



EVENT RISK ASSESSMENT FORM TEXAS A&M UNIVERSITY-COMMERCE

ORGANIZATION Office of Financial Aid & Scholarships		EVENT NAME #MoneyDaze2K21	
EVENT CONTACT NAME Jonathan L. Jordan	EVENT CONTACT PHONE 903.403.1266	EVENT CONTACT E-MAIL Jonathan.Jordan@tamuc.edu	
PAYER N/A	PAYER PHONE N/A	PAYER E-MAIL N/A	
EVENT LOCATION/DATE Crossroads - 10/5-10/7		EVENT RAIN LOCATION N/A	
TIME DOORS OPEN N/A	EVENT START TIME 10/5 - 11a, 10/6 - 9a, 10/7 - 1p	EVENT END TIME 10/5 - 2p, 10/6 - 1p, 10/7 -4p	(DO NOT INCLUDE SET-UP/ CLEAN-UP TIME)
EVENT TYPE Outreach Event		PARTY, PROBATE, BANQUET, CONCERT ETC.	
DESCRIPTION OF EVENT <h1 style="text-align: center;">To encourage financial aid application completion.</h1>			
NUMBER OF ATTENDEES EXPECTED 200 over 3 days (come & go event)		AUDIENCE TYPE (CAMPUS/ PUBLIC) Campus	
ALCOHOL AVAILABLE (YES/NO) NO	MONEY PRESENT (YES/NO) NO	FOOD PRESENT (YES/NO) Yes	FOOD SOURCE Catered
SPECIAL GUESTS OR DIGNITARIES (LIST WHO) N/A			
ASSISTED LISTENING DEVICES REQUIRED (YES/NO) NO		ANIMALS PRESENT (YES/NO) REQUIRES PAPERWORK NO	
NUMBER OF STAFF PRESENT (TAMUC PAID) 10		NUMBER OF STAFF PRESENT (STUDENTS/OTHER) N/A	
LIST ANY AFTER HOURS NEEDS N/A			
<i>Notice</i>			
<p><i>1Pursuant to System Policy 07.01 Ethics faculty and staff will promote integrity-rich behavior, ethical conduct beyond reproach and a commitment to compliance and shall refrain from sponsoring unauthorized events. Examples of activities, behaviors, and acts not allowed include, but are not limited to: promotion or authorization of non-sponsored events or activities; actions that would create the appearance that they are violating the law, system policies and regulations or member rules and procedures; unauthorized commitments or promises of any kind purporting to bind the system or university; and allowing unauthorized or unregistered people from attending approved events. 2Approved events that exceed or are anticipated to exceed 500 attendees will be required to have an available guest list for all attendees that are not current faculty, staff, or students of Texas A&M University - Commerce. This excludes Official University events managed and controlled solely by university personnel.</i></p>			
EVENT APPROVAL PARTIES			
PAYER SIGNATURE N/A		IDT NUMBER N/A	
EVENT PLANNER SIGNATURE Jonathan L. Jordan			
SPONSOR/CAMPUS ADVISOR SIGNATURE N/A			