



Samford University

Events Management

Programs with Minors Checklist

- Register Program with the Office of Events Management: **Due by October 1st**
- Confirm Housing Requests with Residential Life: **Due by October 15th**
- Complete Facility Usage Agreement: **Due by May 15th**
- Confirm ALL Caf meals and estimated attendance: **Due by May 15th**

Due Prior to Program Start *(dates vary based on start date)*

- Each program employee/volunteer to complete required Human Resources background check: **Due by 45 days prior to program start date**
- Each program employee/volunteer to complete required orientation: **Due by 10 days prior to program start date**
- Confirm guaranteed guest count to Food Services: **Due by One week prior to Program Start Date**

Other Items

- Send Waiver(s) for Parents/Legal Guardians to sign: **Due prior to camp start**
- Submit an accident/Incident Report Form: **as needed**