



What do you need before you continue?

1. **Contact info for yourself and your club's onsite contact (if it's not you)**
2. **What is the estimated attendance?**
3. **Event: Name, Date, Description & Location**
4. **Venue capacity, costs, address & contact info**
5. **What time:**
 - a. You can access the venue?
 - b. The event begins/ends?
 - c. Is this artist on stage?
 - d. Will you be out of the venue?
6. **A full and accurate schedule of event**
7. **A description of how this event/cash-bar will help you meet your clubs purpose?**
8. **Has this club been allowed to host this event in the past? And with a cash-bar?**
9. **Will there be performers at this event?**
 - a. Are they dangerous?
 - b. Will there be dressing rooms?
10. **A menu of any food being served at this event**
11. **Has your club submitted a venue contract for review yet? If so, is it approved yet?**
12. **Your venue costs must be requested in SAFE. You will need the PO number for the venue request**
13. **A brief explanation of why you are requesting a cash bar**
14. **A brief explanation of how this event DOES NOT revolve around alcohol**
15. **A schedule of when the bar will be open and closed**
16. **Your transportation plan and bussing request information (including PO) and a full bussing schedule**
17. **The number of security at the event, and your security plan**
18. **A Full breakdown of your ticketing plan including comp tickets for club members and performers**
19. **Insurance information (including PO)**
20. **Will your club be providing hotel rooms, local ground transportation, air travel, security, meals, or any other services/resources to your artist?**