



EVENT PERMIT APPLICATION

Required for all events expecting attendance of more than 50 people

Name of event: _____

Short description of event: _____

Name of department/sponsor: _____

Address of department/sponsor: _____

Contact name: _____ Contact phone number: _____

Date and time of event: _____

Location of event: _____

Estimated attendance: _____ Maximum occupancy of venue: _____

Date and time of planning meeting: _____

The following items should be completed prior to submitting the event permit (if applicable):

- Secure venue/location for event.
Work with the University Fire Marshal to determine occupancy load for the event.
Secure crowd managers or First Aid responders if the expected attendance is 250 or more.
Contact OSUPD and Facilities Management to determine if their support is required.
If external vendors are used, the sponsoring group should contact Risk Management for guidance on insurance requirements for the vendor.
Prepare a sketch of the proposed event setup including tables, chairs, stages, podiums, pa systems, exits, etc. The sketch should be submitted with the event permit.

Applicant signature: _____ Date: _____

MAIL IN OR SUBMIT VIA EMAIL TO FLS@OKSTATE.EDU

NO LATER THAN TWO WEEKS PRIOR TO THE EVENT

FOR OFFICE USE ONLY

Form box for office use with fields for Date Approved and EHS Approving Official.