



GEORGE MASON UNIVERSITY POLICE DEPARTMENT



EVENT PLANNING WORKSHEET

Event Title:		Event Host: GMU <input type="checkbox"/> Non-GMU <input type="checkbox"/>	
GMU Department: GMU Student Organization:		Non-GMU Organization:	
Contact Person #1:		Contact Person #2:	
Contact Office Phone:	Contact Cell Phone:	Fax:	
Email:		Full Billing Address:	
Event Date(s):		Event Week Day(s):	
Event Location(s):	Building(s):	Lots(s) #:	Street(s):
Event Street Closure: Yes <input type="checkbox"/> No <input type="checkbox"/>		Lot Closure: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Event Start Time:	Event End Time:	Total Time:	
Expected Attendance:		Any Outside GMU Affiliation:	
Special Guests:		Dignitaries/VIP's:	
Entertainment: Yes <input type="checkbox"/> No <input type="checkbox"/> Band/Source:		Ticketed Event: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Alcohol Present: Yes <input type="checkbox"/> No <input type="checkbox"/> Server:		Cash Present: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Police Officers: \$44.00 an hour. Police Cadets: \$14.50 an hour. Security Officers: \$17.00-\$22.00			
There is a three (3) hour minimum per officer and a twelve hour cancellation required without charge, exceptions may apply case by case. GMUPD will determine staffing levels and ranks based on the event. Payment may be higher if non-GMU officers are used.			
Recommended start time for officers is ½ hour prior to the start of the event and the end time is approximately ½ to 1 hour after the event is over. Start time and end time is determined by the police department. For event scheduling questions or concerns contact Lt. Chandler at cchandle@gmu.edu or 703-993-2911.			
FINANCIAL RESPONSIBILITY			
Responsible Banner Organization #/Account Code to be charged:			
Authorized Person's Name (print):			
Authorized Person's Signature			Date:
POLICE EVENT COORDINATOR USE ONLY			
Number of Officers:			
Police Event Coordinator Signature:			Date:
NOTE			
Any event that presents a safety hazard to attendee's or police will be closed down. Problem organizations will be required to hire more officers for safety. If event goes over the end time, officers will be paid for that time. <u>Organizations are not allowed to hire private security companies.</u> No weapons will be allowed into event area with the exception of sworn officers.			