

FUNDING REQUEST FORM

2019-2020

PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

☐ EVENT FLYER WITH ASI LOGO☐ CSI EVENT REGISTRATION FORM☐ ESTIMATES/FOOD PERMITS☐ EVENT ESTIMATES / INVOICES

PART 2 - CONTACT & ORGANIZATION

OFF

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ADD

CIT

PHO

SIGNATURE: 

CLUB/ORG: Forensics, Speech and Debate

EVENT TITLE: The Dairyland Swing

DATE(S) OF EVENT: Dec 6-8, 2019

SEMESTER: FALL

EVENT LOCATION: Whitewater, Wisconsin

EXPECTED ATTENDANCE: 100

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 10

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☐ YES ☒ NO

BRIEFLY DESCRIBE THE EVENT:

The Cal State LA forensics team will be attending the Dairyland Swing tournament at the University of Whitewater, Wisconsin. Our forensics team will compete in different public speaking events to qualify for nationals

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The students who attend this event will be competing against students from across the nation. They will be improving their public speaking skills. It will also provide exposure for Cal State LA on a national level.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Super *	741			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Airfare	3,515.49

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 4,256.49

TOTAL REQUESTED FROM ASI 3,000

AMOUNT FROM OTHER SOURCES 1,256.49

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

The club has a small balance that will be used to pay for food and registration.

OFFICE USE ONLY

STAFF INITIALS SR

TIME STAMP: 15 NOV 7 4:15:20

[Help](#)[Create account](#)[Sign in](#)[Back to search results](#)

1 December 6 - Mon December 9, 2019, 3 nights, 3 rooms, 8 adults

[Change search](#)

Destination, property, or landmark

Super 8 by Wyndham Whitewater WI, Whitewater, Wisconsin, United States of America

Check in

12/06/19

Friday

Check out

12/09/19

Monday

3 nights

Rooms

3

Adults

Children

Room 1:

2

Aged 18+

0

0-17

Room 2:

3

Aged 18+

0

0-17

Room 3:

3

Aged 18+

0

0-17

Search

Super 8 by Wyndham Whitewater WI, Whitewater 2-star Great for families

917 E Milwaukee St, Whitewater, WI, 53190, United States of America, 866-539-9234

Within easy reach of University of Wisconsin-Whitewater

☒ Free continental breakfast, free WiFi, and free parking ☒ Free cancellation ☐ Collect nights~~\$199~~ \$82

nightly price per room

(\$741 for 3 rooms, 8 guests, 3 nights)

Book Now

Price Guarantee 

Standard Room, 1 King Bed, Accessible, Non Smoking - Guest Room [1/11]

[View photos](#)

Choose flights

« New search


Your trip summary

Basic Economy

Round trip (Non-refundable)

\$ 391 per person

Total \$3,515.49 (all passengers)


Price and tax information 

Most restrictions

- ✕ Pay to choose seats (or we'll assign seats at no charge during check-in)*
- ✕ Not eligible for upgrades*
- ✕ No flight changes or refunds*
- ✕ Board in last group



*Rules apply to all passengers including AAdvantage elites.

Includes taxes and carrier imposed fees.

Bag and optional fees 

Depart Los Angeles, CA to Chicago, IL
Friday, December 6, 2019

11:20 AM → 5:27 PM 4h 7m Nonstop Basic Economy

AA 1384 ■ 321-Airbus A321  [Details](#) | [Change](#)

Return Chicago, IL to Los Angeles, CA
Monday, December 9, 2019

7:19 AM → 9:56 AM 4h 37m Nonstop Basic Economy

AA 1384 ■ 321-Airbus A321  [Details](#) | [Change](#)

Move to Main Cabin

Round trip (Non-refundable)

+\$ 69 per person

Total \$4,136.40 (all passengers)

