



Cal Poly Clubs E-Plan Form



Please type all appropriate information in each field below. It is important that this form be filled out accurately and completely to avoid delays in processing. To make changes to this E-Plan once it has been turned in, visit the Epicenter. Once the information has been filled out, print this form, obtain the signatures of a club officer and advisor, who's signatures are on the club's charter, and turn the form in to the University Union Epicenter (UU room 203) at least 7 days prior to the event date for small-scale events and 14 days prior to the event for larger events.

For assistance, contact the UU Epicenter
(805) 756-5807
UU Room 203
epicenter@asi.calpoly.edu

Club Name (no acronyms please):

What activities will be taking place at this event?
Include a brief description of all activities planned.

Student Contact:

Name

Phone

E-Mail

Please note: E-Plans will not be approved for wine tasting, helicopter rides, athletic competitions, or events at private residences. Please note that should activities occur at the event that are not included in this E-Plan, the E-Plan will be negated.

Club Advisor:

Name

Phone

E-Mail

Event Location: 1st choice

Event Title:

Event Date(s) (month/day/year):

If the event is on campus we will do our best to accommodate your request for the location listed above. In case your 1st choice location is unavailable, please list 2nd and 3rd event locations below:

Event Time:

Beginning

Ending

2nd choice

3rd choice

What is the expected headcount (attendance) for the event?

If the event is on campus, will there be amplified sound or music?

Who will be participating in this event? (i.e. club members, students only, general public)

How do you plan to publicize this event (select and write in all that apply)?
Stake signs on campus

Is there a cost to participate in the event? If so, how much? \$

Sandwich boards on campus

for club members \$

Other

for non members \$

Will food be served?  
*If the event is on campus, campus catering must be used.  
Please contact 756-1177 to make arrangements.*

What are the potential risks to people and property if something goes wrong at the event?

Will alcohol be served?  
*Alcohol must be served by a third party vendor.  
Who is the third party vendor who will be serving the alcohol?*

**For Dances in Chumash Auditorium Only:**  
Please note that only 300 people may attend a dance in Chumash Auditorium. How do you plan to regulate attendance to abide by this safety policy?

*Please note that club funds may not be used to pay for alcohol.*

For off campus events, how will people get to or from the event?

Other:  
(please list)

**For Water Activities Only:** *Activities must take place on closed bodies of water such as in a reservoir. Where will your activities take place?*

Will there be a speaker at the event?  
If so, who and what is the specific topic?

Will you be hiring security for the event ?

If applicable, what protective gear (such as personal floatation devices for water activities or helmets for bicycling activities) will participants wear?

If the event is on campus, where will people park?

Will you provide parking permits?

Please print out this form, read the statement below and obtain the signatures of a club officer and advisor.  
Once the proper signatures have been obtained, turn this form in to the Epicenter.

My signature below indicates that I have received and reviewed the Cal Poly Club Handbook, and that I take responsibility to insure that the activity my club is sponsoring, described on this form, will abide by all University and ASI policies and procedures. Please note that all club activities must comply with Campus Administrative Policies, which can be reviewed at [policy.calpoly.edu](http://policy.calpoly.edu).

A Confirmation Notice for this E-Plan will be emailed to the student contact listed on this form as well as to the club's advisor, along with any other necessary forms such as Waivers or Private Vehicle Forms.

Club Officer Signature:

Club Advisor Signature:

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

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Epicenter Office Use Only: Date Received: \_\_\_\_\_ Inputted by: \_\_\_\_\_  
Date: \_\_\_\_\_ Date Confirmation Emailed: \_\_\_\_\_  
By: \_\_\_\_\_  
Attached: Waivers, Private Vehicle Forms, Other \_\_\_\_\_  
Notes (always include date and name after each note):