UNH Event Permit Guide
Updated: Summer 2017

Instructions:
1. Log into WildcatLink.unh.edu
2. Navigate to the Wildcat Link page of the sponsoring Student Organization or UNH Department
3. Click on ‘Manage Organization’ on the top right corner
4. Click on the three lines next to the Organization Name on the top left corner
5. Select ‘Events’ from the left dashboard
6. Click ‘Create Event’ to start the permit
7. On the 3rd page, review when the permit is required and, if applicable, check the box to enter the UNH Event Permit

Expectations/Checklists
1. The Primary Event Contact Person should be creating and submitting the permit
2. When appropriate, reserve the location of the event prior to submitting the permit (ie. Campus Rec Fields)
3. The information provided should be complete and accurate to the best of your ability
4. For most events, 3 (THREE) BUSINESS DAYS are needed to process the permit; for larger events: 2 (TWO) WEEKS
5. You are expected to monitor and respond to the comments made on the event submission discussion wall (campus administrators may requires a meeting or further information)

UNH Event Permit Additional Information

Frequently Asked Questions (FAQ)
Why don’t I see the ‘Manage Organization’ and/or ‘Create Event’ button? In order to create an event in your organization, you must have a position which grants you permission to do so. By default the Primary Contact is a full administrator and can create positions and grant access for event creation.

What if I don't have a Wildcat Link Organization? All recognized student organization are active and have a page on Wildcat Link. If your organization is a UNH Office or Department, an organization can be created for you. Please contact the Wildcat Link Manager Wildcat.Link@unh.edu.

How do I know if I need a Permit? UNH Policy requires a permit for events which are outdoors (on campus) and which involve a raffle or a game of chance. Additionally, only events sponsored by a UNH-affiliated group are allowed.

Who can I talk to about my event or the permit process? There are many people. You can visit the Office of Student Involvement and Leadership (OSIL - MUB 114), the MUB Administrative Office (MUB 323), or email Wildcat.Link@unh.edu, or call (603) 862-5465 (LINK).

Who does my permit go to/Who approves my permit? Depending on the event, the permit will be reviewed by the appropriate campus administrators, including; UNH Police Dept., Memorial Union & Student Activities, Fire Dept., Facilities, Athletics, Dining, Housing & Res Life, Transportation, Campus Rec, etc. The final approval is granted by the UNH Police Department.

In collaboration with: