

## Student Organization Event Approval Process - 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. Below is an outline of the process which should be followed to secure the appropriate approvals for student organization events.

- Student organizations planning events and travel must complete an Activity Planning Form (APF) in [BoilerLink](#) and submit it to the Student Activities and Organizations (SAO) Office.
- SAO will review the APF and coordinate with the Business Office for Student Organizations (BOSO), the Office of Risk Management (ORM) and Environmental Health and Public Safety (EHPS) and other campus partners as needed.
- Student organizations are responsible for scheduling the space for their event with the appropriate scheduling office. These include Purdue Memorial Union Scheduling, Hall of Music Scheduling, Space Management, Recreational Sports, and Athletics.
- SAO will electronically route APF's to various campus partners (including ORM and EHPS) for review and approval as needed.
- Events are classified into the following risk categories. SAO will refer to the Campus Safety Committee any event falling in the moderate or high risk category. Student organization officers will need to contact SAO to be scheduled to meet with the Campus Safety Committee.
  - Low Risk Events - call outs; general meetings; events where risk exposure does not exceed the normal level of risk that might be experienced every day out on campus.
  - Moderate Risk Events - public events; events involving domestic travel; outside speakers or presenters (non-controversial); events involving animals; local or regional artist performance; normal sporting activities.
  - High Risk Events - events where alcohol is served; the rental or use of inflatable or other games and equipment; events involving foreign travel; large scale music programs/concerts with more than 200 attendees anticipated; controversial speakers and performers; car or computer smash; outdoor events; motor sports; and extreme sport events.