

UCSC Police Department

Event Notification Form



As outlined in the UCSC Major Events Policy:

Submit this form four weeks in advance for dances and with as much advance notice as possible for other events. Requests that are submitted on time will have a police officer or CSO assigned to the event as necessary. University police will notify the sponsor minimum of 2 weeks before the event and will indicate if security personnel cannot be on site due to unforeseen circumstances. Under extreme circumstances where public safety concerns arise, campus police may cancel an event in consultation with the sponsor.

Date of request: _____
Party submitting request: _____
Contact information: phone _____ e-mail - _____
Name of Event: _____
Sponsoring organization: _____
Hosting organization: _____
Information regarding event – Please complete all areas that apply:
Date of Event: _____ Time of Event: _____ am/pm to _____ am/pm
Location of Event: _____
Estimated Attendance: _____ – _____
Event is for: UCSC Students Staff Faculty Alumni Public
Other (Please describe: _____)
Event Advertising: Flyers Residential Area Only
 Posters Campus Only
 Radio Campus & Downtown
 Television Downtown Only
 Mailing Regionally
 Invitation Statewide
 Web Posting Nationally
 E-mail Specific Group _____
Date that Advertising Begins: _____ Will Alcohol be served? _____
Sound source (if any): _____

After providing the above information, please e-mail the completed form to Sgt. Mark Larson at malarson@ucsc.edu or fax to (831) 459-3041 for assessment.