**Event Management Plan: Off Campus Events**

Please put “N/A” next to any line items that do not apply to your activity.

Organization Name:

Activity Name:

Activity Type:

Event Location:

Off-Campus Address:

Venue, Partner or Conference Contact:

Lodging information:

Check In/Registration:

* Does this activity require advanced registration or ticket purchase?
* How will attendees be identified? (e.g. name tags, shirts, etc.)
* Is the location open to the public?
* Have all members attending filled out the Travel Waiver?

Travel Plans:

* How will you be getting to your event? (Plane, SA van, personal vehicles, bus, etc.)
* Have accommodations already been made for rentals or travel tickets?
* Where will you be staying? Please provide lodging contact information.

During/After an Event:

* Will medical personnel be on site?

Events with Alcohol:

* Will this off campus activity have alcohol available?
* How are you or the venue marking guests under 21 years of age?
* How are you or the venue marking guests over 21 years of age?
* How is alcohol being checked into the event?
* Who is serving drinks?
* How are you keeping track of how many beverages someone has been given at your event?
* What is you plan for guest who are too intoxicated?

Dry Events:

* What precautions are you taking to ensure members are not drinking during the event or serving guests out of unapproved locations (e.g. leaving the venue)? What will you do if this is discovered?

**If applicable, please attach/include any other relevant conference or activity related risk documentation, including those provided by the organizers:**

Risk Management Agreement:

* All tickets must use the University Tickets system through Activity Registration and we will go through the appropriate channels for our organization to receive the funds in our SOFO account, if tickets are being sold.
* All same-day ticket sales will be accounted for through the appropriate channels for our organization to receive the funds in our SOFO account, if tickets are being sold.
* We will use the university ticket system for all ticketing needs, if applicable, and will follow all cash box policies if we are handling cash, if tickets are being sold.
* Sale of items, outside of tickets and Shops @ Wilco, is prohibited. Any other exceptions would need to be approved prior to the event.
* There will be sufficient number of event monitors for the space we are in (ex: at the entrances, exits, and in places where doors need to be monitored).
* We are aware of venue fire capacity limits and will not exceed those limits.
* This event has been fully registered and approved by the university.
* Public Safety is aware of our event and will be monitoring, if necessary.
* Any vendors we are using have been fully contracted and are fully insured.
* We are aware of the fire exits of the area.
* We will have the agreed upon amount of event managers required for our venue.
* All event managers will be easily identifiable for the duration of the event.
* The student organization and its members and guests will comply with all federal, state, and local laws, including but not limited to those related to alcohol, controlled substances and drugs.
* The student organization and its members and guests will comply with all University policies and procedures, including but not limited to the University’s Alcohol and Other Drug Policy and the large event protocol.
* If there are alcohol beverages, they will be provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.)
* The presence of alcoholic beverages above 15% alcohol by volume (“ABV”) is prohibited at any student event, except when served at an event by a licensed and insured third-party vendor.
* Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third-party vendor, are prohibited (e.g., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
* Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
* Student organizations are allowed to co-host or cosponsor events with other organizations. However, a student organization must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.
* Attendance by individuals who are not members of the host student organization at any event where alcohol is present must be by invitation only, and the student organization must utilize a system to track attendance.
* Attendance at events with alcohol must not exceed local fire or building code capacity of the host venue (e.g., University facility, third-party-vendor, chapter facility, residential property).
* Student organizations, members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
* The organization is expected to contact the authorities or venue staff if they feel a guest is too intoxicated to be at their event or they are otherwise worried about the individual's health.
* The organization is expected to respond to all requests by university staff, local authorities and any representatives of the off-campus location, it is recommended that the group checks in with those staff at the beginning of the event to set mutual expectations.
* While traveling, any member operating a vehicle will remain sober and follow all federal, state and local driving laws.