

ASP Forms must be submitted to the Office of Student Leadership & Service 4 WEEKS prior to the date of the event.

ASP Alert Form for Student Organizations

Complete one form for each Artist, Speaker, or Performer of any kind that is performing or speaking for free, and/or does not require a contract.

Sponsoring organization: _____ Organization contact person: _____

Organization contact phone: _____ Organization contact email address: _____

Name of vendor/ performer: _____ Name of Contact: _____
Circle one: vendor performer speaker site other: _____

Contact phone: _____ Contact Fax: _____ Contact Email: _____

Date/ time of event: _____

Location of event: _____

For the Event Planner for the Organization:

You must request a security estimate for all Artists, Speakers, and Performers. Please do so by visiting www.osls.emory.edu/security and answering a few questions. EPD will get back with you within one week of submission. Have you done this? Yes No

EPD Security Recommendation: _____

Have you reserved your location for the event? Yes No This contract is for the location

For the Treasurer of the Organization to Complete:

Are you prepared and/or able to pay for costs of the security recommended by EPD?

Yes No

Where will the money be coming from to provide security, if required? (Allocated Funds, Supplemental Funding through your Division, Self-Generated, etc...?)

We certify that we have consulted the Eagle Source (www.osls.emory.edu/eaglesource) for all information relevant to our event and are prepared to take the necessary steps to ensure the event is safe and a success.

SIGNED:

Event Organizer _____ Print Name _____ Date

Organization Treasurer _____ Print Name _____ Date

Organization President _____ Print Name _____ Date

OFFICE STAFF USE: Date ASP Alert was received: _____