



MULTI-LOGISTICS FORM - One form per event or field trip.
 Complete the first day on your proposal form & additional days or logistics on this form.
Complete and attach to your Event or Field Trip Proposal



1. Are you having an Event or a Field Trip-	<input type="checkbox"/> Event; <input type="checkbox"/> Field-Trip	<input type="checkbox"/> Event; <input type="checkbox"/> Field-Trip	<input type="checkbox"/> Event; <input type="checkbox"/> Field-Trip
2. Name of Event and/or Field Trip			
3. Location (if a field trip-attach an info page with physical address & phone number)			
4. Date (Tuesday, 11/17/15)			
5. Time Duration (11:15a-12:30p) Please do not include set-up & pick-up, see 8.7 & 8.8			
6. Number of Participants you expect at your event or field trip			
7. Chartered Bus / Rental Vehicle- attach contract to include details & prices.	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES
8. EQUIPMENT REQUEST: attach a layout diagram with exact equipment location.	Equipment Request Section	Equipment Request Section	Equipment Request Section
8.1. Sound System	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES
8.2. Microphone	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?
8.3. Podium - with or without built-in mic or none needed	<input type="checkbox"/> YES; <input type="checkbox"/> Without Mic; <input type="checkbox"/> None	<input type="checkbox"/> YES; <input type="checkbox"/> Without Mic; <input type="checkbox"/> None	<input type="checkbox"/> YES; <input type="checkbox"/> Without Mic; <input type="checkbox"/> None
8.4. Canopies - you will need to pay for rental from a Party-Rental-Company	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?
8.5. Tables – you will need to pay for rental from a Party-Rental-Company	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?
8.6. Chairs – you will need to pay for rental from a Party-Rental-Company	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?	<input type="checkbox"/> NO; <input type="checkbox"/> YES-how many?
8.7. Set-up time- equipment will be set-up & taken-down by the SMC Crews.			
8.8. Pick-up time- equipment must be cleared, cleaned, & ready for pick-up.			
9. Performer/Speaker/Service; If yes-submit A.S. Contract Packet	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES
10. Food/Beverages/Candy/anything edible; if yes-submit HEALTH FORM.	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES
11. Vendor Delivery; if yes-make arrangements with campus police	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES
12. Fundraising or Receiving Money Donations; if yes-submit SMC Collection Funds form.	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES	<input type="checkbox"/> NO; <input type="checkbox"/> YES
13. Giveaways: Are you giving out items? If Yes- list the items. NOTE: Due to Safety reasons, do NOT toss or throw hard or heavy items into crowds, instead- do a "free drawing."	<input type="checkbox"/> NO; <input type="checkbox"/> YES-list items:	<input type="checkbox"/> NO; <input type="checkbox"/> YES-list items:	<input type="checkbox"/> NO; <input type="checkbox"/> YES-list items:
14. HIGH-PROFILE GUESTS (dignitaries, politicians, celebrities, media, etc.): you must notify in writing, of any high-profile guests to Dr. Grass, Associate Dean of Student Life, Campus Police Chief, and the SMC President's Office, at least five (5) days prior to your event.	<input type="checkbox"/> NO; <input type="checkbox"/> YES-list names & titles	<input type="checkbox"/> NO; <input type="checkbox"/> YES-list names & titles	<input type="checkbox"/> NO; <input type="checkbox"/> YES-list names & titles
15. Names of Guests needing VISITOR PARKING PASSES – each event is allowed about 3-4 visitor parking passes; unless otherwise pre-arranged with Campus Police. It is the responsibility of the advisor to contact the parking kiosk on the morning of the event for visitor parking passes.	<input type="checkbox"/> NO; <input type="checkbox"/> YES-list names & titles	<input type="checkbox"/> NO; <input type="checkbox"/> YES-list names & titles	<input type="checkbox"/> NO; <input type="checkbox"/> YES-list names & titles
16. The SMC SUPERVISING ADVISOR or SMC SUBSTITUTE for the EVENT or FIELD TRIP must be a currently employed SMC Full-Time Faculty or Manager Attn. Supervising Advisor: please read below and sign in the applicable column. <ul style="list-style-type: none"> I have read, understand, and agree to comply with the rules in the "Club Advisor's Responsibilities" form- located on the AS Website; in the Forms & Documents page; under the Inter-Club Council section. I will be present <u>before</u>, <u>during</u> and <u>after</u> the student event or field trip to ensure the students' safety and the SMC AR POLICY-AR4440 policy is adhered to. 	Supervising FT Advisor Name:	Supervising FT Advisor Name:	Supervising FT Advisor Name:
	Ext #:	Ext #:	Ext #:
	Department:	Department:	Department:
	Signature:	Signature:	Signature: