferably your advisor) must be in attendance.</p>
	Event Submitted to the Student Newsletter	<p>If you would like your event featured in the newsletter, fill out the News Submission form before Thursday of the preceding week.</p>
	Any Changes Made to the Event	<p>Fill out the Ad Astra Change/Cancel Event Form, found on the Ad Astra homepage.</p>
	Traveling Events (Going Further Than 50 Miles) and/or Overnight Stays Approved	<p>The form for this can be found on the Student Organization website, and you must receive approval from Student Life before moving forward with any of these arrangements.</p>
	Off-Campus Events Approved	<p>Off-campus events need to be approved by Student Life at least one week in advance, but the sooner the better; a faculty or staff advisor or representative must also be present throughout the entire event. Please include this information in your submission. The Off Campus Event Form can be found on the Student Organization website.</p>

	Liability Waiver	A general liability waiver is available for all student organization events to utilize for their own purposes. This is encouraged if there is any physical activity (running, inflatables, eating contest, etc.) involved in the event. Please contact Student Life with any questions about this process.
	Outside Vendor(s) Approved	All outside vendors (inflatables, food trucks, etc.) must submit a copy of the Certificate of Insurance to the university at least one week in advance.
	Anything else?	If you have specific questions or needs regarding your event, please contact Susanna MacTavish, smactavish@hc.edu .