

Student Large Limited Capacity Events Procedures

Revised July 24, 2016

The Student Large Limited Capacity Events Procedure has been developed to ensure events do not exceed the capacity of specific indoor spaces as defined by the State Fire Marshall.

What is a Student Large Limited Capacity Event?

A “Student Large Limited Capacity event” is defined as a student organization event which includes 2 or more of the following:

- Attendance (expected or historical) of more than 200 people
- Tickets (No cost for tickets/additional fees if box office is kept open after hours)
- Contracted services (performance contract, independent contractor agreement, etc.)
- Crowd control and door monitors
- Advanced Audio Visual support
- Free food

3-STEP Large Limited Capacity Event Planning Process- Timeline Requirements

STEP 1: RESERVE

Complete the Reservation Form a **minimum of 21 days** before the Large Limited Capacity event, with confirmation that the group has enough members (10) to put on the event or confirmation that the group has found another SGA approved group to co-sponsor the event.

The student organization reservation request is “**Tentative**” until the **14 Day Pre-event Meeting** has taken place with your assigned event manager.

STEP 2: PLAN/PROMOTE

Meet with assigned Event Manager to hold **Pre-Event Planning Meeting at least 14 days before the event** with at least two members of the Student Organization in attendance. No marketing or promoting should occur regarding the event until the Pre-Event Planning Meeting has concluded.

The Pre-Event Meeting will consist of the Organization’s Event Contact/Planner, a secondary organizational contact and the assigned Event Manager. A member of the Tech staff and the Set-up staff may also be invited if necessary.

STEP 3: TICKET

Contact Ticket Office **at least 5 business days** from the “**ON SALE DATE**”, to discuss ticketing. *All indoor Large Limited Capacity events will be ticketed.

It is recommended based on the event that the tickets be distributed as follows:

1 ticket per OneCard or 1 ticket per OneCard + 1 guest.

*****If the above timeline requirements are not met, the event may be CANCELLED*****

Pre-Event Planning Meeting Requirements

1. The student organization should bring the following to the Large Limited Capacity event Planning Meeting:

- Event Agenda and Timeline
- Detailed set-up and Audio Visual needs
- Admission information plan (tickets, wristbands so guests may leave the room and return (cap number, etc.)
- Expected Attendance (Define the number of Student Organization staff covering the Group Volunteer Responsibilities for Operation of Complex Events (review the positions required at the end of this document) + The ECS & Security Personnel less the room capacity will provide the amount of Tickets that may be issued).
- Staffing: A list of student organization members or volunteers who will be working the event
- Crowd control and door monitor plan
- Event budget (If the organization does not have an SGA account, payment must be made in advance)
- Details on Food/Catering (If a food waiver is required, it must be submitted a minimum of 10 days in advance to be considered.
- Must contact Ticket Office at least 5 business days from the “*ON SALE DATE*”, to discuss ticketing. All Large Limited Capacity Events will be ticketed.

2. At the Large Limited Capacity event Planning Meeting, the Student Organization representative(s) and the Event Manager will complete the Large Limited Capacity event Agreement form that will list all of the follow-up actions with date deadlines. A copy of all materials will be provided to the Student Organization at the end of the meeting. The Event Manager will let the Student Organization know if a follow up meeting will be required with their advisor in attendance.

3. The Points of Contact (primary and secondary contact) for the Student Organization will receive an updated “Confirmed” room confirmation within 24 business hours after the Large Limited Capacity event Planning Meeting is held from the assigned Event Manager.

4. The Student Organization is responsible for notifying the Event Manager when the Action Items from the Large Limited Capacity event Agreement are completed. Action items must be completed by the dates agreed to on the Large Limited Capacity event Agreement.

5. Failure to complete all of the Action Items on the Large Limited Capacity event Agreement may result in the CANCELLATION of aspects of the program or the entire program, unless the Large Limited Capacity event Planning Staff agrees to extend the deadline or modify the terms. In that case, a supplemental agreement must be provided with modified dates.

