

- Obtain permission from Student Involvement to have a bonfire on a specific date/time.
- Schedule the space (corner of Woodlawn and Ward Sts.) with the Scheduling Office .
 - Copy of the scheduling confirmation will be sent to Witt Police Chief
 - Copy of the scheduling confirmation will be sent to Physical Plant grounds who is responsible for building the bonfire to the proper specifications.
- Within 48 hours contact the Witt Police Chief who will issue the bonfire burn permit and review the bonfire procedures with the organization's representative.
- Follow thru with a representative from the organization