

# Dance Worksheet Instructions and Deadlines

If you have questions about this process, please contact the LEAD Center at [lead@berkeley.edu](mailto:lead@berkeley.edu) or 510.642.5171. You can also contact your organizations advisor for questions. You can identify your LEAD Center advisor by visiting <http://lead.berkeley.edu/lead/staff>

**Step 1 – Review the [Campus Dance Policy](#), Dance Worksheet and other [Event Planning Resources](#).**

**Step 2 - Reserve the Facility for your event at least 40 working days prior to your event (Date of Event: \_\_\_\_\_)**

Meet with the Facility Manager for your event venue to discuss use of the space for a dance.

- Pauley Ballroom, MLK (capacity 500-900)
- Toll Room, Alumni House (capacity 120-190)
- Lipman Room, Barrows Hall (capacity 233-499)

**Step 3 – Complete and submit this Dance Worksheet to the LEAD Center at [lead@berkeley.edu](mailto:lead@berkeley.edu) and to your organizations designated LEAD Center advisor. You can find your advisor listed on your Cal Link page or by visiting <http://lead.berkeley.edu/lead/staff>. Completed packets should be turned in at least 35 days prior to your event (Date to be Completed: \_\_\_\_\_)**

- Save and print a copy of the completed Dance Worksheet for your records as well as your meetings with campus departments for the event.
- To assist you in preparing an accurate event budget, contact vendors/departments whose services you plan to utilize for your event to get an estimate.

**Step 4 – Complete the [Police Services Request form](#) and conduct a UCPD Security Assessment at least 30 days prior to your event (Date to be Completed: \_\_\_\_\_)**

UCPD assigns uniformed officers to secure all dance events on campus. This mandatory service is a cost to the event organizers that depends on a number of factors discussed during the security review. The charge for security services can run, on average, from \$600 for a small event to \$1,500 for a large event.

To speak with a UCPD officer about security services you may:

- Walk-in – check in at the UCPD front desk in the basement of Sproul Hall – ask to speak with someone from the Special Events division.
- Schedule an appointment with Lisa Campbell in UCPD’s Special Events via email at [lcamp3942@berkeley.edu](mailto:lcamp3942@berkeley.edu).

**\*\*Make sure to bring a completed copy of your Dance Worksheet and the Police Services Request form to UCPD\*\***

**Step 5 – Meet with a LEAD Center Coordinator at least 30 working days prior to your event (Date to be Completed: \_\_\_\_\_)**

Following submission of the Dance Worksheet, the event organizer will be contacted to schedule a review meeting within 5 working days. Additional forms may be required.

- Make sure to bring a copy of the completed Dance Worksheet and the most up-to-date budget for the event to this meeting.

**Step 5a – Meet with your LEAD Center Advisor (if applicable) at least 30 working days prior to your event (Date to be Completed: \_\_\_\_\_)**

Following submission of the Dance Worksheet, set up an appointment with your LEAD Center Advisor to ensure that you have the funding necessary to put on your event. Your LEAD Center Advisor will also discuss the method of payment for on- and off-campus services for your event.

- Make sure to bring a copy of your completed Dance Worksheet and the most up-to-date budget for the event to this meeting.

**Step 6 – Contact the Office of [Risk Management](#) for Event Insurance** *at least 20 working days prior to your event (Date to be Completed: \_\_\_\_\_)*

The Office of Risk Management will review the Dance Worksheet, contact the event coordinator and provide them with instructions and cost for obtaining a Certificate of Insurance. All dances held on campus must have a Certificate of Insurance that lists “The Regents of the University of California” as additional insured and must provide the following coverages:

- \$1,000,000 general aggregate
- \$1,000,000 products/completed operations aggregate
- \$1,000,000 personal and advertising injury
- \$1,000,000 each occurrence
- \$50,000 fire damage
- \$5,000 medical expense

For more information about student organization activity insurance, visit the [Student Event Coverage FAQ](#) provided by the Office of Risk Management.

*\*\*Risk Management will not be able to provide a Certificate of Insurance for your event until you have received a confirmation from the facility manager that you are authorized to use their facility.\*\**

**Step 6a – Collect proper documentation from vendors coming on to campus** *at least 10 working days prior to your event (Date to be Completed: \_\_\_\_\_)*

The University requires that all third-party vendors (i.e. DJs, rental companies delivering equipment to campus, catering companies delivering to campus, etc.) supply the University with proof of Worker’s Compensation coverage, and, if driving to or on to campus, a copy of their Automobile Insurance. Once these documents are received, a copy should be sent to the Office of Risk Management (by mail: 131 University Hall, Berkeley, CA 94720-1100; by fax at 510.643.5050; or by email at [risk@berkeley.edu](mailto:risk@berkeley.edu)).

**Step 7 – Set-Up Ticket Sales** *at least 20 working days prior to your event (Date to be Completed: \_\_\_\_\_)*

*Ticketing Restrictions:* All tickets must be purchased by a UC Berkeley student with valid ID. A UC Berkeley student with a valid ID must purchase tickets for guests. Guest(s) must be present at purchase of ticket and present a college ID (one guest per UCB student may be a non-college student). Tickets must be printed and sequentially numbered.

