

UWWW Event Information Form 2022

Thank you for your interest in hosting an event for UWindsor Welcome Week 2022!

Note: This event information form is for those who would like to put on social programs during Welcome Week. There is a separate form for Program Orientations.

Please complete the following form to begin the process of hosting an event at UWindsor Welcome Week 2022. Keep in mind that **completed forms** are required if you wish to host an event. The approval of your event is subject to the discretion of the Event Approval Committee.

We are only accepting event information forms for events scheduled after the start of classes. If you are a campus partner that is hosting an annual event between September 4- 10, you are required to complete this form. If you are looking to orchestrate an event September 11th and onward please contact eventregistration@uwindsor.ca for further details.

Please note the following deadline:

All event information forms must be submitted by **Wednesday**, June 29th, 2022. You will receive a response from the Event Approval Committee at the meeting in which you sign up to attend on this form.

Any event not approved or not submitted by the deadline on this form will not be included in Welcome Week advertising and promotional materials.

If you have any questions or concerns regarding this form, feel free to contact eventregistration@uwindsor.ca.

Faculty/ Department/ Group/ Area

Primary Organizer

Student Number (if applicable)

Email address

Primary Phone Number

Street Address

City, Province

Postal Code

Complete the following information for alternate contacts:

Contact 1

Name _____
Email Address _____
Phone number _____

Contact 2

Name _____
Email Address _____
Phone number _____

Event Information

Please ensure you answer each question fully.

Event Title

Please provide a thorough description of your event for the Event Approval Committee.

What day will your event be taking place? If your event is repeated multiple times, select each date that applies.

September 2022						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Event Duration

Note: If your event is repeated multiple times, indicate the start and end times associated with each date that you selected.

Is your event being held indoors or outdoors?

- Indoor
- Outdoor

Event Location:

Please keep in mind that you are responsible for booking the location of your event through catering services (ext. 3273 or ligia.arias@uwindsor.ca). Your location booking will not be confirmed by catering services until the committee has approved your event, however, you can request your location be put on hold.

- 1st choice _____
- 2nd choice _____

Number of Students Expected

Is Campus Police/security required?

i.e. for large crowds or where alcohol is served

- Yes
- No

Number of Event Organizers:

The following few questions are regarding any food and/or beverages to be served at your event. Please ensure that your event conforms to the University of Windsor catering services food event policy.

Here's the link to the [university's food policy](#)

(<http://www.uwindsor.ca/cateringservices/303/student-food-event-policy>)

Will food or beverages be served?

If yes, please list all food and/or beverages to be served.

- Yes _____
- No

If yes, please note that **you cannot charge for admission and/or food.**

Welcome Week events/BBQs must be free to students with the exception of UWSA tent events and optional, off-campus field trips (ie. Detroit Tiger Baseball Game); the only exception are events and BBQs planned by a university designated charity.

Will Alcohol be served?

- Yes
- No

No special occasion permits are allowed by any person, club, group, or employee on campus. University of Windsor's Catering Services is the sole licensee for all on-campus events with the exception of alcohol provided by UWSA or GSS within their licensed areas or through a catering endorsement with the express permission of the University of Windsor. Contact Catering Services, ext. 3273 for further information.

Do attendees have to be 19 or older?

- Yes
- No

Please note, for events requiring a waiver, participants must be at least 18 to sign a waiver.

Will this event require a waiver?

- Yes
- No

Who will be invited to attend?

I.e. undergraduate, graduate, student groups.

- Undergraduate Students
- Graduate Students
- Residence Students
- Student Groups _____
- Other _____

Are students required to sign-up in advance for your event?

If so, please include sign-up information.

- Yes _____
- No

Please indicate if you require us to provide you with volunteers.

You are encouraged to utilize your own volunteers as UWWW volunteers may be limited.

- I do not require volunteers to be provided
- I require volunteers to be provided

Volunteer Information

Please ensure you answer each question fully. All questions are mandatory.

- Number of volunteers required

- Arrival time of volunteers

- Departure time of volunteers

- Volunteer location to meet your event organizer

Will you provide volunteers with food?

(Suggested if working more than 3 hours.)

- Yes
- No

Accessibility of the Event

Have you reviewed the requirements of the accessible and inclusive event planning checklist?

This [checklist can be found here](http://www.uwindsor.ca/ohrea/155/accessible-and-inclusive-event-planning) (http://www.uwindsor.ca/ohrea/155/accessible-and-inclusive-event-planning)

- Yes
- No

Health and Safety Information

Have you completed the Health and Safety Office [Special Event Information form](#)? Event Organizers are required to complete and submit the above form to Health and Safety prior to attending their Event Approval Committee Meeting.

(https://www.uwindsor.ca/humanresources/sites/uwindsor.ca.humanresources/files/special_event_information_form_rev_may_2022.docx)

- Yes
- No

Advertising and Promotion Please ensure you answer each question fully. **All questions must be completed.**

How will your event be advertised?

Please provide detailed event information of what the participants will be doing during your event.

Please limit your response to 100 words.

Please provide a detailed description of the food that will be provided and handling practices for the Event Approval Committee.

Please limit your responses to 100 words.

What Event Approval Committee meeting will you be attending? All meetings will last approximately 20 minutes and will take place in the UWSA Council Chambers at the times listed below.

- Wednesday, June 29th- 10 am
- Wednesday, June 29th- 10:20 am
- Wednesday, June 29th- 10:40 am
- Wednesday, June 29th- 11 am
- Wednesday, June 29th- 11:20 am
- Wednesday, June 29th- 11:40 am
- Wednesday, July 6th- 10 am
- Wednesday, July 6th- 10:20 am
- Wednesday, July 6th- 10:40 am
- Wednesday, July 6th- 11 am
- Wednesday, July 6th-11:20 am
- Wednesday, July 6th- 11:40 am
- I cannot attend any of the above Event Approval Committee meetings. Please contact eventregistration@uwindsor.ca to schedule another meeting time.

A member of our office will contact you regarding your approval status.

Don't forget to book your event space through catering at catering@uwindsor.ca.

Filling out this form does not reserve your event space.

Thank you for submitting your event for UWindsor Welcome Week 2022!