

**Request for Public Expression
Cover Sheet**

Date Submitted: ___/___/___

Event Title:

Sponsoring Organization:

Required Signatures Prior to Review of Request

The following signatures indicate the acceptance of responsibility for the content, manner, and supervision of the event by the BYU requesting and sponsoring organization. This includes accountability for the implementation of the authorized plan, supervision of participants and speakers during the event, and compliance with all related university polices and guidelines.

- [] The activity requested is sponsored by an academic department and/or academic student organization on campus. Please include the following signatures indicating support for the activity as per above.

Student Name: _____

Organization: _____ Signature: _____

Adviser Name: _____

Department: _____ Signature: _____

Department Chair Name: _____

Department: _____ Signature: _____

Dean of College Name: _____

College: _____ Signature: _____

- [] The activity requested is sponsored by a non-academic department on campus (e.g. BYUSA club). Please include the following signatures indicating support for the activity as per above.

Student/Individual Name: _____

Organization: _____ Signature: _____

Adviser/Supervisor Name: _____

Department: _____ Signature: _____

Area Director Name: _____

Department: _____ Signature: _____

*Dean of Students or
line Vice President* Name: _____

Signature: _____

If the event is authorized, time and place provisions will be coordinated by the Dean of Students Office.

Request for Public Expression Proposal Instructions

Requestor Information

Before initiating this process, please read the BYU Public Expression Policy, which is available online at: policy.byu.edu. Please allow at least five working days for processing. The event must be authorized before any scheduling or speaker arrangements can be confirmed.

In a separate attachment to the cover sheet, please provide the following information to initiate your request for public expression. The summary or outline should contain sufficient detail to allow for a thorough review and informed decision by the Dean of Students Office and others that may be consulted in the process. The request should demonstrate that the event has been well conceived, is consistent with the sponsoring organization's stated mission, and is appropriate for campus.

1. BYU sponsoring organization/department: name(s) of student leaders(s), supervisor or faculty adviser, and event contact person(s), including phone number, address, and e-mail information
2. BYU and/or non-BYU organization(s) participating in event (in addition to BYU sponsoring organization): aims, general background, organization contact- name, phone number, address, and e-mail information
3. Purpose of event: overall objectives and rationale for campus organization's support, beneficiaries and relevance to campus
4. Manner: description of event, how students in the organization will support event, anticipated number of participants, announcement of event, set-up for event, materials planned to be displayed or distributed, content of signage, off-campus involvement (if any), anticipated need for university equipment or other resources. If speakers involved, include: purpose, background/qualifications, names, contact information for speakers.
5. Supervision: how event will be supervised to ensure decorum and safety, who is responsible for compliance with agreed upon arrangements
6. Time: proposed date(s) and time frame of public expression event.
7. Place: proposed location or preferred campus venue

Submit cover sheet and requested information to:

Dean of Students Office, 3500 WSC, 422-4771, 422-0643 (fax), deanofstudent@byu.edu