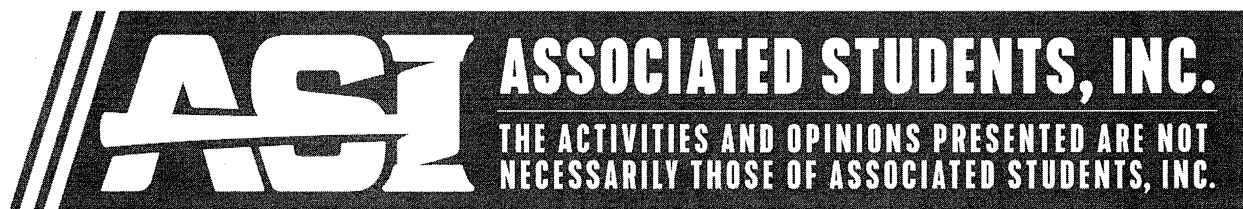
Move

Good value with benefits

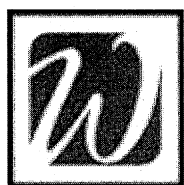
- Choose your seat (fee may apply)
- Eligible for upgrades on American flights
- Flight changes allowed (fee applies)
- General boarding



Upgrade to First



DAIRYLAND TOURNAMENT



UNIVERSITY OF WISCONSIN
WHITEWATER



DEC 5-8, 2019



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Dairyland Swing Part I

[Registration](#)[General information](#)[Files for download](#)[Tournament schedule](#)[Fees](#)[Registration handbook](#)

General information

This is a **College** tournament in **Wisconsin**.

[View manager contact information](#)

Greetings,

The forensics teams at Moraine Valley College and the University of Wisconsin-Whitewater are pleased to invite you to the **2019 Dairyland Swing, Saturday and Sunday, December 7th – 8th**, in Whitewater, Wisconsin.

Please join us on Saturday for the UW-Whitewater Edna Sorber Tournament. This longtime tournament honors the past efforts of Dr. Edna Sorber, the former forensics director at UW-Whitewater who brought the 1967 Pi Kappa Delta National Convention to the Whitewater campus. Then on Sunday, Moraine Valley will host the Dr. Walter J. Fronczek Tournament on the UW-Whitewater campus. This tournament honors the current Dean of Liberal Arts at Moraine Valley College who is a long time advocate for forensics.

Enclosed in this invitation are additional details including registration deadlines, tournament schedule, etc. We understand your team budget is not unlimited so we appreciate your consideration for attending this swing.

We look forward to seeing you in December on the campus of the University of Wisconsin-Whitewater!

Sincerely,

John Nash, Director of Forensics, Moraine Valley Community College

John: nash@morainevalley.edu, 773-318-2460 (cell), 708-974-5556 (office)

Amanda Pettigrew: pettigrewa2@morainevalley.edu 630-453-8248 (cell)

Krista Appelquist: appelquist@morainevalley.edu 708-974-5222 (office)

Jeff Rieck: jeffrey.rieck@gmail.com 630-802-2658 (cell)

Kevin Hill & Brian Schanen, Co-Directors of Forensics, University of Wisconsin-Whitewater

Kevin: HillKA28@uww.edu, 630-624-6740 (cell)

Brian: SchanenBH13@uww.edu, 262-689-2335 (cell)

SCHEDULE

Saturday, December 7th, 2019. Edna Sorber Tournament hosted by UW-Whitewater at UW-Whitewater's Hyland Hall

8:00 Registration, Hyland Hall Lobby

8:30 Extemp Draw

9:00 **Round 1A** (EXT, PERS, DUO, POI, CA, PRO)

10:15 Extemp Draw

10:30 **Round 2A** (EXT, PERS, DUO, POI, CA, PRO)

Lunch

12:30 **Round 1B** (DI, INF, IMP, POE, ADS)

1:45 **Round 2B** (DI, INF, IMP, POE, ADS)

2:45 Extemp Draw

ASAP **Finals A** (EXT, PERS, DUO, POI, CA, PRO)

ASAP **Finals B** (DI, INF, IMP, POE, ADS)

