

# Registering an Event

## Must be two weeks in advance of event

- Step One: Decide on location of event  
Step Two: Register event in Event Management System (EMS)  
Step Three: Fill out and turn in other necessary paper forms (see below).

### Event on-campus in the union

- In Event Management System (EMS) choose **room request**.
- University Police (UP) may require officers if event has alcohol or a large number of attendees. If security is needed UP will send a confirmation email from EMS with UP contract. Contract must be signed and returned to UP immediately. Copy of contract also to be turned in to Greek Affairs Office.
- If event has alcohol, fill out 3<sup>rd</sup> party vendor form with vendor and turn in to Greek Affairs Office.
- After UP confirms event on EMS, 3<sup>rd</sup> party vendor form and UP contract turned in (if applicable) to Greek Affairs Office then Greek Affairs will confirm event through EMS.
- Print UP EMS confirmation email, print Greek Affairs EMS confirmation email, copy 3<sup>rd</sup> party vendor form, and copy UP contract. Have all information present at event.

### Event on-campus not in union

- Book location if not at a fraternity house. Each campus building has a building contact person. Be sure to obtain name and email of building contact.
- In EMS choose **event only request**.
- UP may require officers if event has alcohol or a large number of attendees. If security is needed UP will send a confirmation email from EMS with UP contract. Contract must be signed and returned to UP immediately. Copy of contract also to be turned in to Greek Affairs Office.
- If event has alcohol, fill out 3<sup>rd</sup> party vendor form with vendor and turn in to Greek Affairs Office.
- After UP confirms event on EMS, 3<sup>rd</sup> party vendor form and UP contract turned in (if applicable) to Greek Affairs Office then Greek Affairs will confirm event through EMS.
- Print UP EMS confirmation email, print Greek Affairs EMS confirmation email, copy 3<sup>rd</sup> party vendor form, and copy UP contract. Have all information present at event.

### Event off-campus

- Book location with off campus location.
- In EMS choose **event only request**
- If event has alcohol, fill out 3<sup>rd</sup> party vendor form with vendor and turn in to Greek Affairs Office.
- After 3<sup>rd</sup> party vendor form is turned in (if applicable) to Greek Affairs Office then Greek Affairs will confirm event through EMS.
- Print EMS Greek Affairs confirmation email and copy of 3<sup>rd</sup> party vendor form to have present at event.