**Student Organizations should openly communicate with your Event Manager about any unforeseen circumstances/problems they encounter.

Event Day Expectations

After all pre-event requirements have taken place and been approved, the Event Manager is responsible for being on-site prior to the beginning of the event to ensure all conditions are being met. If any of the promised responsibilities of the group are not fulfilled, the Event Manager reserves the right to any of the following actions: alteration of event, cancellation of event, cancellation of future *Large Limited Capacity event* scheduled by Student Group, file a report with Student Conduct, and any other consequences deemed appropriate by the Campus Life Designee and Event and Conference Services.

Group Volunteer Responsibilities for Operation of Large Limited Capacity Events

Please see below for the defined roles and responsibilities of each individual volunteer within a student group to assist Event and Conference Services staff during the Large Limited Capacity event. For each event, the student group must have **at least 10 individuals** whose sole responsibility is to be assigned a position described below.

The student assigned must remain committed to all responsibilities throughout the duration of the event. A failure to uphold these expectations may result in future rights to hold future Large Limited Capacity events or the event ending early.

***If, at any point in time, a Student Volunteer feels uncomfortable or threatened while performing an assigned duty, they should contact the ECS Event Manager or Advisor.**

Indoor Events:

1-2 Event Manager Assistants

This individual will act as the “shadow” of the ECS Event Manager. They will remain in almost constant contact during the event in case there are any requests the Event Manager may have. This will more than likely be the main contact for the event that has worked with the Event Manager throughout the planning process.

1-2 Ticket Takers/Gate Assistants

This position’s sole responsibility will be to collect tickets and make sure all guests are accounted for in the head count. They will collect the ENTIRE ticket once a guest enters. If the event allows for Re-Entry, these volunteers will give a ticket to anyone leaving the designated area, enabling them to return. This position will need to be firm when access cannot be granted to guests, (ie the event is sold out or has reached capacity). **Example: A guest in the WVC Ballrooms wishes to use the restroom. This person gives them a ticket as they leave the Ballroom. Upon returning, they must again present a ticket in order to return.**

2-3 Crowd Observers and Perimeter Control

These positions will have 2 main responsibilities: 1) to watch perimeter access points and deter unauthorized entrance/exit, 2) to remind guests who are inside the room for an event to follow behavior protocol, such as: No Smoking; No unauthorized alcohol; no standing on furniture; no obstructing aisle ways; only 1 person per seat; no standing in back of room blocking exits; no violent dancing; no movement of furniture; any other exceptions brought up by the Event Manager. **Example 1: For WVC Ballrooms, Students will be placed in front of Glass Door leading to University Village. No one may enter event through this door. Example 2: A Crowd Observer who notices students sitting in aisle ways will ask them to sit in a seat.**

1 Performer/VIP Check-In

This position is only applicable to Large Limited Capacity events that have a list of individuals that are essential to the event programming, or individuals that the group mandates are in attendance. The volunteer will have a prepared list of these essential individuals, and will grant access as they arrive. They can be stationed in one of two places; either at the main gate/entrance, or the “Back Stage area, if applicable. NOTE: The List of individuals will NOT BE ALTERED once doors are open. These individuals will be considered into the overall capacity head count. **Example: For an event in WVC Ballrooms, this person will stand between Ballroom A entrance and glass hallway, with printed out list, and allow access as VIP guests/performers arrive.**

1-2 Lobby Assistants

This position will be responsible for maintaining decorum of guests in the lobby, whether they are waiting in line to enter, have stepped out, or have been denied access by the Gate Assistants. These volunteers will be able to answer any questions guests may have with regards to entrance, location of bathroom, programming itself, and be prepared to deal with guests who have not been allowed to enter.

1 Technical Operations Assistant

This volunteer’s sole responsibility is to be an assistant to the Technical Operations staff in charge of producing the event. This includes; communicating with performers with regards to needs; providing playback music; detailed performance schedule; all other duties in which the Technical Operations staff would need to communicate with the client. **Example: Standing by Tech booth, with list of acts for a pageant, and what songs are needed when.**