Event Registration

All information is required in order to register the event.

Sponsoring Organization or Department: ____________________________________________

Name: ____________________________________________ Today’s Date: __________________

Email: ____________________________________________ Phone: _________________________

Title or brief description of activity. If a fundraiser, include prizes offered.
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Event Date: ___________________________ Event Location: ___________________________

Start Time: ___________________________ End Time: ______________________________

Expected Attendance: ___________________ By Invitation Only? Yes No (if yes, submit guest list by 5pm Friday or
day of event, whichever is earlier)

Entertainment: _________________________ Food Served: ____________________________

Cover Charge: _________________________ Plans for clean up: _________________________
(Charge may not be used to recoup or pay for alcohol. Charge may not include “all you can drink.”)

Event Information (check all that apply)

☐ Non-Alcoholic Event
☐ Event with Alcohol *
  ☐ Party
  ☐ Reception
☐ Fundraiser

*Raffle tickets may be distributed
under the auspices of Loyola University
or in such a manner to indicate the
university is sponsoring this program.
Raffle tickets should indicate that the
price is a donation and does not appear
as a sale price on the face of the ticket.
Distribution is limited to on-campus and
for Loyola community members.

  If in conjunction with a Retail Vendor,
  vendor must complete Retail Vendor
  Agreement.

☐ Alcohol Provided By:
  ☐ Loyola Dining Services
  ☐ BYOB
  ☐ Third Party Vendor
    Name: ____________________________
      (complete and return Third Party Vendor Agreement)

☐ Type of Alcohol:
  ☐ Beer Quantity _____________
  ☐ Wine Quantity _____________
  ☐ Liquor Quantity _____________
    (Liquor may not be served on campus)

☐ Checking ID & Serving Alcohol:
  ☐ Loyola Dining Services
  ☐ Third Party Vendor
  ☐ University Police
  ☐ Faculty/Staff

☐ Security Provided By:
  ☐ University Police
  ☐ Third Party Vendor
  ☐ NOPD
  ☐ Private security company

Policy Acknowledgement
My signature affirms that I have read, understood, and will abide by the policies and procedures governing student organizations,
university events and activities as promulgated in the Loyola University New Orleans Student Handbook.
________________________________________________________________________

Signature

Return to Jill Styx, Assistant Director for Student Activities

______ Registered
______ Denied because:
  ________________________________________________________________
______ Asst. Director for Student Activities Date ____________
______ Associate Director for Center Services Date ____________

revised 8/01