**Event Management Plan: Parties**

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

Organization Name:

Activity Name:

Activity Type:

Event Location:

Activity Layout

* Primary entrance:
* Primary exit:
* Are there any secondary entrances or exits? (if yes, please list):
* What areas of the space are off limits to guests and during the event?
* How will those spaces be restricted?
* If this event is being held in a house, how will you deal with guests going upstairs or into bedrooms during your event?
* What is expected of members who live in the house in regard to their rooms during an event?
* Which doors will be monitored?
* How many event monitors will be at each door?
* What form of ID will be required to enter the event?
* How will those spaces be restricted?
* What happens if a guest violates those restrictions (ex. Goes backstage, in dressing rooms, etc.)?

Activity Attendance:

* Who is your intended audience?
* Are off campus guests attending? If so, who and how will they be participating?
* Is your activity attendance restricted? If so, to who?
* What precautions are you taking to ensure attendees are not drinking alcohol during the event (alcohol-free events)? What will you do if this is discovered?

Events with Alcohol (skip this section if your event is alcohol-free)

* How are you marking attendees who are over 21 years of age?
* How are you marking attendees who are under 21 years of age?

Entrance Procedure

* How many event managers are working the door of your event? Who are they?
* How are you tracking attendance (tickets, clickers, CCC Check-in, etc.)?

Mixers (skip this section if you are not co-hosting with another organization):

* How are you coordinating risk management duties with the groups you are mixing with?

During/After an Event:

* Who are your event managers? (if you have more than 5, please put a star next to the names of 5 event managers who will be the head event managers)
* What are the expectations of your event managers?
* Do you assign roles to each of your event managers for the evening? What are they? Who is in what role?
* How will you ensure all attendees have exited at the conclusion of your event?

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.
* A student organization must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, a student organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an event.
* 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).
* Any event or activity related to joining a registered student organization (e.g., clubs, organizations, athletic group, fraternities and sororities) must be substance free. . No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.
* 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.
* Event Monitors are responsible for preventing overcrowding by (A) keeping total event attendance below the occupancy for the space and (B) walking through the location and asking people in crowded areas to go to other locations.
* The organization is responsible for the space where the event is hosted. Members should remove high value or easily damaged items from public space and should monitor the space throughout the event to be vigilant for someone causing intentional or unintentional damage to the property.
* The organization is expected to contact Public Safety if they feel a guest is too intoxicated to be at their event or they are otherwise worried about the individual's health.
* If a member of the event management team witnesses sexual harassment or receives a report of a member or guest experiencing sexual harassment, the organization is expected to (A) report this to the appropriate staff member, (B) check in with the person experiencing the harassment to offer support, and (C) collect the name of the individual reported to have committed sexual harassment and determine whether that person should be removed from the event.
* The organization is expected to respond to all requests by university staff, including Public Safety, residential life, and building managers; 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.