Special Events Packet
2012-2013

The Simple Steps to Planning Special Events

*Included in this packet are the following:*

**SSU On-Campus Events Policy**
This includes the policies that specify the conditions under which student organizations can sponsor events at SSU.

**Events Planner Roster**
Those listed are the Event Planner or a Event Host. These individuals must be knowledgeable of the Event Policy and University Policies.

**On-Campus Event Host Contract**
This states the responsibilities of the Event Planner and Event Host

**Event Staff Request Form**
If event staff is needed for the on-campus event, this form must be turned in.

**Room Reservation Forms: CES Request for Use of Facilities and Services Form (RUFS)**
Must be used to reserve any on-campus venue, including the places on-campus in which events can be held (i.e. The Commons, The Cooperage, The Gym, etc.)

**Police and Parking Services Event Staffing Form**
Must be turned in **at minimum 30 days** prior to the event if the event will host 100+ people on campus
Sonoma State University On-Campus Events Policy

This policy specifies the conditions under which registered student organizations can sponsor events at Sonoma State University.

Events Conditions

- Events must be sponsored by a registered student organization.
- Events shall end no later than 1:00 am
- Only one event per night is permitted.

Scheduling of Events - Forms

- Venue must be reserved through CES (Conference and Events Services) at least 4 weeks (30 days) in advance of the event. The Center for Student Leadership Involvement and Service (CSLIS) Advisor, the ASI Program Advisor, and the student organization's On-Campus Advisor must sign off the Request for Use of Facilities form.
- In addition, a Police Request form must also be filled out at least 4 weeks in advance of the event and submitted with the RUFS.

Event Host Contract (See attached)

- The Event Host Contract outlines the responsibilities required of the members of the student organization hosting the event. This contract must be completed, signed and submitted to The Center for Student Leadership, Involvement and Service 2 weeks prior to the event.

Event Planner and Event Hosts

- The Event Planner serves as the lead contact from the student organization for the event. The event planner must be present for the entire period of the event and serve as support to the campus events staff, police and other designated officials. Event Hosts serve as support to the official Event Planner and also must be members of the organization. They too must be working the duration of the event.

- The number of Event Hosts will be determined by the CSLIS Campus Life Advisor using the formula of 2 Event Hosts per 100 guests.

Advance Event Planning

- After the date and venue has been reserved via the RUFS for the event, the Event Planner must schedule a meeting with the CSLIS office to review event contract, ticket process, event staff protocol and review any risk management practices that need to be discussed. This meeting must be scheduled within 10 days of the RIFUS submission or event will be cancelled.

- The Event Planner together with an authorized signer on the AS Club Trust form (completed during chartering) must attend the advance event-planning meeting. Identified Event Hosts are also encouraged to attend this meeting as well.
On-Site Event Planning

• The Event Planner and all Event Hosts are required to arrive 1 hour prior to the event for training and assignments. The Event Security Supervisor will conduct a meeting with the Event Planner and all Event Hosts to review the responsibilities of the student monitors.

• The Event Planner and all Event Hosts are to be sober, drug free, and available for the entire duration of the event (including set-up and clean-up).

• The Event Planner and all Event Hosts must be identifiable in some manner (to be determined by events staff) at all times during the event.

Facilities

• The ability to hold events is based on the availability of the facilities and staff.
• Available venues for events include: Commons (max. capacity-400); Cooperage (max. capacity-500); Student Union (max. capacity-150 to 600).
• Maximum attendance for the event is based on fire code regulations for the respective facility.
• Equipment needs are requested through CES.

Ticket Sales

• Tickets must be produced for the event by SSU’s On Campus Ticket Office (the student organization sponsoring the event must pay for this service).
• Tickets must list the event date, time, location, admissions restrictions, and the sponsoring student organization.
• Each person attending the event must have a ticket for admission and show proof of valid ID. Student Organizations are encouraged to make events for SSU students only and can require proof of valid SSU ID for admission. **Admission permissions will be at the discretion of the CSLIS Campus Life Advisor and the Event Hosts in accordance with risk management policy.

