

**Santa Clara University
Faculty/Staff Expressive Activity Planning Form**

Please complete this form which will be submitted to the University official authorized to approve expressive activities for final review and signature of approval.

Event Details

Date of Planning Meeting: _____

Attended By: _____

Sponsoring Department(s): _____

Event Day / Date / Time: _____

Nature of Event: (circle all that apply)

March Vigil Rally Protest Picketing Other

If other, please describe: _____

Topic or Name of Event: _____

Approved Event Location: _____

Astra Confirmation Number: _____

SCU Faculty/Staff Representative Name & Title who will be present at the event:

Contact Phone Number / Email: _____

Review of Relevant Policies

For each policy, circle "Applicable" if the policy is applicable to this event or "Not Applicable" if the policy does not apply to this event.

<u>Policy</u>	<u>Applicable?</u>		<u>Sponsor Initials</u>
Expressive Activity Policy	Applicable		_____
Sound Amplification Policy	Applicable	Not applicable	_____
Speaker Policy	Applicable	Not applicable	_____
Posting and Chalking Policy	Applicable	Not applicable	_____
Candles and Open Flames Policy	Applicable	Not applicable	_____

Other Notes:

Attachments

Be sure to attach the following documents to this completed form:

- Campus map with event location highlighted (if there is any movement from one point on campus to another, include the movement route as well)

Approvals

The signature below is by the faculty/staff sponsor of an SCU organization or department.

Signature: _____ Date: _____

Name & Title: _____

The signature below is by the University official authorized to approve expressive activities (Vice Provost for Student Life or other designee).

Signature of Approval: _____ Date: _____

Approver's Name & Title: _____

Distribution

The following individuals must receive a signed and approved copy of this form.

Administrative Staff: (circle all who should receive this form)

- Student Life: Jeanne Rosenberger
- Center for Student Involvement: Tedd Vanadilok, Lori Salazar, Victor Pineda, Chloe Wong
- Division of Inclusive Excellence: Shá Duncan Smith, Raymond Plaza, Chris Harris
- Division of Mission & Ministry: Alison Benders, Andrew Chai
- Campus Safety: Phil Beltran, Jake Malae
- Event Planning Office: Lisa Swendsen
- University Marketing & Communication: Deepa Arora
- Other Administration: Kelly Douglas, Lawrence Lokman, Jim Lyons, Wilson Garone, Sean Collins

Revised as of 3/4/24