IMPORTANT INFO FOR STUDENT GROUPS

event planning 101 & staying in good standing
STUDENT ACTIVITIES OFFICE

- **DEADLINES** — 2 weeks prior for 100+ attendees; 3 weeks for alcohol/300+
- **CONTRACTS** — Never sign your own!
- **SUPPLIER REGISTRATION FORM** — Required for non-Brown vendors
- **ENTERTAINMENT & ALCOHOL LICENSES** — City of Providence
- **PARTY MANAGER TRAINING** — Complete online annually
- **LEUNG GALLERY RESERVATIONS** — 5pm+, Non-exclusive, Doors open mandatory Reservation Form: brown.edu/campuscenter
- **ROLL CALL** — Mon 9/18–Sun 10/1 on brown.edu/bearsync
- **READING, FINALS PERIOD & UNIVERSITY BREAK POLICIES**

www.brown.edu/sao | sao@brown.edu
**NEW BROWN UNIVERSITY POLICY!**

**TRANSPORTATION**

**DRIVER REGISTRATION**

**WHO NEEDS IT?**
- Anyone driving a vehicle on behalf of their organization
- **Example:** Going to a meeting or gathering off campus, going to the store to buy things for an event, etc.
- Required for Zip Car, rental car, university vehicle, and/or personal vehicle

**FAQ**
- Registration last 5 years/applies to all student org. and university driving
- If you drive your personal vehicle, your personal insurance will be used
- If you do not register, you CANNOT get reimbursed for driving expenses
- If you submit a request form and do not complete the quiz, your organization will be charged $25

[www.brown.edu/go/safedrive](http://www.brown.edu/go/safedrive)
TRANSPORTATION
DRIVER REGISTRATION

**HOW TO REGISTER**

- Request for Driver Authorization & Training: [brown.edu/go/safedriveform](brown.edu/go/safedriveform)
- List SAO, SAO@Brown.edu as Vehicle Coordinator
- Once your form is submitted you will receive a link to an **online quiz**
- You’ll receive a Congratulations/Confirmation email when complete
- Groups **charged $25** if Request Forms submitted w/o completing quiz

**REQUIREMENTS**

- Must be **18 years or older**
- Must have a **valid US driver’s licence** for at least **2 years**
- Have an acceptable **Motor Vehicle Record (MVR) check**
- Must PASS the **short online training**
ALCOHOL POLICY

- Must register your event **3 weeks in advance**
- No alcohol in **residential spaces**
- **BSA bartenders** for events with **less than 100** in attendance only
- MUST use **Catering** or **Brown First Vendor** if **more than 100** attending
- All events with alcohol require a **Class F license** from the City of Providence
STUDENT ACTIVITIES COMMITTEE

- **CATEGORIZATION** — Rolling Application Process from September 27th to October 22th

- **APPLICATION PROCESS** — Constitution → Club Application → Members Signatures → Meet with UCS SA Committee Rep → Decision!

- **APPEALS** — After decisions are made, all groups can submit appeals to UCS

- **QUESTIONS** — Email studentactivities.ucs@gmail.com

- **NEW LEADERSHIP ORIENTATION** — Required information session for newly categorized groups (explains student group privileges, responsibilities and helpful campus resources)

- **CLUB LEADER SURVEY** — https://goo.gl/99RrEr

www.brownucs.org/studentgroups
UFB

- **UFB & STUDENT ACTIVITIES FEE**
- **SUPPLEMENTAL BUDGETING** — Plan a request with your UFB Rep
- **ANNUAL BUDGETING** — Every March
- **BASELINE** — $200/semester
- **DO’S & DON’TS** — How to get maximum funding

www.brown.edu/go/ufb | ufb@brown.edu
SCHEDULING

• **ONLINE SPACE REQUEST FORM**
  Availability calendar via 25live or space-reservations.brown.edu (new)
  [www.brown.edu/scheduling](http://www.brown.edu/scheduling)

  • Must be a **recognized student group** to reserve space.
  • Please **wait for confirmation** before planning or advertising.

