

PLEASE NOTE: All alcohol related events need to be submitted 30 days prior to the scheduled event date

This form must be completed for any event to be held at Brescia University and for any event to be held off-campus with sponsorship of a Brescia organization. The key to a successful event is good pre-planning; this resource provides you with a series of questions to consider prior to engaging in an activity. This is a great tool for students and advisors; we recommend that all the leaders of your organization participate in the planning process. Please be advised that all activities must be consistent with university rules, policies, and procedures, as well as your organization's mission/purpose.

Purpose

- To assist the Primary Event Organizer (PEO) in planning and carrying out a successful, enjoyable, and safe event
- Intended to encourage the PEO to consider the broad range of issues that can be associated with an event and to support the PEO in the development of strategies to address these issues

Deadline

Form must be submitted to BUCSC at least 14 days prior to the event

Part 1: Sponsoring Organizational Information

i. Sponsoring Organization (Club or Society):		ii. Name of Primary Event Organizer (Will attend event):	
iii. Position in Club or Society or Student at Large:		iv. Telephone/Cell:	v. Email:

Alternate Contacts - Available locally (London) on event date(s) if applicable:

Name	Telephone/Cell:
Title	E-mail
Name	Telephone/Cell:
Title	E-mail

Part 2: Event Information

i. Event Name:		ii. Event Date(s) and Time(s):	
iii. Event Description Including Approximate Attendance at event:			
iv. Event Location/Address (i.e. venue)- Off Campus/On Campus :			
v. Contact Information (if off campus):			
Telephone:		Email:	

Part 3: Physical Activity

i. Is physical activity involved? Yes No (if no, skip to Part 4)

ii. What type of physical activity is involved?

- Low Intensity (please specify)
 Moderate Intensity (please specify)
 High Intensity (please specify)

iii. Potential physical activity risks (list):

iv. Strategies to minimize physical activity risks (list):

** Any incident that involves injury to a PERSON OR DAMAGE TO PROPERTY MUST BE REPORTED TO Health and Safety, Human Resources within 24 hours of occurrence.*

- Incident Reporting Procedure: email jmacdo55@uwo.ca

Part 4: Travel

i. Is travel involved? Yes No (if no, skip to Part 5)

ii. Are you arranging transportation? Yes No (if no, skip to Part 5)

iii. Type of arranged transportation?

- Personal Vehicle(s)* London Transit Rental Car(s) **
 Chartered Bus ** Commercial Aircraft** Other

*Please note: If you opt to take personal vehicles and travel with other members of the Brescia Community, the primary driver's automobile insurance policy must have \$1,000,000 liability coverage, inclusive of Bodily Injury and Property Damage in order to comply with Brescia's automobile insurance policy.

** Please attach a copy of the travel agreement/waiver from a licensed commercial vehicle operator (e.g. Murphy Bus Lines. Enterprise Car Rental)

iv. Potential travel risks (list) (e.g. risk of injury due to a vehicle accident):

v. Strategies to minimize travel risks (list):

Part 5: Alcohol

i. Is alcohol involved? Yes No (if no, skip to Part 6)

**Whether the event is being held on or off campus, you are required to follow the University's policies regarding events involving alcohol:*

http://www.brescia.uwo.ca/about/governance/policies_and_procedures/documents/AlcoholPolicyFinal0408withEAF.pdf

ii. Please outline the process through which alcohol will be sold: (i.e. 1 free drink ticket for each participant, additional tickets available for \$5.00 each (1 ticket=1 regular alcoholic beverage)

iii. Potential alcohol risks (list):

Please Review:

Strategies to minimize alcohol risks (from Brescia's Alcohol Policy):

- *No one under the age of 19 will be allowed to purchase or consume alcohol on Brescia property or at Brescia sponsored events.*
- *Food will be available throughout the event*
- *Non-alcoholic beverages will be available at a reasonable price*
- *No extra strong/extra large drinks will be served*
- *No more than two free drink tickets will be provided as part of the admission to the event*
- *Alcohol service will end 45 minutes before the end of the event*
- *The event organizer working collaboratively with security shall refuse admission to any person who is intoxicated, rowdy or otherwise causing disruption.*
- *The event organizer working collaboratively with security shall request the safe removal from the premises of any person believed to be intoxicated, rowdy or otherwise causing disruption*

iv. Will any participants be under the age of 19? Yes No

v. Please describe in detail the initiatives you will implement to ensure that there is no underage drinking at this event (e.g.: Participants who are 19 + years of age will be required to wear a bracelet). (See the Brescia Alcohol Policy for further strategies).

vi. **Sober Monitors:** All events at which alcohol is present must have 1 Sober Monitor for every 25 people expected to attend. A sober monitor is any person who agrees to not drink at the event, be attentive, and direct any concerns regarding guests alcohol consumption to the event organizer. Please provide the required information based on the expected attendance at your event.

Name

Telephone/Cell:

Student Number

E-mail

Name

Telephone/Cell:

Student Number

E-mail

Designated Drivers: All events at which Alcohol is present must have 1 Designated Driver for every 75 people expected to attend. DD's can also be Sober Monitors. Please provide the required information based on the expected attendance at your event

Name	Telephone/Cell:
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Student Number	E-mail
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Name	Telephone/Cell:
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Student Number	E-mail
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viii. **Event Security:** In addition, the organizer must ensure that adequate security is in place to ensure that under age persons are not served and do not consume alcohol.

Please identify who you are hiring to provide security for your event:

ix. How many security personnel will be present at your event?

x. I have read, understand and agree to follow the strategies outlined in Brescia's Alcohol Policy when hosting an event at which alcohol is being served (please check here): (✓)

Part 6: Community Relations

i. Is the event being held off campus? Yes No (if no, skip to Part 7)

ii. Will there be amplified speeches or music? Yes No

iii. Is the event in (or near) a residential neighbourhood? Yes No

iv. Potential community relations risks (list):

v. Strategies to minimize community relations risks (list):

Part 7: Food

i. Is food being served at this event? Yes No (If not, skip to Part 8)

ii. Is food service provided by the University? Yes No

If No, list caterer/donation:

** All events on campus must be catered by Brescia Food Services – catering requests are due 14 days prior to the event (**bake sales are the only exception).*

Contact Information for food provider:

iii. Contact person's name:

iv. Telephone:	v. Email:
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vi. Potential food risks (list):

vii. Strategies to minimize food risks (list):

viii. I have read, understand and agree to follow the Middlesex London Health Unit's 'Preparing Food at Home' Guidelines when preparing baked goods at home. (✓) (Available at: <http://www.healthunit.com/article.aspx?ID=10668>)

Part 8: Financial Risk

i. Are tickets being sold for this event? Yes No (*If No, please skip to Part 8ii)

a) How many tickets do you expect to sell?

b) Please describe the money-handling process (i.e. where is the money being stored, where is it being deposited, in general who will be selling tickets)

ii. Is this a fund-raising event? Yes No (If No, please skip to Part 9)

a) How much money do you hope to raise?

b) To whom/where are you donating the funds raised?

c) Please describe the money-handling process (i.e. where is the money being stored, where is it being deposited)

Part 9: Event Agreement

This signature verifies that all of the information submitted in this form is correct, you have read and agree to abide by all Brescia University College Policies and Procedures and the event planning guidelines.

Please check here:

Date submitted:

If the person filling out this form is not the event organizer, please include your contact information below:

Name:

Telephone:	Email:
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Office Use Only

Approval As Is
 Approval with Conditions (see conditions listed below)
 Not Approved

Signature: _____ Date: _____