

George Mason University

Major Events Checklist

Sponsoring Organization: _____
 Authorized Representative: _____
 Contact Phone Numbers: _____
 Date of Request: _____
 Date of Event: _____ Times of Event: _____
 Location Requested: _____
 Estimated Attendance: _____ Admission charged? _____
 Serving alcohol? _____ Signing contracts? _____
 Description of event: _____

Signatures

Representative Signature: _____ Date: _____
 Advisors Signature (Student Events) _____ Date: _____
 Dean/Director (Faculty/Staff Events): _____ Date: _____

Based on the information you have provided, the following are **steps YOU need to take** to ensure a successful event. If any of the boxes are checked, please meet with a representative from that office by _____ and return this form to the **Office of Events Management** or the event will not be confirmed. Any space being held for this event will be **automatically cancelled** if proper authorizations are not received by the date indicated.

Student Activities Office located in SUB 1 Room 101. (993-2909)
 A representative of this office will provide guidance regarding University Policies and procedures
 Signature: _____ Date: _____

Events Management Office located in SUBII Room 2026 (993-2853) A representative of this office will provide guidance regarding event logistics.
 Signature: _____ Date: _____

University Police located in University Police Building, Lot C. (993-2839)
 A representative from this office will provide guidance regarding security procedures.
 Signature: _____ Date: _____

Parking Services located in SUBII Room 1014 (993-2716)
 Signature: _____ Date: _____

Sodexo-Marriott located in Johnson Center, Room 335 (993-3302)

If using an outside caterer, please provide the following information:

Caterer's Name: _____

Caterer's Address: _____

Caterer's Signature: _____ Date: _____

***When using Sodexo-Marriott as you caterer, please provide a copy of the completed Food and Beverage Authorization Form.**

Events Production located in Johnson Center, Room G45 (993-3773)

A representative of this office will provide guidance regarding special audiovisual requests and cash handling.

Signature: _____ Date: _____

University Comptroller located in Commerce I, Room 207 (993-2660)

A representative of this office will provide guidance regarding event revenue.

Signature: _____ Date: _____

You may be asked to contact other departments listed below if necessary. If any of the boxes are checked, please see a representative of that office and have them sign on a blank below.

University Relations, Mason Hall Room D105, (993-8860)

University Safety Office, Patriot Square Room 1901, (993-2479)

Physical Plant, Customer Service Center, (993-3728)

Johnson Center and Student Union Operations, JC 324 (993-2921)

Johnson Center Technology, JC311, (993-3457)

Concert Hall, Concert Hall Operations, (993-8874)

Intercollegiate Athletics, REC Complex 112, (993-3190)

Aquatic Center, Aquatic Center 105, (993-2578)

Office of the Vice President for University Life, Mason Hall D105, (993-8760)

Office of Housing & Residence Life, Housing Office, (993-2720)

Representative of: _____

Signature: _____ Date: _____

Representative of: _____

Signature: _____ Date: _____

Representative of: _____

Signature: _____ Date: _____

Office of Events Management
SUB II Room 2026
Ph.703-993-2835/ Fax 703-993-2112