



PROGRAMS SERVING NON-STUDENT MINORS ON CAMPUS EVENT PROPOSAL FORM

Adopted by President's Cabinet 12/20/16; Revisions Adopted by President's Cabinet 2/23/21

**Proposal Form is Due to the Director of Event Planning & Scheduling No Less Than 30 Days Prior to the Date of Event
Forms MUST Be Submitted with ALL Required Attachments or Proposal Will Be Denied**

Check one: _____ **EGSC Sponsored Event** _____ **External Sponsor**

Name of Event Leader: _____ Cell #: _____

Name of Event: _____

Event Dates: _____

Target Audience and Grade Level/Ages*: _____

All participants must sign an EGSC Waiver; parents or guardians of minors must sign Waiver prior to event start date

Target Number of Participants: _____ Participant Fee: _____

Purpose of Event: _____

Schedule of Event Activities: Please attach an itemized daily schedule of activities.

Facilities Requested/ Dates and Times: _____

Additional Requirements:

Travel:

- If participants will travel from and return to campus as part of activity, please attach itinerary, travel arrangements, participant names and chaperone names.

EGSC Sponsored Event:

- Attach **Budget** to proposed event with the *Programs Serving Non-Student Minors on Campus Event Proposal Form*; follow all applicable EGSC policies including but not limited to: EGSC Travel Policy and Procedures, EGSC Volunteer Policy, EGSC Policy for Employing Event Workers. See EGSC Programs Serving Non-Student Minors on Campus Policy for required elements and timeline.

EGSC Externally Sponsored Events and EGSC Sponsored Events:

- **Fees:** Facility usage, technology support, and other fees for requested support services as set forth on the College's Facilities License Agreements will be determined after review of event schedule.
- **Waivers:** Any required participant Waivers will be determined after review of event activity.
- **Emergency Forms:** All participants must complete an Emergency Medical Information form.
- **EGSC Programs Serving Non-Student Minors on Campus Training:** required of all event leaders, workers, volunteers.

EGSC Externally Sponsored Camps:

- **Facilities License Agreement** is required; see Programs Serving Non-Student Minors on Campus Policy.