



MILLIKIN UNIVERSITY®

Office of Inclusion and Student Engagement

1184 West Main Street
Decatur, Illinois 62522

Program/Event Registration Form

Attention: This must be submitted at LEAST 10 days prior to the scheduled event!

Event Information

Events with alcohol present, or events ending after 12am in RTUC/SPEC must have Security present. The Office of Inclusion and Student Engagement will assist in scheduling Security. Cost incurred is the responsibility of the sponsoring organization.

Date of Event: _____ Start Time ____:____ End Time ____:____

Name of Event _____

Location of Event: _____
Name of Venue _____ Address _____ Phone Number _____

Venue Capacity _____ Expected Attendance _____ (Attendance **cannot** exceed venue capacity)

Admission Charged: Amount per person: _____ This is an event ____without alcohol ____WITH ALCOHOL

Brief Description of the Event:

Sponsor Information

Only **one** registration form is needed, listing all co-sponsoring organizations or departments. NOTE: Registration is required, even if co-sponsoring with a department.

Name of Sponsoring Organization filling out form _____

Names of other registered student organization(s) or departments co-sponsoring:

Student organization officers overseeing this event (include organization name)

Name	Organization	Name	Organization
1. _____	_____	2. _____	_____
3. _____	_____	4. _____	_____

Individuals Responsible for the Event (Please attach additional sheet to provide information if there will be more than four monitors.)

Monitors (All sponsoring organizations must participate in monitoring the entrance/exit during the event):

Name	Organization	Contact Number	Scheduled Shift Time
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Advisor(s) Present (Required if ____Traveling in a Millikin vehicle; or ____External community will be present; or ____Use of University venue extends past 12am

Name	Organization	Contact Number	Scheduled Shift Time
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Traveling

Transportation Provided

All programs/events held off campus are required to have transportation provided. *NOTE: Complete TRAVEL INFORMATION FORM, available in ISE or on our website.*

- Bus

_____ Bus Company Name

_____ Bus Company Phone Number

- Other (i.e. Millikin vans or driving private vehicles) Please explain: _____

Social Event with Alcohol

For all events with alcohol, attach a typed guest list to this registration form. The guest list must include birth dates for all attendees and must be in alphabetical order. An organizational roster is not a guest list. The president and faculty advisor of the sponsoring organization must sign this form and initial the guest list. All guest list additions or deletions (changes limited to ten (10) people) must be received by the Office of Inclusion and Student Engagement at least 36 hours prior to the event or by 4pm on Friday, whichever is earlier.

For events WITH ALCOHOL, provide information here on food and non-alcoholic beverages to be provided:

Type and amount of food: _____

Type and quantity of non-alcoholic beverages: _____

Additional Information – Forms available in Office of Inclusion and Student Engagement or online

Information due at least 10 business days prior to the event, in addition to EVENT REGISTRATION FORM:

- Attach sample of printed material publicizing event, for review prior to approval
- If event involves travel, complete Travel Information Form and applicable waivers and file with Inclusion and Student Engagement
- If event includes hired performers, D.J., etc., contract must be submitted and reviewed by Director of ISE
- If event is a FUNDRAISER, include Fundraising Application
- For event with alcohol, attach proof that Third Party Vendor is licensed to serve alcohol**
- Attach GUEST LIST if required (see chart below):**

When does a Guest List need to be provided?

Pre Event	Post Event	Description
X	X	Alcohol is present <i>(Guest List must include names and birthdates)</i>
X	X	Non-Millikin minors present
X	X	Social Greek organization event/program
X		Traveling off Millikin University property

Information due at least one (2) business day prior to the event

- Updated guest list with corrections/deletions

Information due within two (2) days after the event

- Income (Admission, registration fees, fundraising, etc.) deposited into agency account

Information due no later than five (5) days after the event

- Post-Event Guest List submitted to the Office of Inclusion and Student Engagement
- Post-Event Assessment

Event Registration Agreement

I have read and understand the Millikin University student and student organization policies and procedures and agree to adhere to all terms and conditions. On behalf of my organization, I agree to ensure that we are in compliance with all applicable policies and regulations, as well as state, local, and federal laws.

Organization Name	Organization President	Organization Advisor	Date
<i>Please print clearly</i>	<i>Print Name:</i>	<i>Print Name:</i>	
	<i>Signature:</i>	<i>Signature:</i>	
<i>Please print clearly</i>	<i>Print Name:</i>	<i>Print Name:</i>	
	<i>Signature:</i>	<i>Signature:</i>	
<i>Please print clearly</i>	<i>Print Name:</i>	<i>Print Name:</i>	
	<i>Signature:</i>	<i>Signature:</i>	

ISE Use Only Date Received: _____

Time: _____ am/pm

Initials: _____

____ APPROVED _____ DENIED because _____

Office of Student Programs signature: _____ Date _____