

1-002 Katz Group Centre for Pharmacy and Health Research
Edmonton, Alberta, Canada T6G 2E1
Tel: (780) 492-7629

Event Planning Form

Please complete this form when organizing any events and email to VP Student Affairs at msavpstudentaffairs@ualberta.ca.

Please note:

You **should** complete this form if your event includes one or more of the following: **travel** (i.e. is off-campus), **alcohol, physical activity, risky activity, media, controversial topics** and/or is a **multi-day event** or **event with more than 100 participants**.

Please ensure sufficient time to complete all forms & checklists and get appropriate help for any unclear areas.

All events off-campus, serving alcohol, including physical or risky activity and/or requiring a waiver must be organized and an event submission form submitted on BearsDen a **minimum of 6 weeks in advance**.

You **DO NOT** need to fill out this form if your event fits the following description: on campus with no alcohol and no risky activity. (I.e.: lunch hour talks do not need to complete this form).

To submit event to the calendar: <http://www.msa.ualberta.ca/Events/SubmitEvent.aspx>

To submit to The Steth eNewsletter: <http://www.msa.ualberta.ca/TheSteth/SubmitItem.aspx>

Title of Event:	
Club, Interest Group, Faculty, or Departmental Affiliation:	
Date of Event (dd/mm/yyyy):	
Start Time:	
End Time:	
Email Contact:	
Additional Info:	
In less than three sentences, please describe your event:	

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Number of participants expected to attend:	
<p>Is the event <u>OFF Campus</u>? (If yes, please fill out the EVENT APPROVAL FORM:</p> <p>Go to https://alberta.collegiatelink.net/ and log in to BearsDen using your CCID and password.</p> <ol style="list-style-type: none"> 1. Click on Organizations on the menu at the top of the page 2. Type in "Medical Students' Association" in the search bar on the left hand side 3. Click on Join Organization on the MSA page <ol style="list-style-type: none"> a. The MSA VP Student Affairs will then receive your request via email and will approve it on BearsDen. 4. Once you have been approved and given event planning authority (within a couple days), you will be notified via email by the VP Student Affairs. <p>Once you are an executive (and have event planning authority) on BearsDen,</p> <ol style="list-style-type: none"> 1. Go on the MSA page again 2. Click the Create Event button that should now be visible 3. Fill in the event submission form and submit it. <ol style="list-style-type: none"> a. Be sure to mention if your event will include alcohol, as this will prompt the submission form to ask for the necessary extra information. <p>The SGS Risk Management Coordinator will contact you directly to clarify anything that was unclear, and to pass on the waivers you will need.</p>	
Specific Location (building & room number, or street address) if off-campus:	
Is the event <u>ON-CAMPUS</u>?	
Specific Location (building & room number, or street address) if on-campus:	

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A. INSIDE ON-CAMPUS locations:

Please contact Exams and Timetabling (Phone: 780-492-5221) or the UofA Switch Board (phone: 780-492-3111) to get the booking information about any of the following locations:

- Katz 1-080
- Katz Atrium
- ECHA
- Study rooms in JW Scott library
- TELUS room
- Other Venues/meeting rooms:

<http://www.asinfo.ualberta.ca/en/ConferenceServices/OurEventVenues.aspx>

B. OUTDOOR ON-CAMPUS locations: (ie: Quad, Corbett Hall field etc)

You will need to contact Facilities and Operations and fill out the "Outdoor Event Site Request Form", which can be accessed at

http://www.facilities.ualberta.ca/Operations_Maintenance_FO/BGS/Site_Bookings.aspx

Do you need catering at your event?	
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If yes, the most popular choices for catering by clubs in the past have been:

- Sobeys on 112 street
- Upper Crust Cafe

Classic Fare Catering from the UofA Ancillary Services (<https://ualberta.catertrax.com>)

Will alcohol be served at the event?	
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If yes:

Please Review the Ancillary Services Checklist so that you have an understanding of the steps involved:

<http://www.asinfo.ualberta.ca/AlcoholProceduresandRegulations/ApplicationChecklists.aspx>

If yes:

At least 2 executives from your group must complete the **Pro-serve training (online) and Event Organization training (in-person)** through the SGS for your event. You can view the training dates/times and sign up at the following link:

<https://www.su.ualberta.ca/services/studentgroups/registration/training/>

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Write any comments, questions, or concerns here.	
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Advertising your event (yes/no and how):	
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Please send us any posters, logos or advertisement for approval by the University of Alberta

Do you want your event on the **MSA Calendar**? If yes, complete the "Calendar Entry Submission Form"
Online form submission --> <http://www.msa.ualberta.ca/Events/SubmitEvent.aspx>

Do you want to advertise in the **Steth**? If yes, complete the "Steth eNewsletter Submission Form"
Online form submission --> <http://www.msa.ualberta.ca/TheSteth/SubmitItem.aspx>

Itinerary	
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Please Attach an Itinerary of your event including:

Session names and times with brief description along with the name of all those teaching/leading sections.