ASAP Awards, Timmerman Auditorium, Hyland Hall (near the lobby)

Sunday, December 8th, 2019. Walter Fronczek Tournament hosted by Moraine Valley (same location)

8:00 Registration, Hyland Hall Lobby

8:30 Extemp Draw

9:00 **Round 1A** (EXT, PERS, DUO, POI, CA, PRO)

10:15 Extemp Draw

10:30 **Round 2A** (EXT, PERS, DUO, POI, CA, PRO)

Lunch

12:30 **Round 1B** (DI, INF, IMP, POE, ADS)

1:45 **Round 2B** (DI, INF, IMP, POE, ADS)

2:45 Extemp Draw
 ASAP **Finals A** (EXT, PERS, DUO, POI, CA, PRO)
 ASAP **Finals B** (DI, INF, IMP, POE, ADS)
 ASAP Awards, Timmerman Auditorium, Hyland Hall (near the lobby)

REGISTRATION

Please register separately for each side of the swing using [www.speechwire.com](http://www.speechwire.com/p-calendar.php) by following this link: <http://www.speechwire.com/p-calendar.php>. Students may enter up to three events per flight. Students with multiple events in a flight will be responsible for making it to their rounds on time. Students may enter two duos (with different partners) but this will count as two events in a pattern. There are no limits on the number of entries a team can enter in any event, but teams entering large numbers in certain events may anticipate competing against teammates in preliminary rounds. The host schools will not enter their own half of the swing unless an extra team is needed to meet the minimum team requirement for AFA-NIET qualifying standards.

FEES/JUDGES

\$8/entry. One quality judge covers six slots. There is a \$10.00 fee for every uncovered entry. Fees are assessed on Thursday, December 5th, at noon. Additional drop fees include \$10/entry drop at registration and \$50/dropped judge at registration. On Saturday, make checks payable to "UW-Whitewater Forensics". On Sunday, make checks payable to "John Nash."

LOCATION

Both days of the swing will be held at Hyland Hall, 809 W. Starin Road, Whitewater, WI 53190.

PARKING

Teams can park with no penalty both days at non-metered spots in Lot 7, behind the Visitor's Center (small building with a blue slanted roof), directly across the street from the main entrance of Hyland Hall. Google Maps recognizes both Lot 7 and Hyland Hall. Printable University campus map: <http://www.uww.edu/campus/uwwmap.pdf>

EXTEMP

Wireless Internet access has been requested for both days and students may use the internet during extemp preparation.

Recognizing internet access has drastically expanded the pool of information available to extemp speakers, Saturday's Edna Sorber Tournament will experiment with unconventional topic areas. We understand students may possess limited background and existing research in these areas, therefore, the questions will be crafted with these factors in mind.

Round 1: United States health and healthcare

Round 2: Technology

Final: Environment & green energy

Sunday's tournament will return to traditional extemp topic areas.

Round 1: Economic

Round 2: Foreign

Final: Domestic

Extemp prep will be located in a computer lab on both days so if a student experiences connection problems with their laptop or does not own one, access to a hard-wired computer will be available.

IMPROMPTU

The following prompts will be used for Impromptu.

Saturday: Round 1: Traditional quotations. Round 2: Motivational posters. Final: Object

Sunday: Round 1: Single words, Round 2: Object, Final: Traditional quotations

HONORS

Each day, awards will be given to all event finalists, the top five individuals overall, and the top five schools accumulating the greatest number of combined points from all of their final rounds combined. Points will be earned as followed:

Final Round: 1st (12 pts), 2nd (10 pts), 3rd (8 pts.), 4th (6 pts), 5th (4 pts), 6th (2 pts), remaining finalists 1 pt. each.

Semifinal Round, if needed: 1 pt. for each non-advancing semifinalist. Semifinals will be held in events with greater than 60 entries (this amount may vary based on tournament director's discretion).

