

Event Registration

All information is required in order to register the event.

Sponsoring Organization or Department: _____

Name: _____ Today's Date: _____

Email: _____ Phone: _____

Title or brief description of activity. If a fundraiser, include prizes offered.

Event Date: _____ Event Location: _____

Start Time: _____ End Time: _____

Expected Attendance: _____ By Invitation Only? Yes No (if yes, submit guest list by 5pm Friday or day of event, whichever is earlier)

Entertainment: _____ Food Served: _____

Cover Charge Price: _____ Plans for clean up: _____
(Charge may not be used to recoup or pay for alcohol. Charge may not include "all you can drink.")

Event Information (check all that apply)

- Non-Alcoholic Event
- Event with Alcohol *
 - Party
 - Reception
- Fundraiser

No raffle tickets may be distributed under the auspices of Loyola University or in such a manner to indicate the university is sponsoring this program. Raffle tickets should indicate that the price is a donation and does not appear as a sale price on the face of the ticket. Distribution is limited to on-campus and for Loyola community members.

If in conjunction with a Retail Vendor, vendor must complete Retail Vendor Agreement.

***Alcohol Provided By:**

- Loyola Dining Services
- BYOB
- Third Party Vendor
Name: _____
(complete and return Third Party Vendor Agreement)

Type of Alcohol:

- Beer Price: _____
- Wine Price: _____
- Liquor Price: _____
(Liquor may not be served on campus)

Checking ID & Serving Alcohol:

- Loyola Dining Services
- Third Party Vendor
- University Police
- Faculty/Staff

Security Provided By:

- University Police
- Third Party Vendor
- NOPD
- Private security company

Policy Acknowledgement

My signature affirms that I have read, understood, and will abide by the policies and procedures governing student organizations, university events and activities as promulgated in the Loyola University New Orleans Student Handbook.

Signature

Date

Return to Jill Styx, Assistant Director for Student Activities

_____ Registered	
_____ Denied because: _____	
_____ Asst. Director for Student Activities	Date _____
_____ Asst. Director for Center Services	Date _____

revised 8/02