

# Event Inquiry and Security Assessment Form

This form gathers the information necessary to evaluate whether space, resources, and adequate planning time are available for an event request.

\* Required field

## Event Sponsor(s) and/or Co-Sponsors

### Contact Information

Name of Organization \*

Name of Co-Sponsor (if applicable)

Name of Representative \*

Email \* Student ID (if applicable)

Street Address \*

City \* State \* Zip \*

Phone

### UCI Affiliation \*

Student Faculty/Staff Other (describe below)

Describe other

## Event Information

### General Information

Name of Event \*

Preferred date and time for event \*

Alternative date and time for event

Preferred venue \*

Alternative venue

### Type of Event \*

#### Special Function

personal event (i.e., wedding, holiday party) or commencement event.

#### Revenue Generation

sale of goods or fundraising event.

Describe goods for sale

#### Film & Photography

a film or photo shoot

#### Art Exhibit in a Gallery

A gallery space in which a temporary art exhibition of art objects (paintings, statues, photographs, etc.) may meet an audience.

Please complete the exhibit application at

<http://www.studentcenter.uci.edu/wp-content/uploads/2017/03/Viewpoint-Gallery-Application.pdf>.

#### Banquet

A meal held in recognition of some occasion or achievement.

#### Ceremony

#### Class/Workshop

A group of individuals meeting to receive academic/career instruction or training/development.

#### Concert

A musical performance given in public, typically by several performers or of several separate compositions.

#### Conference/Symposium

A formal meeting in which many people gather in order to talk about ideas or problems related to a particular topic (such as medicine or business) usually for one or more days.

#### Displays or Structures

To construct and make a prominent exhibition of (something) in a place where it can be easily seen.

## Event Information

### Fair

An organized series of booths in the same place for a common purpose.

### Film Screening

An event to display a motion picture or film.

### Lecture

An informative talk by a speaker or speakers in front of an audience.

### Meeting

A gathering of people to discuss organization business.

### Outdoor Table (Ring Mall)

A 10' x 10' space on Ring Mall used for selling goods or providing information.

### Performance

An event to display a motion picture or film.

### Rally

An organized meeting of a group of people demonstrating support for a common cause.

### Social Dance

Dances intended for participation rather than performance.

### Summer Residential Conference

a conference occurring between the end of June and end of August that needs on-campus dorm facilities. Please complete and submit the form at

<http://www.conferencecenter.uci.edu/wp-content/uploads/2017/06/Summer-Conference-Inquiry-Form-2016.pdf>.

### Tournament

A series of contests between a number of competitors.

### Video or Photo Shoot

An occasion solely dedicated to a photographer or videographer taking pictures/video.

### Walk/Run

A footrace along a course for a cause.

### Other

\_\_\_\_\_  
(Please Specify)

### How will you be marketing/promoting the event? \*

(check all that apply)

Social media – open to public

Social media – closed group(s)

Closed group

Word of mouth

No promotion

Event Information

**People who will attend the event: \***

UCI Students

\_\_\_\_\_  
(Estimated Attendance)

UCI Faculty

\_\_\_\_\_  
(Estimated Attendance)

UCI Staff

\_\_\_\_\_  
(Estimated Attendance)

Minors (individuals under the age of 18)

\_\_\_\_\_  
(Estimated Attendance)

Off-Campus Guests

\_\_\_\_\_  
(Estimated Attendance)

\_\_\_\_\_  
(Total Estimated Attendance)

**Will there be sound at the event? \***

Yes \_\_\_\_\_  
(Details)

No

**Will amplified sound be utilized? \***

Yes

No

**Will there be open flames, fireworks or any other pyrotechnics? \***

Yes \_\_\_\_\_  
(Details)

No

## Event Information

### Equipment you would like to rent:

Dance Floor (indoor only)

Stage (indoor only)

Podium (indoor only)

Panel Table (indoor only)

Projector (indoor only)

Screen (indoor only)

Microphone

Laptop (indoor only)

Outdoor information table  
with two chairs

Outdoor Power

Outdoor Sound/Amplified Sound

Other \_\_\_\_\_  
(Please specify)

### Do you need power for the event? \*

Yes \_\_\_\_\_  
(Details)

No

### Please select the most appropriate response in relation to your food service plans for this event. \*

Note: UCI Catering has the first right of refusal in the UCI Student Center and at the Newkirk Alumni Center. See <http://www.ehs.uci.edu/programs/sanitation/foodpermit.html> for details regarding perishable and non-perishable foods.

No food will be served.

Bringing non-perishable food. No food permit needed.

Bringing perishable food, and will apply for a food permit.

Ordering from UCI Catering.

Ordering from a University approved caterer. \_\_\_\_\_  
(Name of caterer)

See <https://food.uci.edu/catering-alcohol/off-campus-caterers/> for a list of approved caterers.

### Do you plan to serve alcohol at the event? \*

Yes

No

## Event Information

**Name(s) of people who will be speaking/presenting/performing at the event: \***

**Will you have any vendors or exhibitors at this event? \***

Yes \_\_\_\_\_ No  
(# vendors/exhibitors)

**Please select the most appropriate response(s) in relation to film and photography for the event. \***

No filming or photography will occur at the event.

A UCI student will be the official event photographer or videographer.

A professional photographer or videographer will be hired.

**Do you plan to show a film or hand out any copyrighted literature at the event? \***

Yes \_\_\_\_\_  
(Please indicate what you plan to show or distribute)

No

**Do you have any other requests or components to this event that have not already been covered with the previous questions?**

## Acknowledgment

Client confirms that all information provided herein is accurate and that they will conduct the event in accordance with University policies and procedures outlined at <http://www.policies.uci.edu/policies/pols/900-15.html>

Client Signature \* \_\_\_\_\_ Date \* \_\_\_\_\_

Venue Contact (Print Name and Title) \* \_\_\_\_\_ Date \* \_\_\_\_\_