



University contact			
Name:			
Phone #:		Email:	
University department head			
Name:			
Phone #:		Email:	
Outside organization			
Organization name:			
Contact's name:			
Phone #:		Email:	
Event information			
Event name:		Approximate # of attendees:	
Budget code(s):			
Start date:		Start time:	
End date:		End time:	
**Will minors (under the age of 18) be at this event?	Yes / No	Will there be food at the event?	Yes / No
Brief event description or summary:		Please state the benefit of the relationship to the university and how the partnership will further the mission and objectives of the university:	

Which facility have you reserved through EMS?: <input type="checkbox"/> Marcus Pavilion <input type="checkbox"/> Norman Worthington Conference Center <input type="checkbox"/> Charneski Recreation Center <input type="checkbox"/> Field (baseball, softball, track) <input type="checkbox"/> Other: _____	Who is your target audience (select all that apply)? <input type="checkbox"/> Saint Martin's faculty, staff, students, alumni <input type="checkbox"/> President <input type="checkbox"/> Provost <input type="checkbox"/> Trustees <input type="checkbox"/> Cabinet <input type="checkbox"/> Community members <input type="checkbox"/> Other: _____
Approvals	
SIGNATURE OF DEAN OR VP: 	SIGNATURE OF PROVOST:
DATE: 	DATE:

Important: Once printed and signed, please upload a scanned copy of this form and submit your completed external event proposal online: www.stmartin.edu/ExternalEventProposal

**If minors are to be on campus as a result of the event, the organization is required to complete the following:

1. Supervision of Minor's Policy, provided by Event Services
2. Provide a list of all event participants and program staff members to the Saint Martin's University Program Director or Program Supervisor requesting this event to be held on campus.
3. Provide a plan for notifying parents or legal guardians in the event of an emergency.