

**Santa Clara University
Student Organization Expressive Activity Planning Form**

Please complete this form during the planning meeting with your Center for Student Involvement (CSI) or other delegated advisor. This completed form will be submitted to the University official authorized to approve expressive activities for final review and signature of approval.

Event Details

Date of Planning Meeting with Advisor: _____

Attended By: _____

Hosting/Sponsoring Student Organization(s): _____

Event Day / Date / Time: _____

Nature of Event: (circle all that apply)

March Vigil Rally Protest Picketing Display Other

If other, please describe: _____

Topic or Name of Event: _____

Approved Event Location: _____

SCU Representative who will be present at event: _____

Contact Phone Number / Email: _____

Review of Relevant Policies

For each policy, circle "Applicable" if the policy is applicable to this event or "Not Applicable" if the policy does not apply to this event.

<u>Policy</u>	<u>Applicable?</u>		<u>Advisor Initials</u>
Expressive Activity Policy	Applicable		_____
Sound Amplification Policy	Applicable	Not applicable	_____
Speaker Policy	Applicable	Not applicable	_____
Posting and Chalking Policy	Applicable	Not applicable	_____
Candles and Open Flames Policy	Applicable	Not applicable	_____

Other Notes:

Invited Speakers and Presenters

Are you inviting any non-affiliate guest speakers or presenters (anyone who is not a current SCU student, staff, or faculty) to participate in this event?

Yes No

If yes, please list each guest's full name, organizational affiliation, and topic or content area that they will speak or present about:

Attachments

Be sure to attach the following documents to this completed form:

- Event Planning Request Form
- Campus map with event location highlighted (if there is any movement from one point on campus to another, include the movement route as well)

Approvals

The signature below is by the advisor of the hosting/sponsoring student organization.

Advisor Signature: _____ Date: _____

Advisor's Name & Title: _____

The signature below is by the University official authorized to approve expressive activities (Director of the Center for Student Involvement or other designee by the Vice Provost for Student Life).

Signature of Approval: _____ Date: _____

Approver's Name & Title: _____

Distribution

The following individuals must receive a signed and approved copy of this form.

Administrative Staff: (circle all who should receive this form)

- Student Life: Jeanne Rosenberger, Matthew Duncan
- Center for Student Involvement: Tedd Vanadilok, Lori Salazar, Victor Pineda, Chloe Wong
- Division of Inclusive Excellence: Shá Duncan Smith, Raymond Plaza, Chris Harris
- Division of Mission & Ministry: Fr. Matthew Carnes, Mike Nuttall, Andrew Chai
- Campus Safety: Phil Beltran, Jake Malae, Tracy Cox
- Event Planning Office: Lisa Swendsen
- University Marketing & Communication: Deborah Lohse
- University Operations: Sean Collins
- Other Administration: Molly McDonald, James Glaser, Kelly Douglas, Wilson Garone

Student Organization: (circle all who should receive this form)

- Heads and main organizers of the hosting organization
- Heads and main organizers of the co-sponsoring organizations (if applicable)

Revised as of 10/10/25