



“SPECIAL EVENT QUESTIONNAIRE”

Preplanning is a necessary element for a successful event. In order to ensure a safe, secure, smooth running and problem free function, a well thought out plan is required. Proper planning may not prevent incidents, but should they occur preplanning will provide for the immediate and effective response to such incidents.

Please complete the following questionnaire and provide the requested documents two weeks prior to the scheduled date of the event. Answers such as “refer to files” or “past records” are unacceptable. All questions must be answered.

Note: Submission of this application does not constitute final approval.

All questions must be answered. If the question does not apply, please mark the question with N/A.

Today’s Date: _____ **Date of Event:** _____

Sponsor/Group: _____ **Person in Charge:** _____

Phone Number : _____ **Email:** _____

Name of Event: _____ **Type of Event:** _____ **Time: from:** _____ **to:** _____
(Party, Play, Etc.)

Name of Group or Speaker: _____ **Total Number of Performers:** _____

Location of Event(Bldg./Room): _____ **Pre/Post Reception: Y/N** **Alcohol: Y/N**

Food: Y/N **Propane: Y/N** **Sternos: Y/N** **Location of Reception/Food:** _____

Admission Charge: _____ **Anticipated Number of Attendees:** _____ **Pre-Sold Tickets: Y/N**

Restrictions regarding attendance: _____
(University ID, etc.)

Nature of Event: _____

Date of Last Event at New Jersey City University: _____

****Contract Event:** _____ **Sponsor:** _____

Problems/Concerns with event or location (please describe): _____

****Contract Event means any event which is sponsored by an internal or external organization and exceeds 50 attendees.**