INDIVIDUAL SWEEPSTAKES

Each day, all students are entered into individual sweepstakes regardless of the number of events entered or the categories entered. The top five individual speakers (based on total points earned in final rounds combined) will be honored at the awards ceremony. Tiebreakers: 1) Highest total points, 2) Highest number of 1st-place awards in finals, 2nd-place, etc., 3) Highest total of events advancing to finals.

TEAM SWEEPSTAKES TIE-BREAKERS

If teams are tied after calculating total team points, team tie-breakers will run as follows: 1) Highest total points, 2) Number of firsts in finals, 3) number of finals

FOOD OPTIONS

There are no restaurants within a brief walking distance, however, several fast food options are within a short driving distance of about one mile (McDonalds, Qdoba, Jimmy Johns, Rocky's, Culvers, Taco Bell, and Subway). A map of nearby restaurants will be included in your welcome material upon arrival. Also, Jimmy John's will deliver to campus. Jimmy Johns: 262-473-6100.

HOTEL OPTIONS

There are two hotels in Whitewater. Hotel managers have encouraged teams to call and inquire about discounts for larger reservations. Discounts are available based on availability. The two Whitewater hotels are:

Super 8: 917 E. Milwaukee St., 262-472-0400

Baymont Inn: 1355 W. Main St., 262-472-9400

There are additional options nearby in Janesville and Fort Atkinson.

Manager contact information

Kevin Hill

Email address: hillka28@uww.edu

Phone number: 630-624-6740

Mailing address

UW-Whitewater, c/o Kevin Hill

Andersen Library 1002, 141 Wyman Mall, Whitewater, WI 53190

Whitewater, WI 53190

[Home](#) - [Order SpeechWire](#) - [Tournament results](#) - [Your account](#) - [Tournament manager](#)

SpeechWire Tournament Services - Copyright 2004-2019 Ben Stewart. All Rights Reserved. [Terms of use](#) - [Privacy and Security Policy](#).

Of course I still love you!



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

COLLEGE OF ARTS AND LETTERS
Department of Communication Studies

September 24, 2019

Dear Associated Students Inc.:

With support from the Dean of the College of Arts & Letters, I am writing this letter to acknowledge that our nationally ranked Cal State LA Forensics, Speech & Debate team will be traveling to Whitewater, Wisconsin for the DairyLand Swing Tournament, their final tournament of the fall semester. The students on the Forensics team have worked all summer and fall semester to get their speeches ready for this tournament. In April, they will be competing at the national tournament in Whitewater and so it is very important that they have some competitive exposure on this campus before nationals.

The team had an incredible season last year, ranking 7th in their division. The students, with the help of their coaches, worked diligently to be among the national finalists in their events. Upon their return to Cal State LA, these students will be able to share their new understanding of speech, debate, and argumentation with the new members of the team, and with the university at large.

We are so proud of the work that these students have already put in and look forward to the work they will continue to do all year. It is a privilege to send them to this tournament to represent Cal State LA. We are grateful to receive continuous support from A.S.I.

Sincerely,

David Olsen, Chair
Department Chair of Communication Studies

Linda Essig, Dean
College of Arts and Letters

California State University, Los Angeles
 CLASS GENERAL RELEASE
 (FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION)

NOT AUTHORIZED FOR USE WITH MINORS

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity (include name of professor and course): Forensics Speech and Debate
Holland Smith

Activity Date(s) and Time(s): Dec 5-8

Activity Location(s): Whitewater, Wisconsin

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, [Los Angeles] and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely (see attached). No other representations concerning the legal effect of this document have been made to me.

ONLY STUDENTS ENROLLED IN THIS COURSE MAY PARTICIPATE

Class Rlse rev. July 2010

California State University, Los Angeles

Field Trip Emergency Information Guidelines Form

The following guidelines are for the collection and retention of emergency information related to a University sponsored field trip. This information shall be retained by the Field Trip Supervisor in-charge of the travel. Additionally, an extra copy shall accompany another State employee and/or University registered volunteer in the event the primary person becomes incapacitated.

