Johnson County Community College (JCCC)
Student Organization Event Request Form

Please fill out this form completely. All information is required. Advisors are required to be in attendance for the duration of any planned events from set up to tear down. For questions on hosting events, please contact the Center for Student Involvement at 913.469.7657 or visit the office in COM 309.

In order to ensure all clubs and organizations are given proper facilities and equipment, no events will be scheduled without the full completion of all Center for Student Involvement forms. This includes all required signatures. Upon completion of this form, please return the form to the Center for Student Involvement in COM 309. Once processed, the CSI will send a confirmation email and schedule an appointment for a planning meeting.

Sponsoring Organization: ________________________________

Event Name: __________________________________________

Event Date: ___________________________ Event Time (ex. 10a.m.-3p.m.): __________________________

Set-up Time: ___________________________ Teardown Time: ___________________________

Expected attendance: ___________________________

Organization Advisor: ___________________________

Person in Charge of Event: ___________________________

Phone Number: ___________________________ Email: ___________________________

Please briefly describe the event planned.

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Room Scheduled: ___________________________ CSI Approval: ________

Notes: ___________________________________________ Student Life Approval: ________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Updated 2/17/17
Please take a moment to review what you may need for the event:

1) Space/Room Reservation
Please briefly describe the type of room you will need for the event. If requesting a specific room, please provide one or two backup possibilities.

2) Audio/Visual
Please briefly describe multimedia equipment needed, such as TV, DVD, VCR, LCD, projectors, sound equipment, etc.

Date reserved (CSI) ___________________ AV Contact person (CSI) ___________________

3) Cash Box
Cash boxes are reserved on a first-come, first-served basis. The initial amount of cash in the box will be $30, and the cash box, including any funds raised, must be returned the same day to the Student Life office, COM 100, or Student Information Desk, SC 106, for deposit into the organization’s agency account via the college business office. Two people must accompany the cash box at all times. For events concluding after normal business hours, please contact the JCCC Police Department at ext. 4112 to provide an escort to the Business Office night deposit.

Yes ______ No ______

4) Shop JCCC
Will the event require advanced registration? The CSI can set up a Shop JCCC page for your event, which will allow participants to pay using a credit card. Please note that Shop JCCC can only be used for pre-orders with a set delivery/event date. Cash and carry items will not be accepted for Shop JCCC.

Yes ______ N/A ______

5) Food Service
Will you need food and beverages for your event? The CSI will place all orders. On-campus events require the use of JCCC Catering Services. Changes or cancellations must be made 48 hours prior to the event to avoid charges. The Student Organization is responsible for catering charges.

Yes ______ N/A ______

6) Event Funding
Will funds be required in order to host your event? If so, what are the anticipated costs and how will funds be allocated? Which of the following funds will be necessary to pay for your event?

$____ Club Funds $____ Student Senate $____ Cultural Event Funding

$____ Other, Explain ___________________________

7) Security/Moderator
Will you need security? A need for private security will be determined by the JCCC Police Department, and any associated charges will be the responsibility of the Student Organization.

Yes ______ No ______

8) Safety
Do you need safety forms? Some events require Hold Harmless Agreements. These events include, but are not limited to, activities/events held in the Fieldhouse, gym or athletic facilities.

Yes ______ No ______

9) Parking Pass(es)
Some events require outside guests to visit campus. Parking is available for special events Monday-Friday from 8 a.m.-5 p.m. A permit can be requested for each vehicle driven by guests.

I will need ______ parking pass(es).

I understand that if any of the above requirements are not met, the possibility of having the event on or off campus may be withheld. All JCCC guidelines must be followed in addition to the above requirements. I am also aware that by signing this I have knowledge of the event, am responsible for the event, and will be present at the event.

Advisor Signature ___________________________ Date ______________
Student Organization
Catering Request Form

Catering orders will not be placed without the full completion of all Center for Student Involvement forms. This includes all required signatures. Upon completion of this form, please return the form to the Center for Student Involvement in COM 309. Once processed, the CSI will send a confirmation email. Always allow two weeks for your order to be processed.

Please complete all of the fields below.

Budget: ____________________________

Food/Drink Items Requested (with amount):

________________________________________________________________________  _____________________________________________
________________________________________________________________________  _____________________________________________
________________________________________________________________________  _____________________________________________
________________________________________________________________________  _____________________________________________
________________________________________________________________________  _____________________________________________
________________________________________________________________________  _____________________________________________
________________________________________________________________________  _____________________________________________

Would you like for this event to be zero waste? _____ Yes _____ No

Additional Items/Information (tablecloths, special set-up, etc.): ______________________________________________________________

Clubs and Organizations Catering Menu

Clubs receive special discounted rates from Catering. Below are the most commonly ordered items. For the full menu: http://www.jccc.edu/student-resources/campus-life/dining-services/catering/files/pdfs/catering-brochure.pdf

Hot and Cold Drink Selections
- Assorted Soft Drinks - $1.30
- Bottled Water - $1.30
- Cider, gallon (hot or cold) (serves 16) – $14.60
- Water, gallon (serves 16) - $3.70
- Fresh Fruit Infused Water, gallon (serves 16) - $6.30
- Iced Tea, gallon (serves 16) – $14.00
- Lemonade, gallon (serves 16) – $14.60
- Coffee, gallon (serves 16) - $17.20
- Hot Chocolate, gallon (serves 16) - $17.20
- Punch, gallon (serves 24) – $16.70

Bakery
- Cookies, assorted (dozen) - $8.80
- Rice Krispy Treat Bars (dozen) - $8.30
- Brownies (dozen) - $9.10
- Dessert Bar Squares (dozen) - $9.10
- Gluten-free Brownies (each) - $2.25
- Half Sheet Cake, standard - $25.90
- Full Sheet Cake, standard - $49.00

Trays and Displays (per person)
- Cheese Tray, domestic - $2.60
- Crudités, with buttermilk ranch dip – $2.40
- Crudités, with hummus - $2.95
- Seasonal Fruit Tray, domestic - $2.80
- Deli Tray, with assorted roll & condiments - $4.20

Snack or Break a la Carte
- Candy Bars, regular size (each) - $1.40
- Chips, homemade with dip (per pound) – $10.90
- Chips, with salsa & guacamole (per pound) - $10.90
- Granola and Breakfast Bars (each) - $1.40
- Ice Cream Sundaes (each) - $3.70
- Pretzels (gallon) - $5.50
- Root Beer Floats (pp) - $2.70

Breakfast a La Carte
- Mini Assorted Pastries (dozen) - $10.50
- Assorted Muffins (dozen) - $14.00
- Assorted Donuts (dozen) - $10.90

Breakfast, Buffet (minimum 20 people per order)
- Continental Breakfast - $7.00
- Breakfast Buffet - $12.10

Box Lunch
- The Classic Box Lunch – $8.40
- Gluten-free Box Lunch - $11.00

Buffet Selections (minimum 20 people per order)
- Pizza Buffet – $9.00
- Sandwich Buffet - $11.10
- Grilled Sandwich Buffet - $11.60
- Taco Salad Buffet – $11.60
- Italian Buffet - $13.70

*** All catering orders will be delivered and served with sustainable disposable silverware and paper plates. Catering will return after your event to pick up any leftover food and catering supplies. Clubs will be charged for any items, including serving ware, removed from the event.

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