Publicity Requirements

• Any and all publicity (flyers, invitations, 4-ups, social media, etc.) promoting the event must specify who is eligible to attend. All ticket holders for events must present valid state ID for admittance. Any additional admissions restrictions can be determined by the sponsoring student organization and must also be included on the ticket. For example: Ages 21 and older only; SSU students with valid student ID only, etc.
• Any and all publicity (flyers, invitations, 4-ups, etc.) promoting the event must be free of any promotion of alcoholic beverages both directly or indirectly.
• If alcohol is to be served at the event, the following statement must be included on any publicity materials: “Beverage service provided with valid ID”
• Any and all publicity must be approved by member of CSLIS staff prior to printing/posting.

Event Security

• The staffing of Event Staff and Campus Police will be determined by University officials. All events with a capacity of 100+ are required to submit a Request for Police Services form.
• Individuals who appear to be intoxicated, under the influence, disruptive, or who behave in ways that jeopardize public safety will be denied admission or removed from the event.
• Event Staff and Campus Police can deny any student admission to the event or remove student(s) from the event.
• Campus Police, University Official or Event Staff Manager have the authority to terminate the event and persistent disorderly or disruptive behavior will result in the termination of the event.
**Food and Beverage Service**
- CEC/Dining Services must provide food and beverage service. NO outside food or drink is permitted.
  
  *Food or beverage not provided by Dining Services and brought into a Dining establishment without notice, shall incur a $250 cleaning fee. A second offense shall incur a $500 cleaning fee and the inability to reserve Dining or Residential Community spaces in the future.*

**Alcohol**
- Individuals are not allowed to bring in cups, flasks, alcoholic beverages, or illicit drugs into the event.
- If a bar serving alcohol is present, it is expected that non-alcoholic beverages and snacks will be made available to the event guests.

**Evaluation**
- An evaluation, including input from the Event Planner, Event Hosts, the Event Supervisor, Event Staff, University Staff, and Campus Police, will be done after each event.

**Additional Regulations, Policies, and Codes**
- All events programmed under these standards must also conform to other applicable University regulations, policies, or codes.

**Failure to Follow Standards**
- Individual students and Student Organizations may be held accountable to both civil authorities and to the University for infractions of these standards. Officers and members of student organizations and other students found responsible for not following these standards and other applicable standards are subject to university discipline proceedings and/or any criminal or civil proceedings. In addition, failure to comply with these standards can result in the sponsoring student organization losing its privileges to use the facility for future group related events.
Sonoma State University On-Campus Event Host Contract

Name of club sponsoring event:

Name of contact individual (event planner) coordinating the event:

Date and time of event:

Location of event:

Number of event hosts required (determined by the ASI Program coordinator or Event Staff Supervisor):

ASI Program Advisor Approval of the Number of Event Hosts required (initial):

- The Event Host Contact is an agreement between the student organization and the University, showing that the student organization understands and agrees to abide by the Event Policy.

- The student organization agrees to provide a Event Planner and 2 Event Hosts per 100 guests for the event.

Event Planner and Event Host Responsibilities:
The Event Planner and Event Hosts serve as support staff for the event. They will be working with Event Staff at the event to ensure that the event is problem-free. They are required to meet with Bruce Berkowitz and the Lead Security Staff Member at least 1 week prior to the event. They are also required to arrive 1 hour prior to the beginning of the event for training and assignments. In addition, they are to be sober, drug-free, are not allowed to drink alcohol while at the event, and are available for the entire duration of the event (including set-up and clean-up). Lastly, they need to be respectful towards the Event Staff and the Police and work in cooperation with them throughout the event.

