

**INTERNAL** – A University Student, Faculty or Staff

**EXTERNAL** – NOT a University Student, Faculty or Staff

**EMPLOYEE** – You ARE paying this individual to work this event.

**VOLUNTEER** – You ARE NOT paying this individual to work this event

1. Request space on campus and register your event using the [Event Management System](#) (EMS). You will receive an email with a link to answer additional questions to determine the clearance requirements for your event. You can also use the [General Public Event Request Form](#) OR the [Minor's Participation Form](#) to register your event if you are not requesting space.
2. Complete or distribute the [List of Participating Adults Form](#) and return it to the Compliance Coordinator.
3. Use the Program Administrators Guide located on the [Camps and Conferences page](#) for event sample forms and other requirements.

