

OU Lancaster Campus & Pickerington Center Class Project/Campus Event Approval Form

Please submit the completed approval form (including Faculty and Division Coordinator's signatures) to the Dean's Office on the Lancaster Campus or the Director's Office at the Pickerington Center. Approval **must** be requested and a decision received before proceeding with the project. The form should be submitted at least **one month prior** to the planned event.

Type of Project (check all that apply):

Class/Campus Event Individual Interviews Survey

Class Name and Number _____

Instructor of the Class _____

Title of Project _____

Proposed Date(s) _____

1. Please describe the project/event in approximately 100 to 150 words, including goals and outcomes (if necessary, an additional sheet of paper may be attached to this form).

2. Please list the budget necessary to complete this project/event, including total cost and monetary resources requested from Ohio University Lancaster. **Please note: Ohio University policy does not provide for the solicitation of outside funding and/or resources for class projects.**

3. List the members on the Project/Event Planning Committee.

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

4. What is the timeframe for your project/event (list the beginning and ending times/dates, as well as times/dates of individual activities that will be held during the course of the project/event)?

Begin time: _____ End time: _____

5. Specify anticipated location (space requested) for your project/event.

Classroom(s) – # of rooms needed _____
 Conference Room
 Wagner Theatre
 Wilkes Art Gallery
 Gymnasium
 North Lobby
 Outside – specify area _____
 Other – specify _____

6. List set-up requirements for your project/event. Attach a diagram of location set-up, if necessary.

Chairs – # of chairs needed _____
 Tables – # of tables needed _____
 Podium

7. List the equipment/support needed for your project/event. This list pertains to equipment and support that will not be provided by individuals in your group.

Audio Visual Equipment – specify _____
 Audio for the Theatre
 Lighting for the Theatre
 LCD Projector
 Laptop Computer
 Microphone(s)
 Tech Support (required for audio and lighting in the Theatre)
 Other – specify _____

8. Will you be advertising and/or promoting your project/event? If so, how do you plan to market your project/event?

Press Release
 Public Service Announcement (radio)
 Email to Campus Community
 Students
 Faculty and Staff
 Paid Advertising
 Brochures
 Posters

Please note: Any advertising of a Campus event must be approved by the Manager of Marketing & Communications, Office of Public Information, 740-654-6711

9. Will you be surveying individuals or organizations (either on campus or in the community)? If yes, please attach a copy of the survey that you will be using and a list of those that will be receiving the survey. Also state when you plan to begin and end the survey.

Yes _____ No _____ If yes, date(s) of survey: _____

10. Will you be promoting or assisting outside organization(s) during this project/event? If so, please list the names of the organizations and contact names and telephone numbers.

Yes _____ No _____ If yes, list organization(s): _____

11. Will you be inviting an outside speaker or organization to participate in your event? Will there be a fee or honorarium paid to the speaker? If yes, state the amount to be paid.

Yes _____ No _____

If yes, name of speaker(s): _____

Honorarium:

Yes _____ No _____ If yes, amount of honorarium: \$ _____

12. Will you be serving food? Yes _____ No _____

If yes, please list the type of food and vendor: _____

Will you be selling food?

Yes _____ No _____ If yes, attach a menu and price list.

APPROVALS:

Faculty Member's Signature

Date

Approved

Disapproved

Dean's Cabinet Review of Campus Event Approval Form – Class Project

Suggestions / Comments:

Campus Dean's Signature

Date

Approved

Disapproved