



EXTERNAL GUEST INDEMNIFICATION FORM

An External Guest Indemnification Form is mandatory for all events involving external guests. This form must be completed in collaboration with the external guest and submitted together with the corresponding Event Form. Failure to provide complete or accurate information may result in the denial of the event request due to insufficient documentation.

Please note that events involving external guests will not be approved until this form, along with all other required documentation, has been fully completed and submitted. The approval process will commence only after the Clubs and Societies Department has received all necessary and accurate documentation.

- Level 2 events require a minimum of 20 business days for processing.
- Level 3 events require a minimum of 45 business days for processing.

For any questions related to this form, students are advised to contact the Member Engagement Coordinator via email.

For use by Club / Society:

The below listed section is to be filled out and completed by the Club or Society that is sponsoring the external guest to come to campus.

CLUB / SOCIETY INFORMATION

Club/Society Name	
Club/Society President Name	
Club/Society Email	
Primary Contact for Event	
Primary Email Address	
Primary Phone Number	

EVENT INFORMATION

Event Title	
Event Date(s)	
Event Attendance	

Event Format:

☐ Workshop ☐ Panel ☐ Keynote ☐ Social ☐ Fundraiser
☐ Other Options ☐ Other: _____

Event Level:

☐ Level 2 (20 business days' notice)
☐ Level 3 (45 business days' notice)

For use by External guests:

The below listed section is to be filled out and completed by the external guest that has been requested to attend the Club or Society's event.

EXTERNAL GUEST INFORMATION

Full Legal Name	
Nickname(s)	
Professional Title/Role	
Affiliation(s)	
Background/Credentials	
Profile Link(s) (e.g., LinkedIn, Website)	

Role at the Event:

- ☐ Speaker ☐ Facilitator ☐ Performer ☐ Vendor
☐ Other:

Category:

- ☐ Educational/Professional ☐ Cultural/Religious ☐ Political ☐ Lifestyle
☐ Other:

EVENT OVERVIEW

Agenda (e.g., key talking points, outline of activity):

PROMOTIONAL & MARKETING MATERIALS

Please attach content (e.g., posters, social media graphics, event descriptions, presentations) that will be shared **prior or during** the event.

Will you be advertising this event publicly?

- ☐ Yes ☐ No

Will you be using any materials during the event? (e.g., images, videos, pamphlets)

☐ Yes ☐ No

Who is your target audience? (check all that apply):

☐ Club/Society Members ☐ General Student Body ☐ Public/Community

☐ Faculty/Staff ☐ External Partners

INSURANCE & LIABILITY

Do you currently have valid insurance coverage related to your participation in this event?

(If yes, please attach the certification of insurance)

☐ Yes ☐ No ☐ Not Applicable

Will your involvement in this event include any physical activity, additional external vendor(s), or content that may present potential risk or safety concerns?

☐ Yes ☐ No

If yes, please describe:

Additional Notes:

To be signed by the External Guest:

By signing below, I confirm that the information provided in this form is accurate and truthful to the best of my knowledge. I understand that I am participating in a Club or Society event hosted by a student at Ontario Tech University and agree to abide by any relevant university and OTSU policies. I will notify the student contact listed on this form of any changes or concerns in a timely manner.

External Guest Name: _____ Date: _____

External Guest Signature: _____

To be signed by the Club/Society Applicant:

By signing below, I confirm that the information provided is accurate and that I understand the requirements for external guest approval. I acknowledge that the listed guest has agreed to participate and is aware of applicable university and OTSU policies. I further affirm that all details in this form are truthful to the best of my knowledge, and I will notify the OTSU of any changes to the external guest in a timely manner. I understand that failure to provide accurate or complete information may result in the cancellation of the event.

Club President Name: _____ Date: _____

Club President Signature: _____