# Student Events Check List

Please print and utilize this check list for each individual event where applicable.

**(Proposals must be submitted sixty (60) working days in advance of any proposed event)**

| **Student Event(s) Check List** | Event 1 | Event 2 | Event 3 | Event 4 | Event 5 | Event 6 | Event 7 | Event 8 | Event 9 | Event 10 | Event 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Team organized | | | | | | | | | | | |
| Event(s) identified | | | | | | | | | | | |
| Venue(s) identified | | | | | | | | | | | |
| Date(s) set | | | | | | | | | | | |

## First Point of Contact (OSS)

| **Office of Student Services (OSS)** | Event 1 | Event 2 | Event 3 | Event 4 | Event 5 | Event 6 | Event 7 | Event 8 | Event 9 | Event 10 | Event 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Appointment booked for consultation with OSS (*two students who are coordinating the event(s) must attend*) | | | | | | | | | | | |
| Comprehensive draft of proposal (inclusive of budget ) submitted to OSS (hard & soft copy) **(60 working days in advance)** | | | | | | | | | | | |
| **Venue Booking** | | | | | | | | | | | |
| Booked the venue/ facilities with service provider(s) (Campus Registrar or off Campus venue) | | | | | | | | | | | |
| Written permission granted by other student Association to host an event in their week | | | | | | | | | | | |

| **Venue Booking Cont'd** | Event 1 | Event 2 | Event 3 | Event 4 | Event 5 | Event 6 | Event 7 | Event 8 | Event 9 | Event 10 | Event 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Request for facilities form completed | | | | | | | | | | | |
| Use of facilities form stamped, approved and signed by Guild President or other in Authority | | | | | | | | | | | |
| All internal stakeholders involved in the planning of the event(s) notified (security, maintenance, EMS, etc.) | | | | | | | | | | | |
| Completed use of facilities form submitted to OSS **(28 working days in advance)** | | | | | | | | | | | |
| **Food Handling** | | | | | | | | | | | |
| Request for food handling certificates made to *Student Health Clinic* **(20 working days in advance )** | | | | | | | | | | | |
| Written application sent to the *Branford Taitt Polyclinic*, *Black Rock St Michael* for temporary Restaurant permit along with food handlers certificates **(15 working days in advance )** | | | | | | | | | | | |
| Caterer's food handler's certificate obtained | | | | | | | | | | | |
| Application made to the *Magistrates Court, Coleridge Street, Bridgetown*, to obtain a liquor license **(15 working days in advance )** | | | | | | | | | | | |

| **Loud Music** | Event 1 | Event 2 | Event 3 | Event 4 | Event 5 | Event 6 | Event 7 | Event 8 | Event 9 | Event 10 | Event 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Written application sent to the *Central Police Station, Bridgetown* to request a loud music permit (**15 working days in advance )** | | | | | | | | | | | |
| Application sent to *COSCAP, 11th Avenue Belleville St Michael* to acquire a permit for the public use of copyrighted material **(15 working days in advance)** | | | | | | | | | | | |
| **Artistes** | | | | | | | | | | | |
| Arrangements made with the Guild for management with artiste (s) | | | | | | | | | | | |
| All unsigned contracts submitted to the Office of Student Services | | | | | | | | | | | |
| **Hosting Dignitaries** | | | | | | | | | | | |
| Ministry of Foreign affairs notified of dignitaries' visit to campus, itinerary provided **(10 working days in advance)** | | | | | | | | | | | |
| Jennifer Hinkson (Assistant Registrar) consulted on dignitaries' visit to campus **(10 working days in advance)** | | | | | | | | | | | |
| Student Services was informed of all logistics pertaining to the visit of dignitaries **(10 working days in advance)** | | | | | | | | | | | |
| **Cleaning** | | | | | | | | | | | |
| Cleaning arrangements made | | | | | | | | | | | |