

# Cheat Sheet of UofM Event Forms

Facilities Reservations    Panhellenic Bldg 110    678-2041  
Student Activities        Wilder Tower 800        678-2035

**Room Reservations:** First, check space availability with Facilities Reservationist LaRuth Lofties before you begin filling out forms.

All Forms: available @ Pan Bldg. Info Desk or Student Activities (Wilder Tower 800) or online @ <http://saweb.memphis.edu/Leadership/FormsEvePlann.html>

**Resource 25 Form:** To reserve any space on campus except the Campus Rec. and Intramural Bldg.

- Turn in to Panhellenic Building Room 110 at least 5 days prior to event.

**Form B:** To reserve space on the Alumni Mall.

- Get signed by Faculty/Staff Advisor
- Turn in to Panhellenic Building 110 at least 5 days prior to event.

**Form C:** To reserve the Rose Theatre (also requires Resource 25 Form.) Free rental to RSOs if no admission is being charged. Fee is \$500 if admission is charged.

- Get signed by Faculty/Staff Advisor
- Turn in to Panhellenic Building 110 at least 10 days prior to event.

**Form D:** To reserve space in the Campus Recreation and Intramural Services Building.

- Applicant must sign
- Get signed by Faculty/Staff Advisor
- Turn in to Bob Young (Athletic Office Building 100B)

**Form A:** Mandatory for all events being attended by outside public including guest speakers, alumni, etc.) Use in conjunction with Forms B, C, D and Resource 25 form as needed.

- Applicant must sign
- Get signed Faculty/Staff Advisor
- Turn in to Student Activities (WT800) at least 10 working days prior to event.

## Other Event Forms

**Solicitation of Funds:** Mandatory when your group is taking in money on/off-campus (i.e. fundraisers).

- Get signed by Organization President
- Get signed by Faculty/Staff Advisor
- Turn in to Student Activities (WT800) at least 5 working days prior to event.
- Financial statement must be turned in to Student Activities, WT 800, after event is completed & money has been collected. It must be signed by organization representative and faculty/staff advisor.

**Application for Exception to Bring Food on Campus:** You must use ARAMARK for all food service. In rare instances you can get exception by using this form (see *Event Food* tip sheet).

- Get Initialed by Facilities Reservationist (Pan110)
- Applicant must sign
- Get signed by Faculty/Staff Advisor
- Turn in to Student Activities (WT800) at least 10 working days prior to event.

**Outdoor Amplification Form:** Must be used whenever amplified sound is being used (i.e. microphones, music, etc.) May also apply to non-amplified sound if extremely loud.

- Applicant must sign
- Get signed by person responsible for space
- Turn in to Dean of Students (WT800) at least 10 working days prior to event.