



# Scheduling a Public Event on Campus




Things to Remember

# What is a public event?

Any planned event where **50** or more people are expected to attend.



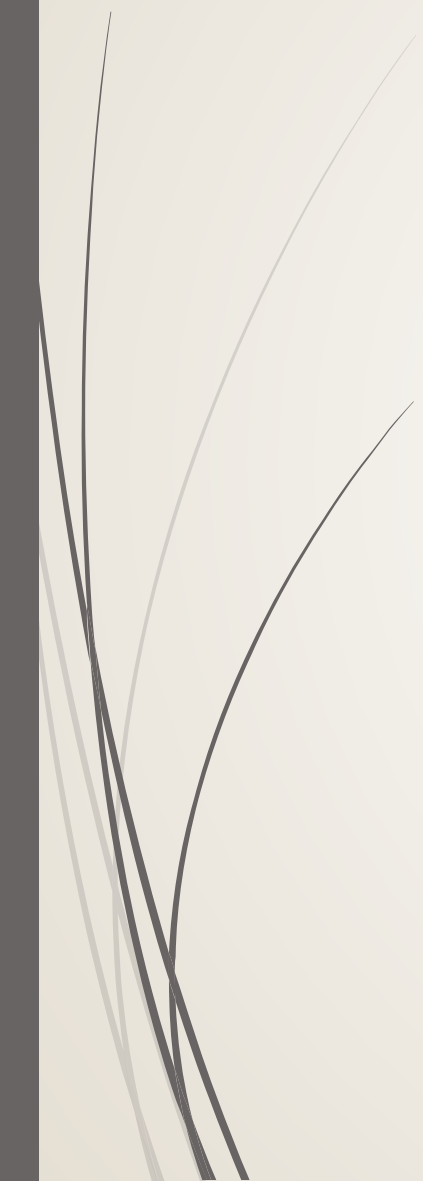
Public Assembly Events in Campus Buildings  
(OSU Policy #3-0830)  
Life Safety Code



## You will find the Event Permit on our website

<https://ehs.okstate.edu/ehs-forms.html>

Submit the permit before the 1<sup>st</sup> planning meeting or no later than 14 days prior to the event.

- Name and short description
  - Name of department and/or sponsor
  - Contact person
  - Date, time, and location of event
  - Estimated attendance
  - Date and time of planning meeting (if applicable)
- 



## Event Permit Application

Required for all events expecting attendance of more than 50 people

Print

Submit

Name of Event: \_\_\_\_\_

Short Description of Event: \_\_\_\_\_

Name of Department/Sponsor: \_\_\_\_\_

Address of Department/Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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 your event permit (if applicable):

1. Secure venue/location for event.
2. Work with University Fire Marshal to determine occupancy load for the event.
3. Secure Crowd Managers or First Aid responders if required.
4. Contact OSUPD and Facilities Management to determine if their support is required.
5. If external vendors are used, the sponsoring group should contact Risk Management for guidance on insurance requirements for the vendor.
6. Prepare a sketch of the proposed event setup; include tables, chairs, stage, podium, pa systems, exits, etc. Sketch shall be submitted with the event permit.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Mail: Environmental Health & Safety, University Health Services, Suite 002,  
Fax: 744-7148 or Email: fls@okstate.edu No later than 2 weeks prior to event.

### FOR OFFICE USE ONLY

_____	_____
Date Approved	EHS Approving Official

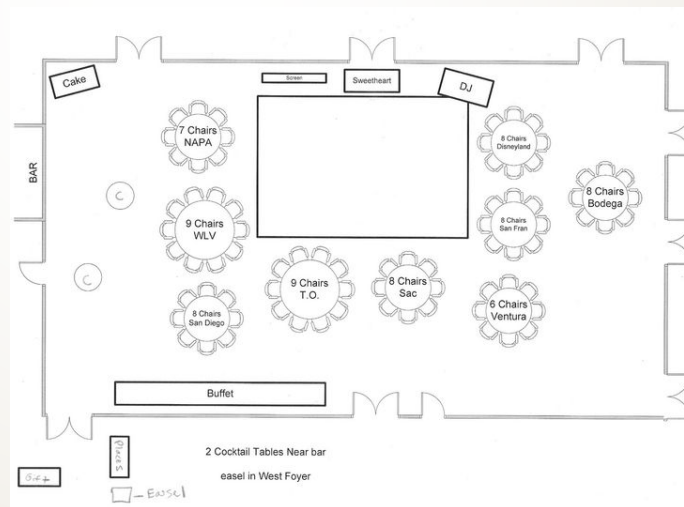


# Pre-Event Checklist

- 1. Secure venue for event.**
- 2. Determine occupancy load.** Contact the University Fire Marshall (UFM) to discuss if an occupancy load needs to be determined. *This should be done as far in advance as possible to avoid over-inviting/selling of tickets.*
- 3. Secure crowd managers/First Aid Responders.** The UFM will assist with establishing the number of crowd managers and/or First Aid Responders that will be required to safeguard attendees. In the case of smaller events, this may not be required. However, this should be confirmed ahead of time with the UFM.
- 4. Contact OSU Police Department and/or Facilities Management to determine if their support is required.**

# Pre-Event Checklist continued

5. If external vendors are used, the sponsoring group should contact Risk Management for guidance on insurance requirements for the vendor.
6. Prepare a sketch, to scale, of the proposed setup: chairs, tables, stage, podium, PA system, exits, etc. Seating arrangements and setup shall be approved by the UFM.



7. Submit Event Permit Application along with the sketch to [fls@okstate.edu](mailto:fls@okstate.edu) or campus mail, 002 University Health Services.



# Environmental Health & Safety

**Office:** Environmental Health & Safety  
University Health Services, Suite 002

**Phone:** 405-744-7241

**Fax:** 405-744-7148

**Email:** [fls@okstate.edu](mailto:fls@okstate.edu)

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