

SUNY POLYTECHNIC INSTITUTE (SUNY POLY)

SPECIAL REQUIREMENTS FORM

(PLEASE PRINT ALL INFORMATION)

Directions: This form must be used for events requiring special requirements. Completed forms shall be submitted to the Office of University Conferences and Events in collaboration with the Environmental Health and Safety Office and University Police at least (2) weeks prior to the date of the event.

PERSON MAKING REQUEST: \_\_\_\_\_

SPONSOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPOSED EVENT INFORMATION: Title of Event: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ Estimated # of Participants: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

SPECIAL REQUIREMENTS:

\_\_\_ OUTSIDE OPEN BURNING  
(Bonfires, Pyrotechnics)

\_\_\_ TENTS OR TEMPORARY STRUCTURES

\_\_\_ OUTSIDE COOKING  
(Propane/Charcoal Grills – Refer to College Grill Policy)

\_\_\_ EXCESSIVE NOISE

\_\_\_ INDOOR OPEN FLAMES  
(Candles, Pyrotechnics) **(Pyrotechnics require 45-day notice)**

\_\_\_ ELECTRICAL EQUIPMENT

\_\_\_ INDOOR SMOKE / FOG MACHINES

\_\_\_ SCENERY /STAGE PROPS

\_\_\_ SECURITY (UNIVERSITY POLICE)

\_\_\_ TRIPPING HAZARDS (Cables, other)

\_\_\_ PARKING ARRANGEMENTS

\_\_\_ ANIMALS / WILDLIFE

\_\_\_ TRANSPORTATION NEEDS  
**(Attach Completed Vehicle Request Form)**

\_\_\_ CONCESSION STANDS / FUNDRAISERS  
POT LUCK EVENTS (Food/Beverage Sales) **(Requires approval from Office of Campus and Corporate Events in conjunction with the Campus food purveyor)**

\_\_\_ MEDICAL / FIRE SAFETY (EHS DEPT)

\_\_\_ SPECIAL FURNITURE SET-UPS  
**(Ordering of tables/chairs for events thru CCE Office)**

\_\_\_ ADVERTISING

\_\_\_ OTHER (SPECIFY BELOW)

SPECIFY REQUEST(S) CHECKED ABOVE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF PERSON

REQUEST SUBMITTED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

Request reviewed by: \_\_\_\_\_ Approve/Disapprove Date: \_\_\_\_\_

Request reviewed by: \_\_\_\_\_ Approve/Disapprove Date: \_\_\_\_\_