



Event Planning Checklist for Louisburg College Student Groups

All student groups are required to complete this form to host an event at Louisburg College.
If you need assistance or have questions contact the Office of Student Engagement.

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Organization / Club / RA hosting the event: _____

Event Name: _____

Event Date: _____ Start time: _____ End time: _____

Advisor/Supervisor's signature verifying the event: _____

Event Location: _____

Location reservation signature: _____
(Signature of individual that you are reserving the space with to verifying your location reservation is complete.)

EVENT STAFF

LC Staff/Faculty working the event

Name: _____ Signature: _____

Name(s) of students working the event:

Set Up: _____

Sign In: _____

During Event: _____

Clean Up: _____

CAMPUS RESERVATION FORM

All locations on campus must be reserved by filling out the campus reservation form. This form can be found online or obtained in Student Engagement. Once completed turn it into the following people (depending on your desired location) to see if you can get the space reserved:

- **Karen Gupton**, Student Life Administrator -- *Located in Davis 105*
 - Student Life Conference Room [X person capacity]
 - Jordan Student Center [X person capacity]
 - Multi Purpose Room (MPR) [X person capacity]
 - Tabling outside the MPR/Dining Hall [X person capacity]
 - The Eye [100 person capacity]
 - Intramural Field [X person capacity]
 - Outdoor Basketball Court [X person capacity]
 - Outdoor Volleyball Court [X person capacity]
 - Alumni Room [X person capacity]
 - Dining Hall Patio [X person capacity]
 - Wright Lounge [50 person standing capacity]

- **Wally Hurst**, Director of the Norris Theater -- *Located in Norris Theater lobby*
 - Norris Theater [X person capacity]

- **Robert Poole**, Director of the Seby B. Jones Performing Arts Center (JPAC) -- *Located in JPAC lobby*
 - JPAC auditorium [1,200 seat capacity]
 - Faulkner and Lumpkin Galleries [X person capacity]

- **Michael Holloman**, Director of Athletics -- *Located on 1st floor Taylor Athletic Center*
 - Roger G. Taylor Athletic Center [X person capacity]

- **Jennifer Wheeler**, Executive Asst. to the President -- *Located on 2nd floor Main*
 - La Branche Board Room [X person capacity]

- **Shane Benjamin**, Chaplain -- *Located in Benson Chapel*
 - Chapel Sanctuary [X person capacity]
 - Chapel Lobby [X person capacity]
 - Chapel Conference room [12 person capacity]

ATTENDEES / CAPACITY RESTRICTIONS

- Only Louisburg College students with an LC ID are allowed to attend your event. You are required to keep a list of guests/sign in sheet for your event.
- The Dean of Students, Chief of Police, Director of Residence Life and Housing, and Student Engagement Staff must all approve events that allow non-Louisburg College Students.
 - There must be a guest sign up form submitted for approval to campus police two weeks prior to the event date
 - Once Campus Police approves the guest list, a copy must be shared with the Director of Residence Life
 - If a guest is staying on campus overnight they must follow the campus policies
- Due to fire code and safety, we must follow all capacity codes for event spaces on campus. Please see information above for location capacities.

DRESS CODE

- Baggy pants should be cinched with a belt and worn properly at the waist
- Bare midriffs, sheer or see-through clothing and other revealing garments are not allowed
- The length of shorts and/or skirts must be equal to or longer than the fingertip of the individual while standing in a relaxed position (this includes open slits in skirts)
- No underwear can be exposed or worn as outerwear
- Clothing with holes, tears or inappropriate patches are not allowed if considered obscene
- Gang paraphernalia, jewelry, tattoos or other insignias -- including flags that display, suggest, provoke or may tend to provoke violence or disruptions are not allowed (this includes identifying clothing such as bandanas or one pant leg rolled up, identified gang "uniforms", etc)
- Sunglasses are not allowed
- Tops cannot be low-cut showing cleavage

PUBLICITY

- All publicity must comply with the Louisburg College posting policy
- All flyers must be approved by the Office of Student Engagement before posting on campus and must include date, time, location, and contact info. Bring or email a copy of the flyer to Lauren Wilkerson in Student Engagement for approval
- *Lauren Wilkerson's Signature:* _____

DANCE / PARTY/ KICKBACK RULES

- No bags, bottles, or baggy clothing are allowed in the event
- All attendees must be provided with a wristband to enter the event (*group organizing the event is responsible for purchasing*)
- A pre-event meeting is required at least 30 minutes in advance of the event to include all staff working the event. All rules and regulations are to be covered with the event staff
- Maximum capacity of your event must be 20% less than the standing capacity of the space

REQUIRED SIGNATURES

Student Engagement Staff: _____

Advisor/Supervisors final approval: _____

Chief of Campus Police (if kickback, dance, or party): _____