

Student Activities Committee Checklist

All College Activity Boards and Programs must have Club and/or SGA Adviser approval two (2) weeks before event.

This form can be completed on your computer using the free [Acrobat Reader](#). When finished, click the "Submit" button to open your browser's e-mail client to send the form to the Director of Student Services. If your computer is not set up to send e-mail, use the "Print" button and send a copy, attaching all supporting documentation, to: Joshua Rogers, Silver Creek Campus, PO Box 610, Holbrook AZ 86025.

ACTIVITY INFORMATION:

Activity Date:	Start Time:	End Time:
Sponsoring Organization:		
Contact Name:	Phone:	E-mail:
Activity Title:		
Activity Description:		

VENUE:

Location/Building:	Room/Area:
Facility Held/Reserved: <input type="checkbox"/> Yes <input type="checkbox"/> No	What Audio-Visual is needed?

LOGISTICS:

Estimated Attendance:	Will parking arrangements be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is activity open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No
How is activity being publicized?* <input type="checkbox"/> Posters/Fliers <input type="checkbox"/> Kiosks <input type="checkbox"/> NPC Website <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper		

FUNDING & MONEY:

Is this activity a fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is the source of funding?
Will sales of any sort be part of this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there co-sponsorship with another organization? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what will be sold?	If Yes, what organization(s)?

EVENT MANAGEMENT:

Will there be amplified outdoor sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this activity potentially controversial? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the activity very popular? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has this activity been widely publicized off-campus? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there admission or ticketing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does activity require a security or event management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No

RISK:

Is there local transportation involved in this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there other travel involved in this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, to where?
Is there physical activity that may pose a risk to participants? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the event taking place off-campus? <input type="checkbox"/> Yes <input type="checkbox"/> No	

FOOD & BEVERAGE:

Will food/beverage be served at this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is the source?
What food will be provided?	

Print

Print a copy for your records before submitting via e-mail.

* Posters/fliers must be approved by NPC M&PR prior to printing/distribution.

Submit

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14