

NICK BUCKLEY

580-559-5210

nicpbuc@ecok.edu

Administration Building

Office:

102

Department - Position

Student Development - Dean of Students



EVENT PLANNING PROCESS

01

Plan your event one month in advance

02

Submit the Club and org event approval sheet to Nick Buckley

Set up a meeting before to request a time for event approval

03

Get a approval from Nick Buckley
You can not move forward until Nick Buckley has signed your form

04

Submit the Wufoo form the the event space team

QR CODE

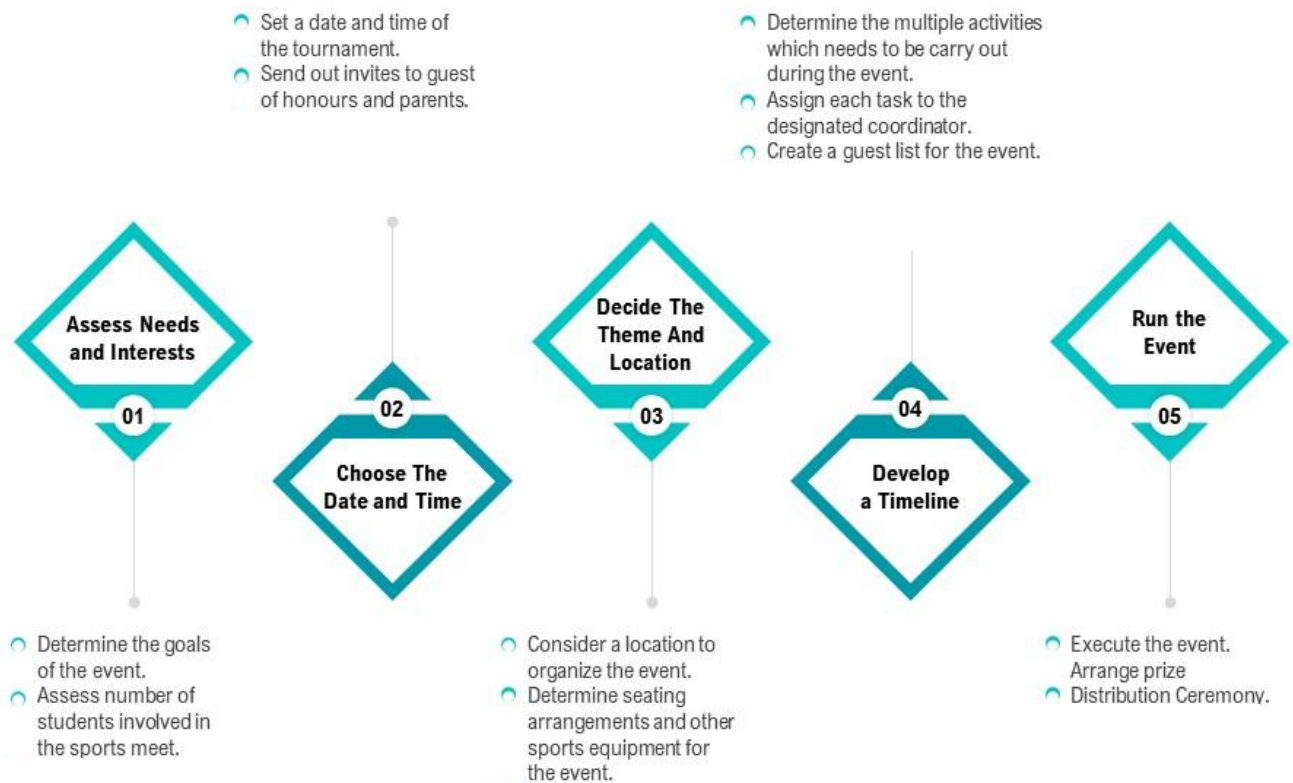
will take you directly to the form

05

Host your event! Tag ecutigers on Instagram



Plan of Action for Student Organization Event Services



CLUB AND ORG EVENT APPROVAL

This form will need to be completed 1 month prior to your event. This form is step 1 of the process. The purpose of this form is for general approval to host your event. Please visit <https://www.ecok.edu/about-east-central-university/east-central-university-events-management> to reserve your space or scan the QR code below. Email this form to Nick Buckley by the 1st of every month for approval.

