

# 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. Brian Cabriales at [cbcabria@ucsc.edu](mailto:cbcabria@ucsc.edu) or fax to (831) 459-3041 for assessment.