## **Event Permit Flow Chart**

Do you need an Event Permit for your event? Follow the flow chart to find out.

Please note that this document is not a substitution for Event Permit requests and approvals through the Student Activities Center. Please contact the Student Activities Center Event Planning staff or visit <a href="http://union.fsu.edu/sac/eventplanning/">http://union.fsu.edu/sac/eventplanning/</a> for more information and policies.

Are you holding your event on the FSU campus? Yes. No. Does your event include or have the potential for one or You **do not** need an Event more of the following? Permit. Large or emotionally charged crowds Appointed or elected officials or candidates will be present Performers, speakers, or other acts unaffiliated with sanctioned FSU academic programs or RSOs Rallies/demonstrations/vigils held in areas other than designated free speech zones One or more contracts or rentals (like artist contracts, DJ contracts, inflatables, tents, etc.) Fundraisers or events where money exchanges hands Physical activity, 5k, or walk Minors on campus The event is held outdoors Animals of any kind Yes. You are required to submit an Event No. Permit request, make any required You **do not** need an arrangements, receive approval, and adhere to all applicable FSU or Event Permit. departmental policies and/or

procedures.