

Events and Communication Application Form

The NSS shall categorize events into two main categories. They are any events that capture the following:

**Class A**: Involving more than one class, requiring NSS funding, space or equipment, requiring room booking, AND/OR involving presumable risk including, but not limited to physical exertion, potential for injury, and accessibility accommodations (and therefore need for AMS sanctioning as well).

**Class B**: Involving one class and no items from “Class A”.

ONLY events approved by the NSS are entitled to the following: use of NSS brand (e.g., crest, societal affiliations, and group names), access to NSS funds, and AMS insurance policy.

Class B events must be submitted for approval at least 2 weeks prior to their intended date.

If more than one event is submitted to take place on the same date or following the same theme, the event that was submitted and successfully approved first shall take priority. Duplicate events hinder the success of all events, and have potential to not be approved. Communication with one another, collaboration, and team support are the best way to ensure your events are successful.

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| Applicant’s Name/Year of Study: | | Organization/Position: |
| Contact Information | | |
| Queen’s Email Address: | | Phone Number: |
| Purpose and Rationale  (Describe in detail the rationale for your events request. Topics that should be included: Timing, location, targeted audience and outcome, methods, required resources, food involvement, potential risks, etc.)  Note: Please complete this form as an integral aspect of the planning process. | | |
| Date of Application (DD/MM/YY) | Applicant’s Signature | |
| For Office Use Only | | |
| Date Received (DD/MM/YY) | Signature of Approval | |

Please wait three (3) to five (5) business days for communication form to be processed. We thank you in advance for your understanding and patience.

Upon completion, please save submission as a **pdf** and rename completed form as

**yourfirstname.communicationrequest**

**Please email your signed and completed form, as well as your questions and/or concerns to**[**vpops@nss.queensu.ca**](mailto:vpops@nss.queensu.ca)and **president@nss.queensu.ca**