The Emergency Information shall contain one or more of the following elements (those indicated by a "*" are required – PLEASE PRINT):

- *University Field Trip Supervisor: _____

- *Travel participant's name, home address, and phone number

- *Travel participant's emergency contact name and phone number and relationship of this contact to travel participant

NAME

PHONE NUMBER

RELATIONSHIP

- Travel participant's parent and/or legal guardian's name and phone number (if different from above).

NAME

PHONE NUMBER

- Any special medical condition and/or medication that the travel participant might require special assistance with in the event they become incapacitated (disclosure is voluntary). Please list: _____

- Identification of physical limitations that the travel participant might have (disclosure is voluntary).

- Name and contact information of travel participant's personal physician.

NAME

PHONE NUMBER

All information shall be maintained as confidential and only released when deemed appropriate based on the circumstances of the disclosure.

The aforementioned elements are intended to be a guide to Field Trip Supervisors and there may be the need to gather additional information beyond those elements shown above.

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NAME

HOME ADDRESS

PHONE NUMBER

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NAME PHONE NUMBER RELATIONSHIP

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NAME PHONE NUMBER

■ Any special medical condition and/or medication that the travel participant might require special assistance with in the event the participant becomes incapacitated (disclosure is voluntary). Please list: _____

■ Identification of physical limitations that the travel participant might have (disclosure is voluntary).
None.

■ Name and contact information of travel participant's personal physician.
NAME N/A PHONE NUMBER N/A

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**UNIVERSITY
STUDENT UNION**

Event Registration

Dairyland Swing Tournament

Submitted By [REDACTED] on 10/17/2019 1:15:33 PM

[APPROVED]

10/17/2019 1:15:33 PM

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Student Organization

Host Organization Name

What Organization/Department is hosting the event?

Forensics, Speech and Debate

Event Name

Dairyland Swing Tournament

Estimated Attendance

100

About the event

Please describe what this event is about and include all intended activities that will take place.

The Cal State LA forensics speech team will be traveling to Dairyland, Wisconsin to compete in a speech tournament.

Time & Location

Start Date/Time

12/05/2019 - 7:00 AM

End Date/Time

12/09/2019 - 9:00 PM

Where will the event take place?

Off campus

Specific Address/Location Information

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.
University of Wisconsin- Whitewater

Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

Contact Person

Please provide the name of the officer submitting this form.



Officer Contact Phone Number



Contact Email

Provide the officer's email address.



Organization Advisor Phone Number



Organization Advisor Name



Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.



Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.

How do you plan on marketing this event?

Social Media

Social Media Site

Instagram

Social Media Handle

csulaforensics

Who is invited to this event?

General Public

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

Cover Image

Please select an image that corresponds to your event.



Event Details

Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.
Other

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.
Sports Activity/Competition

Will the event have security?

No

Will food be served at the event?

No

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

Yes

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

No

Will a movie be shown at this event?

No

Will alcohol be served at this event?

No

Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?

If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

Waivers

The activities you've selected for this event will require usage of the campus General Release Waiver which is accessible through the check-in process. Cal State LA student participants 18 and over are required to sign this waiver prior to participating in the event. Please select the waiver prior to submitting the event registration form for review.

For more information on this requirement please contact the Center for Student Involvement at 323-343-5110.
California State University, Los Angeles Individual General Release

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization.

Please include how much the organization will be charging for any of these proceeds. How will these benefit the organization?

University of Whitewater will be charging Cal State LA and all other schools registration fees for competing at the tournament

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

University-Student Union Account

U-SU Student Organization Account #

BC035

Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

Signature Pad Field



Event Guidelines & Resources

Student Organization Event Guidelines

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the Student Organization Handbook.

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the Office of the Dean of Students.

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines can be found in the Student Organization Handbook.

Publicity: All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

Student Organization Event Resources

Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your

organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit
- Request to Serve Alcoholic Beverages Form
- Amplified Sound Permit

Additional Resources

University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
 - Filming Request Application
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