Is your event on or off Campus?

- Off Campus
  - Figure out which type of event this is
    - Level A – including events with Planes, Rental Cars, Hotels and trains (3 weeks’ notice required)
    - Level B – Including buses, LIRR, Personal Cars (2 weeks notice required)
  - Complete the Off-Campus reservation google form.
  - Drivers with out of state licenses need to attach a copy of their driving record from the DMV of that state.
  - *Campus Recreation is not responsible for any fees associated with this process

- On Campus
  - Game / Tournament
    - Complete the On-Campus reservation google form.
    - Have all items below before meeting with Rose Faber
      - Time event will start and finish
      - Time needed for setup/warmup
      - Number of fields needed
      - Number of games being played
      - Time needed to Breakdown field
      - Roster for all opposing teams
    - All game preparations must be completed 4 weeks prior to game date
  - Table / Promoting
    - Complete the On-Campus reservation google form. Confirm with Rose Faber
    - Tabling reservations must be completed 2 weeks prior to event
  - Meeting Space
    - Complete the On-Campus reservation google form. Confirm with Rose Faber
    - Meeting Space reservations must be completed 2 weeks prior to event

Are You Driving (Rental/Personal)?

- Yes
  - You will need
    - Off Campus Trip form (attached on the code of conduct form)
    - Roster/Code of Conduct
    - LENS check form for each drivers

- No
  - You will need
    - Off Campus Trip form (attached on the Code of Conduct form)
    - Roster/Code of Conduct
    - Transportation Info

Drivers with out of state licenses need to attach a copy of their driving record from the DMV of that state.

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