

Hunted Halloween Fun Night 2007

Saturday, October 27 4:30 – 9:00pm

UAA Student Union

Please carefully read the information below and contact the Office of Student Clubs and Greek Life in Student Union 218C or at 786-1385 should you have any questions regarding your group's participation.

- Haunted Halloween Fun Night is aimed at children 2 – 12 years old, please ensure that your activity is appropriate for this age range. This event begins at 4:30pm and ends at 9:00pm – your group will be expected to participate for the full time.
- Set up for the event begins at noon on Saturday, October 27th. Your group MUST be set up by 3:45pm. Groups not set up by this time will be charged \$15. If your group has not notified the Office of Student Clubs and Greek Life by 1pm on Wednesday, October 21 that your group is no longer participating in this event you group will be charged \$50.
- Each group will be given one 6 foot table for their booth. During check-in your group will be given two bags of candy – each group will be given three tickets that can be redeemed throughout the event for additional bags of candy. Even if your group is hosting two activities at your booth you will be given the same amount of candy. If you wish to have more candy your group must purchase and provide this. PLEASE ONLY GIVE ONE PIECE OF CANDY PER CHILD.
- If your group is charging tickets for participation at your booth please make a sign indicating how many tickets you are charging. Groups may charge between 1 and 3 tickets per child – NO GROUP MAY CHARGE OVER 3 TICKETS FOR PARTICIPATION IN THEIR ACTIVITY.
- All participating groups are REQUIRED to have a representative at the Haunted Halloween Fun Night Meeting on Friday, October 26 at 2:30pm immediately following the Club Council general meeting.
- All participating groups are REQUIRED to have a representative at the MANDATORY safety meeting at 4:00pm on the 27th.
- Each group is responsible for cleaning up their booth at the close of the event. Groups that do not clean up their area will be charged \$10.
- A participation fee of \$40 will be deducted from the overall revenue from each group collecting tickets at their booth. Groups not collecting tickets will pay a \$20 participation fee prior to the day of the event.
- If your group is collecting tickets all tickets MUST be turned into the Office of Student Clubs and Greek Life by Tuesday, October 30 at 5pm to receive your revenue. Each ticket collected is worth \$0.25. Revenue will be directly transferred into your group's account after the participation fee has been deducted.

Haunted Halloween Fun Night 2007 is brought to you by the Office of Student Clubs with many thanks to Club Council, USUAA, Student Life and Leadership, and the Student Union.

Haunted Halloween Fun Night

Student Club and Greek Organization Booth Application

Club/Organization Name: _____

Clubs and Organizations MUST be officially registered to participate in Haunted Halloween Fun Night

Contact Person: _____

E-mail Address: _____

Phone Number: _____

Please list three activities, in order of preference, that your group would like to hold at your booth. Groups are allowed to hold up to two activities at your booth. Activity requests are granted on a first come, first serve basis. In the event that your group's first activity choice has already been requested, the Office of Student Clubs and Greek Life will assign your second or third choice activity and notify your group of this change.

1. _____

2. _____

3. _____

(Booths with "messy" activities will be required to bring tarps to cover the floor)

Please list any special accommodations that your group will need access to for your booth (i.e. electrical outlets, located near a wall, etc.)

Our Club/Organization WILL be collecting tickets at our booth

Please take \$40 directly from our group's overall revenue from HHFN to cover our participation fee

Fund: _____ Org: _____

Our Club/Organization WILL NOT be collecting tickets at our booth

Please charge our group \$20 to cover our participation fee

Fund: _____ Org: _____

Clubs and organizations participating in Haunted Halloween Fun Night 2007 will receive a participation agreement after registration is confirmed. All details, requirements, and expectations of the event will be covered in this agreement.

Cancellation Policy: groups must notify the Office of Student Clubs and Greek Life by 1pm on October 21, 2007 if they no longer wish to participate. Groups that do not contact the office and do not participate in the event will be charged \$50.

Application deadline – Friday, October 19 at Noon!

Submit completed application to the Office of Student Clubs and Greek Life in Student Union 218C or fax to 786-4797

Haunted Halloween Fun Night is Saturday, October 27, 2007 from 4:30 – 9pm in the UAA Student Union

Please contact the Office of Student Clubs and Greek Life at 786-1385 with any questions or visit

www.uaa.alaska.edu/clubs for further information