DIRECTIONS: COMPLETE AND SUBMIT THIS FORM TO THE STUDENT ACTIVITIES OFFICE AT LEAST TEN BUSINESS DAYS PRIOR TO THE PLANNED DATE OF THE EVENT; TWENTY BUSINESS DAYS FOR CONFERENCE TRAVEL OR PAYMENT FOR A PERFORMER. (*Red asterisk denotes required information.)*

### Request for Pre-Authorization

<table>
<thead>
<tr>
<th>Itemized Requests</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>$</td>
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<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

### Funding & Sales

- **Club Account**
- **ASG Account**
- **Other**

*Will you charge admission? YES / NO*  
*How much? (General $___________ / Student $ _________)*  
*Advance Sales? ☐ In-person ☐ Cashier’s Office ☐ Both*

*Number of tickets _____________*  
*If cash box, how much starting cash? $ _________*

### Audio/Visual

- **Amplification (Speaker)**
- **Amplification (Band/Performer)**
- **Microphone(s) # _____**
- **Speaker podium**
- **Extension cords # _____**
- **Overhead projector**
- **Data projector**
- **VCR**
- **CD Player**

### Performs Contract

*Are you going to pay a performer? If so, fill out a W-9 (see instructions on back).*  
*Performer/Speaker charge: $ ________*

### Transport & Parking

- **Travel by personal vehicle? YES / NO**
- **Travel by District vehicle? YES / NO**
- **Request for District Van(s) # _____**
  
*Drivers for this event are:*

1. __________________________ EMAIL: ____________________
2. __________________________ EMAIL: ____________________
3. __________________________ EMAIL: ____________________

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*Approved: YES / NO  Student Activities Signature: __________________________ Date: _____________*

Stipulations/Required Paperwork: ________________________________________________________________

<table>
<thead>
<tr>
<th>_______</th>
<th>_______</th>
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</thead>
<tbody>
<tr>
<td>Board Approval</td>
<td>Food Service Notification</td>
<td>Calendar</td>
</tr>
<tr>
<td>Campus Police Notification</td>
<td>Facilities/Grounds Notification</td>
<td>Event Planner Notification</td>
</tr>
</tbody>
</table>

*Revised: 20 September 2010*
### 1. Basic Information

Provide basic information about your activity or event. The title you list will be the one used for promotions and calendaring. SAO will make every effort to book the date, time, and location you request. If unavailable, SAO will book the next best resource and will inform you via email. An estimate of the number of attendees is required.

*Be sure to identify if any of your participants are under the age of 18.*

### 2. Request for Authorization

Board policy requires organizations to request authorization to spend money for goods, services or reimbursement prior to the purchase. List the item(s) and amount(s) of all non-food items you intend to buy for your activity. The request for pre-authorization will be made by the SAO staff and you will be informed via email of the outcome. **DO NOT SPEND** until you receive pre-authorization, otherwise you risk not being reimbursed for your purchase.

SAO has established several open purchase orders in the community. A complete list can be found on the SAO web page under the link "Event Planning."

### 3. Food Handling

Food serves or sold to the public must conform to county health code regulations which requires individuals to be in possession of food handlers cards or be trained by a food handler. SAO provides opportunities to be trained.

Answer the following: Where will the food be bought? How will it be prepared? Where, when and how will it be served? Who will serve it?

Potlucks and private parties are exempt. Call SAO if you have any questions.

### 4. Funding & Sales

You must answer whether you are going to charge for your event or not. Indicate what account you intend to charge. If you plan on **selling tickets** you must indicate the price(s). Tickets are numerated and issued by the Cashier’s Office only. Cash boxes are issued from the Student Activities Office. **Deposits must be made immediately after event at the Cashier’s Office or Campus Police. Don’t take cash home!**

### 5. Facilities/Grounds/Custodial Services

Student groups can secure college resources for events. A list of commonly used venues is listed on the SAO web page under “Event Planning." In addition, a template of indoor setups is on the web page.

Students are required to set up for events/activities that call for tables and chairs. A key to the Table and Chair Locker is available at SAO. The user group will be required to return the tables and chairs to the locker at the conclusion of the event. A $50 charge will be assessed if staff must break down the event.

**Note:** Weekend events and activities that are after-hours may incur an overtime charge to be born by the student organization.

### 6. Audio/Visual

Student groups can receive audio/visual support for their event. Be sure to make the distinction between a sound system for a speaker vs. sound reinforcement for a band. Sound reinforcement for a band may be outsourced. A complete list of available resources can be found on the SAO web page under the link "Event Planning."

A Tech Rider is recommended if your performer has specific sound reinforcement requirements.

### 7. Performer Contract

In order to pay a performer or guest speaker, SAO must have a Payee Data Card signed by the individual; including name, SSN, address, contact information and amount to be paid. **No Data Card, no payment and no performance!** Must be submitted 20 business days in advance. Fax Payee Data Card to (760) 757-8209, Attn: SAO.

If your performer’s service was insufficient, you must notify SAO immediately, otherwise the individual will be paid ten business days after the performance.

### 8. Transportation & Parking

Determine whether your event will need transportation or not. Will individuals drive themselves or use district vehicles? If using a district vehicle, individuals must be cleared by Business Services prior to event. Most events will be listed as "starting and ending at location" in order to relieve the district of transportation responsibility. Please list all individuals who will drive. Their names will be crosschecked with the district’s master list.

Inform SAO if you need special parking accommodation for your event (disabled parking, performer parking, guest parking for community event) or you plan to leave your vehicle overnight due to conference travel.