Event Registration Tips for Students

Spring 2016

DISCLAIMER: This guide is not intended to be a comprehensive list of policies and guides for event registration—rather, some tips and tricks for already-experienced users. For more information on the types of events that need to be registered, timelines, how to register events, policies regarding events with alcohol, and event planning with Public Safety, please refer to the “Event Registration Policies and Guides”, available from rochester.edu/college/wcsa/events/Event_Registration.html. Please refer to your advisor with any questions.

It is important that you submit your event registration as soon as you know you wish to hold an event. The event registration process is a way for you to communicate with your advisor, as well as service providers on campus. It is expected that you will submit the form before all the planning and logistics are complete, as these areas may have input as to how to make the event even more successful. You do not need a confirmed location nor a confirmed date to start the event registration process.

Event Planning

Alcohol

All events with alcohol can be registered, including:

- On-campus events with alcohol (must be registered if attendance >75 people)
- Off-campus mixers and parties (not necessary, but if you do, you can advertise your event on campus)
- 21+ bar nights and formals (note that bar nights that are not 21+ are on moratorium)
- Other off-campus events with alcohol, including happy hours, wine tastings, bowling nights, etc.

Events with alcohol must have their Event Approval readily accessible during the event, in case it needs to be accessed by Public Safety or another University staff member.

Bar nights that are not 21+ are not allowed.

Off-campus events with alcohol

- Locations that have historically been approved as hosting events include Staybridge Suites and Boulder (the capacity is small)
- SALSA: buses during MW, “formal”

Co-Sponsored Events

- The group that submits the Event Registration must also be the group that submits a location reservation through Virtual EMS.
- It is the policy of Fraternity and Sorority Affairs that non-UR fraternities and sororities who wish to register parties on our campus must co-sponsor the event with at least one SA-recognized organization with >3 members.

Event and Classroom Management

Event and Classroom Management (ECM, formerly known as Event Support) provides room access in addition to audio, visual, lighting, and staging support. It also provides furniture setup for events in Wilson Commons only. Any other location will require furniture setup through Facilities. When working with Event Support, please note:
• It is important that you meet with ECM as quickly as you can after your event registration has been submitted. While Event Support makes every attempt to fulfill requests, it is possible that equipment or available staff may already be reserved during your event time.

• The person who meets with ECM to go through event details must be:
  o Listed as an event manager in the event registration form,
  o Present prior to the start of the event to meet the Event Support Technicians, and be the liaison between the student group and/or performers, and Event Support, and
  o Present for the entire duration of the event.

ECM reserves the right to refuse to meet with students if these criteria are not met.

• Details agreed upon at the ECM planning meeting, and associated invoice, are considered final. Any last-minute requests (e.g. within 8 days of the event) are considered late and are subject to a late charge.

Facilities
Facilities will be needed for room setup for any location outside of Wilson Commons, including moving furniture, adding any tables and chairs that may be needed, or cleaning up after food service at the location. Please note that when working with Facilities, many of their staff members work 7:30am-3:30pm. Thus, if you need to set up phone calls or meetings, they will likely need to be during this window.

Food
• If you are planning to have food at your event—and no alcohol—please visit the WCSA catering information page at http://rochester.edu/college/wcsa/events/resources/catering.html.
• If you are planning an event with alcohol, there are a different set of rules. For a list of foods that can be used at events without waivers or permits, please refer to the Guide for Food for Events with Alcohol in the Event Registration Policies and Guides document.

Location
• You can submit your event registration form before your room reservation is confirmed.
• Any event that will take place in Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Dining Hall, Hirst Lounge, the May Room, the Palestra, or Field House must be registered.
• Reservations for spaces in Wilson Commons that are not rooms (specifically, banner space, Flex Table, information tables, Expression Wall, 3rd Floor Lounge Chalkboard, display cases, collection boxes, and Rocky's Sub Shop and Lounge) can be reserved at https://ccc.rochester.edu/form/start/24020.

Minors
• Any event with minors—that is, any event with children under 18 years of age who are not University students—must be registered through the University’s Office of Counsel. Work with your advisor to register these events.

Events on the Fraternity Quad
On any given evening if there are 5 or more events scheduled in houses on the Fraternity Quad, there needs to be a conversation with Public Safety, and the rest of the Event Registration Committee as to whether additional Officers will be need to be added.

If it is determined that one or more additional Officers are needed and all organizations have submitted their Event reservations in a timely manner, the additional cost would be split equally among all groups hosting events.

Factors that will be considered in adding the additional officers would include:
• How many events have alcohol
• How many are open to parties
• How the events have been advertised
• How many events are registered off-campus
• If it is a holiday or other milestone in the calendar where there has typically been more potential for high-risk behavior (i.e. beginning or end of semester)

Registration Process
Where to register events
Event registration submissions are made by student organizations, not by individual students. Log into the Campus Club Connection (https://ccc.rochester.edu/) as an individual, and then select an organization you are a part of, to create an event registration submission. More specifically,
1. Go to https://ccc.rochester.edu/
2. Under the top, dark blue banner, click “My Involvement” and then select “Memberships”
3. Click on the organization that will register the event, and go to “Organization Site”
4. On the left hand side, click on “Events”
5. Toward the right hand side at the top, click “Create Event”
(Alternative to steps 2 and 3, you can click on “My Shortcuts” in the top, dark blue banner, and then select the organization with which you want to register an event.)

Completing an event registration submission
The Event Registration Form (ERF) is logic-driven—that is, depending on the nature of the event you want to host, there are questions you will need to answer, and not every question in the form is appropriate to every event. Below is not a comprehensive list of questions; that can be found in the “Event Registration Policies and Guides”.
Please note that only individuals listed as organization officers, or the individual listed as “Primary Contact” may register an event. Please also note that you will not receive an email confirmation that your registration has been submitted. However, you can revisit your submission—details in the next section.

All events are asked the following:
• Name, location, and time of event (Note: you do not need a confirmed location to submit a registration)
• Public-facing description (This is in contrast to an event description that is asked later on, whose audience is your advisor, the Event Registration Review Committee, and service provider offices)
• To upload an event flyer for the CCC Flyer Board
• Type of event (both how “public” the event is—campus only, invitation only, organization only, public—and what category the event is—competition, concert, conference, dinner, etc.) (Note: unless an event is marked as “Public”, only persons who are logged into the CCC may see the event)
• Nature of the event (general interest meeting, on-campus event, off-campus event with alcohol, off-campus event without alcohol)
• Co-sponsoring organizations
• Ticket prices

On a separate page, all events are also asked the following:
• Event reviewer-facing description (To briefly discuss location, money handling, food/alcohol, attendance)
• If a location is confirmed or not
• Contact information for the student organizers and the name of the advisor
• Whether the event involves minors or children (not including University students under 18)
• Whether the group is requesting supplemental money from the Public Safety Fund

Depending on if the event has food, alcohol, is on campus, is off campus, etc., different questions are asked about:
• Event managers and contact information
• Location information, including capacity, admittance monitoring, and special arrangements
• Risk management plans
Revisiting a submission

You can revisit your submission by logging into the CCC webpage and then going to the Home page. Then,
1. Under the top, dark blue banner, click “My Involvement” and then select “Submissions”
2. In the Submissions menu, click “Events”
3. Next to each event submission:
   • The magnifying glass icon will allow you to see the original event registration submission
   • The printer icon will open a new tab in your web browser with all of the event registration information
   • The PDF icon will create an Adobe Acrobat PDF of your event registration and auto-download it for you to store in a safe location, or to print

What happens after my registration is submitted?

Any on-campus event, as well as off-campus mixers and parties with alcohol, can receive final approval from a group’s advisor. All other off-campus events with alcohol, or any event that is requesting the Public Safety Fund must go through the Event Registration Committee.

Your advisor will decide which service providers, if any, will be added to review the event. These may include staff from Event Support, Facilities, Public Safety, Douglass, or Wilson Commons. Any of these service providers, or your advisor, may have questions about your submission. If questions/comments are posed, it is your responsibility to respond in a timely manner; otherwise, your event may be denied. If all the service providers and your advisor agree that the event is poised for success, and it is within the established timelines, it will be approved.

Denial

Your event may be denied even if your advisor or service providers think it is a good idea. There are a number of reasons an advisor may deny an event:
• Some of the Event Details (page 1 of the Event Registration form) are incorrect—this might include the date, time, or location of the event
• Any of the information in the submission needs to be edited.
• A flyer is not included, or other documents need to be uploaded.
• The registration is not submitted within the registration timeline.

When your event is denied, you will receive an email with the link to modify the submission, and should follow this one to make changes to your event. Do not create a new event submission.

Timeline

Events must adhere to a strict registration timeline in order to be approved. Guidelines as to when to begin the Event Registration Process can be found at http://rochester.edu/college/wcsa/events/Event%20Registration.html. Please note that just because you submit your registration does not mean that you are compliant with the timelines. Your advisor, service providers, and other reviewers may have questions about your submission. You are responsible for meeting any requests they may have, and failure to meet these requests may result in an event denial.