Event Planner Responsibilities:
The Event Planner serves as the contact person from the sponsoring organization for the event. It is his/her responsibility to work with the appropriate University departments and University officials to plan the event. In addition, the Event Planner will be responsible for supervising the Event Hosts and ensuring that the Event Hosts are effectively carrying out their tasks and assignments at the event. Any problems arising prior to the event or at the event should be reported to the appropriate University official as soon as possible.

Event Host Responsibilities:
They are expected to assist the Event Staff throughout the event. This includes helping to monitor event policy violations; crowd management before, during, and after the event; staying on-site until the crowd has dispersed; set-up and clean-up of the facility, and other tasks as assigned. Event Hosts should immediately report individuals who appear to be disorderly, intoxicated, disruptive, suspicious, or acting in harmful way towards themselves or others to Event Staff and the Police as Event Staff and the Police are trained to handle these situations.
Event Planner Roster

All the individuals listed below agree to serve as either the Event Planner or as a Event Host at the event. They are expected to be knowledgeable of all the Event Policy and University policies that pertain to events on campus. Individual students and Student Organizations may be held accountable to both civil authorities and to the University for infractions of these standards. Officers and members of student organizations and other students found responsible for not following these standards and other applicable standards are subject to university discipline proceedings and/or any criminal or civil proceedings. In addition, failure to comply with these standards can result in the sponsoring student organization losing its privileges to use the facility for future group related events.

Event Planner
1. Name: ___________________________ Student ID# ______________ Telephone: ___________________________
   Email: _______________________________ Cell phone# ______________
   i. Signature ___________________________

List of Event Hosts:
2. Name: ___________________________ Student ID# ______________ Telephone: ___________________________
   Email: _______________________________ Cell phone# ______________
   i. Signature ___________________________

3. Name: ___________________________ Student ID# ______________ Telephone: ___________________________
   Email: _______________________________ Cell phone# ______________
   i. Signature ___________________________

4. Name: ___________________________ Student ID# ______________ Telephone: ___________________________
   Email: _______________________________ Cell phone# ______________
   i. Signature ___________________________

5. Name: ___________________________ Student ID# ______________ Telephone: ___________________________
   Email: _______________________________ Cell phone# ______________
   i. Signature ___________________________

6. Name: ___________________________ Student ID# ______________ Telephone: ___________________________
   Email: _______________________________ Cell phone# ______________
   i. Signature ___________________________

7. Name: ___________________________ Student ID# ______________ Telephone: ___________________________
   Email: _______________________________ Cell phone# ______________
   i. Signature ___________________________

8. Name: ___________________________ Student ID# ______________ Telephone: ___________________________
   Email: _______________________________ Cell phone# ______________
   i. Signature ___________________________

It is strongly encouraged that your organization advisor or other campus staff/faculty are in attendance for the duration of your event. Please specify who the advisor or other staff person will be at your event.

Name of Advisor/Staff in attendance: ___________________________ Phone: __________________

Organization President (Signature): ___________________________ Date: ______________
ASI Program Advisor (Signature): ___________________________ Date: ______________
Event Supervisor (Signature): ___________________________ Date: ______________
Event Staff Request Form

Today’s Date: ________________

Event: __________________

Date of Event: ____________________________

Event Programmer’s Name: _____________________________________________________

Email: ___________________________ Phone #: __________________________________

Sponsoring Organization: _______________________________________________________

Type of Event: (concert, event, lecture, etc): _______________________________________

Estimated Attendance: __________ Location of Event: _______________________________

Account Chatfield # (to be charged for cost): _______________________________________

Event Time:

Event Start Time: ___________am/pm Event End Time: ___________am/pm

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*To be filled out by Event Staff Manager*

Staff Time:

Event Staff Start Time: ___________am/pm Event Staff End Time: ___________am/pm

Additional Information:

Special Duties or Instructions: ___________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Applicants Signature: ______________________________

Event Staff Manager Signature: _____________________

*Any changes that need to be reported to the Event Staff Manager must be reported at least five working days in advance*

Total Event Staff Needed: _________

Estimated Cost: __________