

## **DANCE AND DANCE/CONCERT - PLANNING GUIDE AND CHECKLIST**

The planning meeting for your dance/concert must be completed fifteen (15) business days before your scheduled event. This meeting must be scheduled within the timeframe of 10:00AM – 5:00PM, Tuesday – Friday. If this meeting is not completed, the event in question will be automatically canceled.

A signed copy of the TCSU Dance and Dance/Concert Policy, which will be gone over in detail during the planning meeting, is required. All plans must be finalized no later than ten (10) business days before the event. Failure to finalize or complete any of the listed information can result in the cancellation of your event.

Please come prepared with as much of the following information as possible when you come in for your Dance or Dance/Concert planning meeting.

*\*\*Note: The final number of U MPD Officers and TCSU security staff required for an event will be determined by the UMPD and TCSU staff.*

Sponsoring Organization Name: \_\_\_\_\_

Authorized Organization Contact: \_\_\_\_\_

(Individual responsible for the reservation, reservation details, and contact at the event)

Daytime Phone Number: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Proposed Event Start Time: \_\_\_\_\_

Proposed Event End Time: \_\_\_\_\_

Proposed Time Room Must Be Set and Ready: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Is This a  Public or  Private Event?

Will There Be Any Food or Drinks?       Yes       No

Will There Be Any Alcohol?       Yes       No

Will Anything Be For Sale?       Yes       No

Will The Event Be Publicized?       Yes       No

If "Yes," Please Describe \_\_\_\_\_





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***INTERNAL USE ONLY***

**SECURITY NEEDS**

Number of U of MN Police Officers: \_\_\_\_\_

Time: \_\_\_\_\_

Number of TCSU Security Personnel: \_\_\_\_\_

Time: \_\_\_\_\_

**WRAP-UP**

Will metal detector be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending
Is an AV/Tech Needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending
Publicity attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending
All requirements met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending
Signed copy of Dance Policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending
Food Permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending
Alcohol Permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending
Sales Permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending