

## Event Planning Core Committee

All upcoming events are discussed on a weekly basis with the Event Planning Core Committee. These meetings are held every week in the Office of Student Activities. If your organization's event requires consultation with other offices on campus, approval of the request will be "pending" until the next Event Planning Core Committee meeting.

All Level 3 Events require the approval of the Director of Student Activities and the Event Planning Core Committee. (Please read Level 3 Event information.)

### Spring 2005 Major Events Calendar

January 24-28	Recruitment Week
January 29	Open House
February 4-5	Winterfest
February 19	Freshmen Formal
February 26	Spring Break Begins
March 6	Spring Break Ends
March 27	Easter
April 2	Spring Fling
April 4-8	Integrity Week
April 8-9	Relay for Life
April 15	Academic Awards
April 20	Greek Awards
April 21	Leadership Awards
April 22	Student Leader Induction
April 23	Special Olympics
April 25	Athletic Awards
April 27	Final Exams Begin

Lynchburg College  
Office of Student Activities  
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# Event Authorization Process

Helping organizations  
to have successful, safe,  
and secure events  
at Lynchburg College.

## What is the Event Authorization Process?

The process begins in the Office of Student Activities (terrace level of Hundley Hall) where you fill out an Activity Authorization Form and you receive consultation by the staff on the specifics of your activity. The staff will also inform you of the “level” of your event. Levels are assigned based on a number of factors including size of the event, location, and potential risk. *When planning your event keep in mind that you should not begin advertising it until you have received approval from the Office of Student Activities.*

Level One (1) Events can do not require a consultation unless desired. For Level Two (2) and Level Three (3) Events, a consultation is required at the time the room reservation form is completed and turned in to the Office of Student Activities (*see level descriptions in this brochure for deadlines*). Consult a Student Activities staff member to find out the classification of your proposed event as soon as possible.

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### Level 1 Events

Level 1 Events include, but are not limited to: Informational Booths, Organization Meetings, Organizational Displays, etc.

Organizations requesting meeting space in non-academic rooms, may submit their request for space during the last month of the previous semester by completing an “Advance Room Reservation Preference Form”. All other space may be reserved after the first full week of class during the current semester. Space reservations made during the current semester are on a first-come, first-serve basis.

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### Level 2 Events

Level 2 Events include, but are not limited to: recreational events, events with food,

fundraisers, lectures/presentations, events where media or other sound equipment will be used, etc.

Level 2 Events will need authorization at least 10 working days prior to the event.

These are the steps on how to receive authorization:

1. Fill out an Activity Authorization Form in the Office of Student Activities.
2. Meet with the Event Planning Coordinator in the Office of Student Activities to make sure all needs are accurately identified for the event.
3. The Event Planning Coordinator will submit all necessary requests to the appropriate office on behalf of your organization and will create an event file.
4. You will receive a copy of the Activity Authorization as a record of your event's approval and a confirmation of items that have been requested on behalf of your organization for the event.

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### Level 3 Events

Level 3 Events include, but are not limited to: Concert/Dance, “Theme Week” events, events where alcohol will be served, events requiring contracts, events requiring security, etc.

Level 3 Events will need authorization at least 30 days prior to the event. These are the steps on how to receive authorization:

1. Fill out an Activity Authorization Form in the Office of Student Activities.
2. Schedule a meeting with the Director of Student Activities to go over event details and any contractual agreements.
3. All requests for the event will be submitted on behalf of your organization to the Event Planning Core Committee and an event file will be created.
4. You will receive a copy of the Activity Authorization as a record of your event's approval and confirmation of items that have been requested on behalf of your organization.