Club Information

Club Name

Date

Club President
Name
Club President
Email
Club President
Contact #

Event Title

Event Time,
Date, and
Location

Is this event a fundraiser? If yes please list if the money will be used for
Charity, Future Activities/Events, Fundraiser

Will you require a Waiver of Liability? If yes please list why this will be required.

Will you be serving food at your event? If yes, have you had approval from Chartwells. Any on-campus event requiring food or beverage service must go through the on-site catering provider Chartwells Catering Services at East Central University. You must contact Chartwells at least two weeks before your event to give the company proper notice of planning. Due to a University contract, Chartwells must be first choice for providing university catering, unless the Chartwells express written consent for an outside service to be allowed

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Provide a detailed description of your event

As a representative of the listed organization, We (I) understand that our organization is responsible for abiding by all university policies as well as local, state, and federal laws with regard to events that take place at East Central University. We understand that:

- Alcohol of any kind is not permitted at the event.
- Off-campus advertising is not permitted.
- University property will be left in the condition it was found prior to the event.
- No advertising, publicity, or ticket sales for the event will occur until the event/activity is officially approved.
- Chartwells Catering Services: All catering arrangements must be submitted to the catering manager at least 14 days prior to the event. Chartwells must be given 48 hours notice on cancellations.

President/Designee Signature

Advisor Digital Signature

Dean of Student Signature



CLUB AND ORG EVENT APPROVAL FUNDRAISER

This form will need to be completed 1 month prior to your event. This form is step 1 of the process. If you will be having a fundraiser (which means you will be collecting money at the event) Please scan this QR code and staple it to the forms above! This must be approved at the same time as step 2!

SCAN ME FOR THE FUNDRAISER FORM



04

Submit the Wufoo form to the event space team
OR CODE
will take you directly to the form



EXAMPLE OF WHAT THE FORM LOOKS LIKE



ECU Event Space Request Form

This form is required in order to reserve a space for events on East Central University campus.

Contact Information

Name *

First Last

Company/Organization Name *

Email *

Phone Number *

*** - *** - ****

I am reserving this space on behalf of an ECU Student Organization *

- Yes
 No

We plan to use the space for:

- Meeting
 Special Event
 Fundraiser
 Outside guest will be invited/featured

Event Locations

Please select the location per your request.

Check All That Apply

- Athletic Facilities
 Chickasaw Business and Conference Center
 Hallie Brown Ford Fine Arts Center
 Student Union areas
 Other (not sure of best location)

Event Information

Please include logistical information and the purpose of the event.

Title of the Event *

Who is your primary audience? *

Would you like this event to be shared on our University website calendar? *

Will food be served at your event? *

If yes, you must contact Chartwells Catering Service.

No outside food or drink is allowed

Jeff Winton General Manager

Office phone: 580-559-5516

Email: jeff.winton@compass-usa.com *

I agree to contact Chartwells

Please describe the intent or nature of the event. *

What is the start date of the event? *

MM DD YYYY

What is the start time of the event?

HH MM SS AM/PM

What is the end date of the event? *

MM DD YYYY

What is the end time of the event?

HH MM SS AM/PM

On what day do you wish to set up for the event?

MM DD YYYY

Decision Dates and Other Information

By when do you need to hear back regarding availability? *

MM DD YYYY

How did you hear about hosting events at East Central University campus?

Where has this event been held in the past?

Please add any additional comments here. Thank you for your inquiry.

If you have an agenda or additional information that you can share about your event, please upload it here.

No file chosen