All tickets must clearly state the following information:

- This event is not open to the public
- UCB students and accompanied guests only (Maximum 3 guests per UCB student)
- Attendees must show valid student identification & photo identification
- All guests must be 18 years or older with proof of age
- No alcohol or drugs permitted

- No weapons permitted
- Tickets may be sold at the door up to one hour after the event begins
- No in-and-out privileges

**Step 7a: Online Ticket Sales:** The ASUC Student Union has an approved vendor that will allow students to setup online ticket sales and allocate a block of tickets for cash sales. To utilize this service, an organization representative must meet with a staff person in the LEAD Center. Please call 510.642.4536 to schedule an appointment to set-up the online ticket sales system.

Will your organization be selling tickets online utilizing the above system?

Yes  No

If the decision is made by the student group to sell tickets online, a designated member of the student group needs to meet with an ASUC Student Union representative at least 20 days prior to the event.

- Be ready to provide a digital form of the sponsoring organization's logo, if they want it on their dance ticket sale page.
- Decide ticket price, total # of sales, maximum # of tickets that can be purchased.
- Decide hours of dance, policies and procedures, attire, etc. – all info to be put on printed ticket receipt.
- Student group representative reviews and approves Ticket Order Page.
- Link is placed on appropriate site(s) so tickets may be purchased online.
- Student group representative must meet with ASUC Student Union representative to get final spreadsheet the day of the dance.
- On the day of the dance the student group checks in attendees using the spreadsheet, comparing the last four #'s of the student ID with the printed ticket at the door.
- Student group must provide a laptop with Internet connection if they want to sell online tickets at the door.
- Final accounting / disbursement to Student Group of online ticket sales by ASUC Student Union Finance Manager.

**Step 8 – Submit publicity materials to the Center for Student Leadership for approval *at least 20 working days prior to your event* (Date to be Completed: \_\_\_\_\_)**

*Publicity Restrictions:* No off-campus promotion of a dance, including radio, newspaper or television advertising, shall be permitted. In addition, all promotional materials shall be submitted at least 20 working days in advance for approval to your organizations LEAD Center Advisor prior to printing/duplication and distribution. All publicity materials, including tickets, shall clearly state that the dance is open to UC students with valid identification cards and their guests with proof of age 18 years or older and college identification. Advertising must clearly indicate that the dance is not open to the public and that tickets will be sold at the door up to one hour after the event has begun.

**Step 9 – Attend Dance Coordination Meeting *at least 15 working days prior to the event* (Date to be Completed: \_\_\_\_\_)**

Your LEAD Center Advisor will work with dance organizers to schedule a review meeting with UCPD, the organization's LEAD Center Advisor (if applicable) and the facility manager to do a final review of the event. The Dance Coordination Meeting is mandatory for the organizers of the dance and the signatory for the organization that appears on the Dance Worksheet.

## Dance Worksheet

Please complete this form and follow the instructions for holding a dance on campus with special attention to timeline requirements. After completion of this Worksheet, save and email it to [dancereview@lists.berkeley.edu](mailto:dancereview@lists.berkeley.edu). The Dance Worksheet will then be reviewed by the LEAD Center.

**Name of recognized student group:**

**Primary Contact Individual\*:**

**Email:**                      **Primary Telephone Number:**

**Secondary Contact Individual\*:**

**Email:**                      **Primary Telephone Number:**

*\*At least one contact must be a signatory registered with the Center for Student Leadership.*

**Event Information:**

**Title of Dance:**

**Date:**                      **Start Time:**                      **End Time:**

**Dance Theme (detailed description):**

**Facility Tentatively Reserved (check all that apply):**

- Pauley Ballroom, MLK, Jr. Student Union
- Toll Room, Alumni House
- Lipman Room, Barrows Hall
- Other:

**Estimated Attendance (Check one):**

- Up to 100
- 101-300
- 301-500
- 501-800
- 801-1000

**Event Purpose (i.e., social gathering, cultural event, fundraiser, etc.):**

**Will your organization be charging for admission at this event?**

- Yes\*\*                       No

**Will your organization be collecting donations at this event?**

- Yes\*\*                       No

**If yes to either of the above questions, will the profits be donated to an off-campus agency?**

- Yes                       No

**If yes, what is the name of the agency:**

*\*\*If your organization will be charging admission and/or collecting money (from donations or sales) at this event, your organization must complete a [Fundraising Request Form](#).*

**Will your organization will be providing food and/or non-alcoholic beverages at this event?**

- Yes\*\*\*                       No

*\*\*\*If providing food and/or beverages to event attendees, your organization must receive a food permit from [Environment, Health, & Safety](#).*

**Please indicate what your organization will be selling at this event if applicable (Check all that apply):**

- Food       Beverages                       Other:

**Ticket Sales:**

- Online
- Day of event
- At event (up to 1 hour into the event only)

**Staffing/Volunteer Plan:**

- Volunteers                                       Other:  
How many?

- Contracted  
Company:

How will volunteers at the event be identified (i.e. organization t-shirt, armband, etc.)?

**Event Budget:**

Fill in the amount that your organization has budgeted for each of the categories.

Food/Refreshments:

Decorations:

Event Security:

Miscellaneous:

*Description of items:*

**Total Expenses:**

*Expected Revenue Generated from:*

Ticket Sales:

Food Sales (if applicable):

Other sales/fundraising:

**Total Expected Revenue:**

***By signing below, I agree that the information contained in this worksheet is accurate to the best of my knowledge.***

**Primary Contact Name:**

**Primary Contact Signature: \_\_\_\_\_ Date:**

***\*Sign here for electronic signature: \_\_\_\_\_***