

## **Off-Campus Social Event Information Form**

*This form is for informational purposes only.*

*Completion and submission of this form does not state nor imply University approval of the event.*

Today's Date: \_\_\_\_\_

Date of Event (at least 5 working days in advance): \_\_\_\_\_

### **CONTACT INFORMATION:**

Name of organization: \_\_\_\_\_

Name of President of Organization/ Name of contact person for the event:

\_\_\_\_\_ / \_\_\_\_\_

Addresses: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### **EVENT INFORMATION:**

Address of event location: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RISK MANAGEMENT GUIDELINES:**

For any event, it is highly recommended that you adhere to the following guidelines:

- All guests present a UAM student ID to enter the event.
  - Alcohol consumption be strictly controlled.
  - All guests under the age of 21 wear an identification mark, i.e. hand stamp, wrist bracelet, etc...
  - Alternative beverages and food provided to all guests.
- 

As President (or planner of the event) of the Organization, my signature below affirms that I have addressed risk management and the above guidelines with the members of the organization.

\_\_\_\_\_  
Organization/Club President  
(or planner of the event)

\_\_\_\_\_  
Date