

Student Activities Center

ENGAGE DISCOVER LEARN



Event Authorization Process

Helping organizations to have successful, safe, and secure events at Iowa State University.

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PROCESS

How does the Event Authorization Process work? The process begins in the Memorial Union Event Management Office (210 Memorial Union • 294-0954) (B6 Memorial Union) where you pick up a **Activity Authorization Form** and receive consultation by the staff on the specifics of your Activity. The staff will inform you of the "Level" of your event. Levels are assigned based on a number of factors including size of the event, location and potential risk. When planning your event keep in mind that you should not begin advertising it until you have had a consultation with a member of the Memorial Union Event Management Office (210 Memorial Union • 294-0954) staff.

General meetings do not require an activity authorization, unless you are selling something.

For Level One (1) and Two (2) Events, this form must be turned into B6 Memorial Union at least 3 class days prior to the event for approval. In order for Level Three (3) Events to be safe, secure and successful, this form will need to be turned in at least 15 class days prior to the event and the organization will need to follow the Event Authorization Process outlined in the brochure. Consult a Memorial Union Event Management Office (210 Memorial Union • 294-0954) staff member to find out the classification level of your proposed event as soon as possible. If you are using this form to notify the university of your intent to hold a Public Event that does not require approval, shorter time periods will apply as are explained below.

Level Information

- **0-General Meetings**
- **1-Outdoor Informational, Organization Displays, Educational, Artwork, etc.**
- **2-Recreational, Events with Food, Fundraiser (s), etc.**
- **3-Concert/Dance, Fireworks, Rally/Speech, Road Race, Parade, all events during the week of VEISHEA, "Theme Week" events (events which are held annually and may have more than one event throughout a one-two week time period), etc.**

LEVEL 1 EVENTS

LEVEL 1 EVENTS include, but are not limited to the following: Informational, Organization Displays, Educational, Artwork, etc. All Level 1 Events will need authorization at least **THREE CLASS DAYS** prior to the event itself. Bring the Activity Authorization Form to the Memorial Union Event Management Office (210 Memorial Union • 294-0954) (B6 Memorial Union), for consultation. Your event may be upgraded to another Level according to the risk factor.

Memorial Union Event Management Office staff member (210 Memorial Union • 294-0954) will sign off on the Activity and obtain the rest of the required signatures if we are able to ensure that the event will be safe, secure and successful. A copy of the signed Activity Authorization Form will serve as a record of your event's approval.

LEVEL 2 EVENTS

LEVEL 2 EVENTS include, but are not limited to the following: Recreational, Events with Food, Fundraiser (s), etc. Level 2 Events will need authorization at least **THREE CLASS DAYS** prior to the event itself. These are the steps on how to receive authorization:

- Read the Activity Authorization form notes (back of the Activity Authorization).
- Read and fill out an Activity Authorization form with your Adviser. Please note that you may need to get a green intramural form by Campus Organizations Accounting Office (B4 Memorial Union • 294-1633) for various university services. ISU Police (Department of Public Safety), Facilities, Planning and Management (tents/stakes, garbage cans, barriers, etc.) , Memorial Union (The union costs an estimated additional \$50 per hour after hours), and/or Risk Management for additional insurance coverage.
- Bring the Activity Authorization Form and the green intramural forms

to the Memorial Union Event Management Office staff member (210 Memorial Union • 294-0954) will sign off on the Activity and obtain the rest of the required signatures if we are able to ensure that the event will be safe, secure and successful.

- The Memorial Union Event Management Office (210 Memorial Union • 294-0954) will consult with you in regards to your organization potentially needing to follow the Level 3 process for the Event Authorization Committee. You will receive a copy of the Activity Authorization as a record of your event's approval.

LEVEL 3 EVENTS

LEVEL 3 EVENTS include, but are not limited to the following: Concert/Dance, Fireworks, Rally/Speech, Road Race, Parade, all events during the week of VEISHEA, "Theme Week" events (events which are held annually and may have more than one event throughout a one-two week time period), etc. These are the steps on how to receive authorization:

- Read the Activity Authorization form notes (back of the Activity Authorization). The Activity Authorization form must be turned in at least FIFTEEN class days prior to your event, you will then be placed on the EAC Agenda.
- All Level Three events will need to meet with the Event Authorization Committee at least TEN class days prior to the event. VEISHEA: All proposed events during the week of VEISHEA must be submitted to the Event Authorization Committee and VEISHEA Executive Committee for approval THIRTY (30) calendar days prior to VEISHEA. There will be no exceptions. These timelines allow us to assist each organization to have safe, secure and successful events.
- Read and fill out an Activity Authorization form with your Adviser. You MAY need to get a green intramural form signed off for one or more of the following: ISU Police (Department of Public Safety), Facilities, Planning and Management (tents/stakes, garbage cans, barriers, etc.) , Memorial Union (The union costs an estimated additional \$50 per hour after hours), and/or Risk Management for additional insurance coverage.
- Discuss with a Memorial Union Event Management Office (210 Memorial Union • 294-0954) staff member if this will be necessary for your event.
- Get prepared for your presentation: You will need to make a presentation about your event to the committee. You will need to have a one page event summary about your event. (Please bring eight copies to the meeting)
- Be prepared to answer questions about security and/or risk management in regards to the event. Bring the green intramural forms by Campus Organizations Accounting Office (B4 Memorial Union • 294-1633) for various university services.
- Your event may need to be relocated according to the estimated crowd and/or type of event.
- If EAC is able to ensure that the event will be safe, successful and secure, the event may be authorized. You will then need to present your event to the committee and receive the required signatures. Memorial Union Event Management Office (210 Memorial Union • 294-0954) Risk Management Coordinator (1350 Beardshear • 294-7674) ISU Police (Armory • 294-4428) Facilities, Planning and Management. (General Services • 294-0692). Memorial Union. You will drop off the MU Intramural form at this point. If your event is to be held there past regular Memorial Union hours. (210 Memorial Union • 294-1437) Department of Residence (1203 Friley • 294-6428) - if the event occurs in any of our residence areas.
- You and your Adviser will receive a letter and/or email from the Memorial Union Event Management Office (210 Memorial Union • 294-0954) that will serve as a record for your event's approval. If your event changes you will need to notify the Memorial Union Event Management Office (210 Memorial Union • 294-0954) (294-1023) immediately.

Event Authorization Committee Meeting Information

All EVENT AUTHORIZATION MEETINGS are held on Thursdays at 3:30pm in the Memorial Union. Please read Level 3 Event information in regards to what process organizations/departments will need to follow in order to have a safe, successful and secure event at Iowa State University. **To have a consultation about your event please meet with Mishelle Michel in the 210 Memorial Union or contact her at mrmichel@iastate.edu 294-0954.**

EAC Members

Mishelle Michel* (Memorial Union Event Management Office)

Doug Arrowsmith (Recreation Services)
Bob Currie (Facilities Planning and Management)
Anita Elliott (Memorial Union Reservations)
Deb Keys (Risk Management)
Deb Larkin (ISU Police)
Mishelle Michel (Memorial Union Reservations)
Becki Adair (Risk Management)
Mike Harvey (Recreation Services)
Jerry Stewart (ISU Police)
Sue Mallas (Facilities Planning and Management)
Eric Yarwood (Memorial Union Programming)

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