

Event Notification & Security Assessment



University of California, Berkeley

Police Department

Special Events Bureau
 1 Sproul Hall, MC 1199
 Berkeley, CA 94720-1199
 Tel. (510)643-0795 * Fax (510)643-8224

Event Representative

Last Name First Name Date

Address (street/building name, number, Apt.) City

State Zip/Mail Code Email Address

Business Phone Number Cell Phone Number Fax Number

Name of Organization/Department

Affiliation with UC Berkeley

Student Faculty/Staff Other Describe other

Event Information

Event Title Event Date Start Time End Time

Type of Event
 Lecture Dance Concert Ceremony Other

Describe Other

Guest Speakers?

Event Location (if known)

Does the venue require security? Yes No Unknown as no venue is reserved

Will this event be advertised? Yes No If yes, describe

Estimated Attendance

UCB Students Faculty/Staff Other Total est. attendees

Will alcohol be served? Yes No

Will amplified sound be utilized? Yes No

Any Security Needs/Concerns?

If you experience difficulties submitting this PDF directly to UCPD, save the document into a file and email it to ucpdspecialevnts@berkeley.edu as an attachment.

UCPD Use Only (Do Not Fill In)

OE Number:

Date Received:

The Security Assessment of this event indicates the following:

Event requires security - attached is the UCPD Police Services Cost Estimate

Event does not require security based on information provided, unless requested

UCPD Special Events Rep. Name & Badge: _____ Signature: _____