

Off Campus Events- Club Checklist

- 1- Review the current state of campus events at the [Safer Return Website](#)
- 2- Submit event reservation request to 25Live
<https://25live.collegenet.com/pro/cpp#!/home/dash>
 - a. Off campus event location is 999
- 3- Upload the following forms to [Off Campus Event Document Upload Form](#)
 - a. [Student Travel Release Notice](#) &
 - b. [Release, Hold Harmless and Informed Consent Forms](#)
- 4- Notify advisor of Event Review Task in 25Live
- 5- Clubs should review emails for updates, requests for more information, contact with Advisors, final approval, etc.