



Instructions

This form is to be completed by a KSU employee organizing/sponsoring seeking approval for an event from the Environmental Health and Safety Department. A complete request for approval must be submitted via DocuSign (Event Request link on www.ehs.kennesaw.edu) at 10 business days before the event.

Event Information

Event Name			
Event Date(s)		Start Time	
		End Time	
Event Location	Kennesaw	Marietta	Campus Location
# of participants			Location/Layout Sketch
Event Organizer Name		Email Contact #	
Event Sponsor		Sponsor Email	
Event Description			
<i>Mark all that apply:</i>	Yes	No	N/A
Cooking/Food Warming (BBQ Grill, Smoker, Cooking Trailer, Food Truck)			
Open Flame (fireplace, campfires, fire pits, and candles)			
Tents/Canopies			
Vehicles, Trailers, and Motor Homes on display/being used			
Live Music/DJ			
Filming, Radio and/or Television Broadcasting			
Display booths larger than 300 sq. ft. with a cover (Exhibition Facilities)			
Multiple display/exhibit booths (i.e. career fair)			
Flame Effects (i.e. Flamethrower, Flame Bars, Fire Performers, and Fire Jugglers)			
Propane or other Flammable Gasses (i.e. Hydrogen, Acetylene, Methane)			
Flammable or Combustible Liquids (i.e. gas, Acetone, Benzene)			

