

SPECIAL EVENT FOR DEPARTMENTS & AFFILIATES

Columbia Event Management

Alfred Lerner Hall, 2920 Broadway, Suite 704, New York, NY 10027

Special Events are classified as those events that meet the following criteria:

- presence of press/media (invited or otherwise)
- advertised beyond Columbia's campus
- high attendance/capacity
- potential for significant disruption
- security concerns on the part of the recognized student group, advisers, or guest

The presence of one of these criteria may not necessarily elevate the event to a Special Event status, however, these factors should be considered cumulatively.

Special Events hosted by Departments and Affiliates must be pre-approved. Promotion of any event without approval is in violation of Columbia University Events [Policy](#).

Submission of this form does not guarantee approval.

To request an approval, please submit this form to Sanjay Mahajan (sm4534@columbia.edu) no later than 10 business days before the requested date of the event.

DEPARTMENT/AFFILIATE INFORMATION:

Representative's Name: _____

Representative's Email: _____

Representative's Title: _____

Representative's Phone: _____

Department/Affiliation: _____

EVENT INFORMATION:

Event Name: _____

Event Location: _____

Event Date: _____

Event Start Time: _____

Event End Time: _____

Description of Event:

How does this event represent University interest:

Why non-Affiliate attendance is required:

SIGNATURES:

With your signature, you agree to be responsible for knowing and adhering to Columbia University Event Management policies.

Representative Signature: _____

Date: _____

Senior Executive Vice President Signature: _____

Date: _____