Event Approval Process Student Affairs West Lafayette Campus

Student organizations plan or host thousands of events each year, on or adjacent to campus. In most cases, these events must be approved by Purdue administration. What follows outlines the process which should be followed to facilitate the appropriate approval regarding the event and the proper notification to Environmental Health and Public Safety and Risk Management Office.

- Student organizations planning events complete an Event Planning Form and submit to the Office of the Dean of Students. http://www.getinvolved.purdue.edu/events
- The Office of the Dean of Students is then responsible to assuring the Event Planning Form reaches the Business Office of Student Organizations when appropriate and also reaches the appropriate scheduling office, such as Union Scheduling, Hall of Music Scheduling, Space Management, Registrar, Recreational Sports, and Athletics.
- The Office of the Dean of Students will send all EPF's to the Purdue Police Department.
- The Purdue Police Department reviews all Event Planning Forms and facilitates the signature process for Environmental Health and Public Safety, and notification to Risk Management as needed.
- You may need to complete a Special Event Emergency Planning Checklist. http://getinvolved.purdue.edu/organization/saocampuslife/documentlibrary
- Events are classified into the risk categories listed below. Notification is given to Risk Management regarding High Risk Events.

    - Low Risk Events - call outs; general meetings; events where risk exposure does not exceed the normal risk exposure that might be experienced every day out on campus.
    - Medium Risk Events - public events; outside speakers or presenters (non-controversial); local or regional artist performance; sporting activities (low risk).
    - High Risk Events - events where alcohol is served; the rental or use of inflatable or other games and equipment; large scale music programs/concerts with more than 250 attendees anticipated; controversial speakers and performers; car or computer smash; outdoor events; motor sports; and extreme sport events.