

Event Planning Core Committee

www.lynchburg.edu/studactv

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.)



2006-07 Major Events Calendar

August 25-26	Welcome Week
September 12	Organizational Fair
September 10-16	Recruitment Week
September 22-24	Parents/Family Weekend
October 1-8	Homecoming Week
October 14-17	Midterm Break
October 28	Monster Bash
November 4	Anderson Conference
November 11	Turkey Bowl
November 22-26	Thanksgiving Break
Jan. 28 – Feb. 3	Recruitment Week
February 24	Freshman Formal
March 3-11	Spring Break
April 8	Easter
April 13	Academic Awards
April 14	Special Olympics
April 18	Greek Awards
April 19	Leadership Awards
April 20	Student Leader Induction

Event Authorization Process

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

Lynchburg College
Office of Student Activities
Hundley Hall
434-544-8254

Lynchburg College

Office of Student Activities

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.

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.

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.

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.