Large Event Protocol for Student Organizations

If students are hosting events in large public spaces (May Room, Feldman Ballroom, and Strong Auditorium the following protocols are required:

Event Planning Meetings

- **Three** meetings are required for any large event to take place in May Room, Feldman Ballrooms, and Strong Auditorium. These meetings include:
    1. Walk through the event space with Public Safety (usually a week before event)
        - Advisor/Event Manager to work with Public Safety to schedule this and discuss a risk management and staffing plan. Details and decisions should be noted in CCC.
    2. Meeting with service providers before the start of the actual event (day of event)
        - Advisor/Event Manager must coordinate a mini meeting with service providers before the start of the event (This should be no later than 30 minutes prior to opening doors).
            - This meeting must include:
                - Event Manager(s)
                - Advisor
                - Public Safety
                - ECM
                - Wilson Commons/Douglass Building Manager
                - D.J. (if necessary)
            - During this meeting there are to be introduction of all parties, decision makers, and emergency procedures. Also, Advisor/Event Manager should make sure all appropriate signage is displayed
    3. An event debrief immediately following the event
        - All event managers/service providers should meet briefly to review the event and inform advisor of any issues/concerns the next day.

Feldman Ballroom Lighting

- The Advisor/Event Manager should work with ECM to discuss lighting options for events. Customizable lighting options require a minimum of 2-3 weeks' notice for ECM.
- ECM will note final lighting decisions in their event confirmation

Decision Making at Large Events

The role of each of the service providers and event managers is different. Decisions should only be made by event managers/advisors on-site. Each event manager should be easily identifiable (shirt, lanyard, etc.). In the event of a problem, the main event manager should try and address it should they feel safe. If the event manager cannot rectify the problem, they should inform Public Safety immediately. Public Safety has the ability to immediately end any event if deemed necessary. Public Safety can be reached at 585.275.3333.