

TODAY'S DATE _____

DUE DATE _____

**UCSD
EVENT CALENDAR FORM**

PLEASE PRINT LEGIBLY

EVENT DATE _____

SPONSOR _____

EVENT DATE: DAY OF WEEK _____ MONTH _____ DATE _____ YEAR _____

EVENT TIME: SET-UP _____ am pm EVENT START _____ am pm END _____ am pm

EVENT CATEGORY: Movie/Film Lecture/Seminar: science _____ Performing Arts: dance _____
 Dinner/Banquet Concert/Band arts & humanities _____ music _____
 Exhibit Dance/Party social awareness _____ theater _____
 Recreation/Sports Off-Campus Event Sale (Food, Other)
 Conference/Meeting Rally Other (brief description) _____

EVENT TITLE: _____

DETAILED DESCRIPTION: _____

EVENT LOCATION: Facility Reservation I.D. _____ Bldg _____ Room _____

ADMISSION CHARGE: No Yes If yes, then... UCSD Stu.\$ _____ Other Stu.\$ _____ General \$ _____
Fac/Staff \$ _____ Sr. Citizen \$ _____ Organization Member \$ _____

Other admission info: _____

NAME OF SPONSORING ORGANIZATION: _____

PRINCIPAL MEMBER NAME _____ CONTACT PHONE _____

ORGANIZATION MAIL CODE/BOX # _____ HOME PHONE _____

Planning for how many to attend? _____ E-MAIL ADDRESS _____

Event is open to members only? yes no Will alcohol be served? yes no
... open to campus only? yes no Advertising off campus? yes no
... open to the public? yes no Performer/speaker to be paid? yes no
Merchandise Sold? yes no Controversial topic or speaker? yes no
Food to be served? yes no Amplified sound to be used? yes no
Is Event a Fundraiser? no yes, for _____

NOTES/SPECIAL CONDITIONS: _____

IT IS UNDERSTOOD THAT APPROVAL IS GIVEN FOR THE EVENT ONLY AS SPECIFIED ABOVE. ANY CHANGE OR CANCELLATION MUST BE REPORTED IMMEDIATELY TO THE MASTER CALENDAR COORDINATOR OR STUDENT ORGANIZATION ADVISOR. NO PUBLICITY SHALL BE RELEASED UNTIL FINAL APPROVAL HAS BEEN GIVEN. IT IS THE RESPONSIBILITY OF THE SPONSORING UNIT, GROUP, OR ORGANIZATION THAT CALENDARS THE EVENT TO COMPLY WITH UNIVERSITY POLICIES AND PROCEDURES INCLUDING THOSE PPM SECTIONS REFERENCED BELOW: <http://adminrecords.ucsd.edu/PPM/index.HTML>

ADA/Accessibility	200-9 sec. III	Facility Reservations	510-1 sec. IV	Outdoor Sound	510-1sec.IX
Advertisement/Posting	510-1 sec. XII	Food and Beverage Svc.	516-2.1	Security	510-1 sec.V-A
Alcohol	510-1 sec. XIII	Fund Raising	510-1 sec. XI	Cash Handling	300-20, 21
Contracts	350-10-C	Parking	545-2	Free Speech	510-1sec.IX

SIGNATURE OF SPONSORING ORGANIZATION: _____

FINAL ADVISOR/DEPT. CHAIR APPROVAL(Signature): _____

Advisor/Department signature indicates that required clearances/approvals have been obtained and does not indicate University endorsement or sponsorship of proposed event.

UCSD Calendared Events web site - <http://events.ucsd.edu>