

"SPECIAL EVENT QUESTIONNAIRE"

Preplanning is a necessary element for a successful event. In order to ensure a safe, secure, smooth running and problem free function, a well thought out plan is required. Proper planning may not prevent incidents, but should they occur preplanning will provide for the immediate and effective response to such incidents.

Please complete the following questionnaire and provide the requested documents <u>two weeks prior</u> to the scheduled date of the event. Answers such as "refer to files" or "past records" are unacceptable. All questions must be answered.

Note: Submission of this application does not constitute final approval.

All questions must be answered. If the question does not apply, please mark the question with N/A.

Today's Date:	Date	e of Event:	
Sponsor/Group:	Person i	n Charge:	
Phone Number :	Email: _		
Name of Event:			
Name of Group or Speaker:	,	otal Number of Performers: _	
Location of Event(Bldg./Room):		Pre/Post Reception: Y/N	Alcohol: Y/N
Food: Y/N Propane: Y/N Sterno	s: Y/N Location of	f Reception/Food:	
Admission Charge: Ant	ticipated Number of A	ttendees: Pre-So	old Tickets: Y/N
Restrictions regarding attendance:			
Date of Last Event at New Jersey City	University:		
**Contract Event:	Spo	nsor:	
Problems/Concerns with event or loca	tion (please describe):		

**Contract Event means any event which is sponsored by an internal or external organization and exceeds 50 attendees.

GENERAL SAFETY/FIRE SAFETY CONCERNS

Extension Cords: Y/N	Tents: Y/N Location:	Number:	Size:_	
Balloons: Y/N Location:		Fog/Smoke Machines: Y/N	Location: _	

Describe in detail any activity and/or equipment which might be used, and which may result in potential safety and/or fire hazards (i.e. candles) or permit required items (grills, food trucks, special amusements, etc.)

PARKING/TRANSPORTATION REQUIREMENTS

Are there any parking or additional shuttle requirements for this event? Please describe:

SECURITY & SAFETY REQUIREMENTS

No one other than members of the Public Safety Department, Federal, State and local law enforcement agencies are permitted to function in a security capacity. Individual groups are not permitted to contract with law enforcement groups for the provision of security services.

Number of Security Personnel required will be based upon type of event and Department of Public Safety Security Assessment. Officer are assigned at a minimum ½ before and ½ hour after each event.

Note: Documents should be sent to the Department of Public Safety within <u>3 business days of submitting this form.</u>

REQUESTED DOCUMENTS CHECKLIST

- 1. Copy of all advertisements used for event \Box
- 2. Sample copy of ticket \Box
- 3. Diagram of room set-up \Box

Chairperson/ Director	Date	Advisor	Date
Director DPS/ Designee	Date	Fire Official/ DPS	Date
*Charge Back Department/ Bu *(REQUIRED PRIOR TO	6		
	FOR OFFI	CIAL USE ONLY	
No. of Officers:	Time Required	: From:To:	
No. of Police Officers:	Time Re	equired: From:	То:
□ Box Office Only □ Walk	Through Only	Emergency Announcemen	nt Read: Y / N
		CUI	
2039 J.F. Kennedy Blvd • Rossey Hall, Rm 114 • Jers	ey City, NJ • 07305	Dispatch: 201-200-3128 • Office: 201-20	0-3127 • Fax: 201-200-2240