• **PLAN EARLY**
  Large event venues go quickly. Meet with your SAO advisor, then **check your dates** in 25live!

• **CONSULTATIONS**
  Email scheduler@brown.edu or contact by phone at (401) 863-6217 to discuss your event with us.

• **REMINDER**
  Wilson Hall is offline for renovations from now through August 2018. Space will be especially tight this year.
Event Requests must be submitted at least 10 days in advance — this means that you need to get it to the SAO office before that — late requests subject to $150 expediting fee!

All events that include food require trash and recycle bins as well as a custodial clean.

- **NO ESTIMATES** — Download, fill out, and send the Event Equipment Form to SAOEEventSupport@brown.edu.

- **CONSULTATIONS** — Email eventsupport@brown.edu or contact by phone at (401) 863-7767 to schedule a meeting.

- **NO SOUND SYSTEMS** — For sound and lighting, SAO recommends Advanced Production and Design
**FIRE SAFETY**

- You MUST use the Event Safety Checklist while planning, setting up, and during your event.
- Do NOT overcrowd the space you are in – get the **occupant load number** before you book!
- Paper, plastic and dead vegetation are NOT allowed as decorations.
- All decorations must be **fire resistant**. Tablecloths/curtains (at windows) do not count.
- The used Event Safety Checklist MUST be **returned to Fire Safety**!
TOP 3 THINGS YOU NEED TO KNOW ABOUT EVENT SECURITY

- Start the process at least 21 days in advance of your event by completing our online Event Security Review Form.
- Factors we consider include estimated crowd size, cash collection, alcohol service, unique event access control needs, etc.
- If you need to cancel a detail, do so at least 12 days prior to the start of your event to avoid billing!

COMMUNITY BUILDING WITH DPS

- Listening Sessions with DPS
- Officer-Student Dialogue Sessions
- Meet & Greet opportunities (Cooking with Cops, Coffee with a Cop, etc.)
- Monthly DPS Athletic Series/ Basketball Pick-Games with DPS staff in the OMAC
- Community Service partnership

Jillian_Rourke@brown.edu

(401) 863-2542 or michelle_nuey@brown.edu
• Schedule open events in **ADA/accessible spaces** (check box)
• Include information about how to request accommodations on **notices/flyers**; advertise early to allow time for requests.
• Know **how event access works** beforehand (doors, seats, leaving space between things, hearing systems—loop in 85 Waterman, 130).
• Make sure the accessible entrance is **unlocked**.
• Use **microphones** in large events and whenever possible.
• **Interpreters and CART** require advance notice to be scheduled; usually on request, sometimes just in case.
MEDIA SERVICES

- **ONLINE REQUESTS** — At least 10 calendar days prior to the event but AFTER room is booked with the Scheduling Office.

- **CONSULTATIONS** — Email media_services@brown.edu or contact by phone at (401) 863-3600 to schedule a meeting.

- **LATE REQUESTS** — HARSH PENALTIES!

- **LOANER GEAR** — Visit the CIT Service Desk
Requests for events or estimates should be made **10 business days** prior to date of event.

**Brown First vendors** go through the SAO office; vendors require a minimum of **2 days** advance notice.

**Outside vendors** not on our Brown First list require written approval from the Catering Director as well as the required License required by Brown. All these requests should be sent to **Kelly_Volpe@brown.edu 6 weeks** prior to event. Contact SAO first, so that they are aware of the request.

One Time Vendor requests should only be a last resort. Please utilize the Brown Catering, Express, The Gate Pizza and Brown First Vendors as much as possible.

If your event requires a **Special Menu or Arrangements**, Contact **Kathleen_Fonseca@brown.edu 1 month** prior to schedule a consultation.

**Student-based menus** available online. These menus will only be available for students and student groups, as they are priced to accommodate student budgets.
<table>
<thead>
<tr>
<th>SAO STAFF</th>
<th>TITLE</th>
<th>GROUPS ADVISED/ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isaac Albanese</td>
<td>Coordinator of Student Activities</td>
<td>News &amp; Publications, Radio &amp; Film, Theatre, Dance &amp; Art, Yearbook</td>
</tr>
<tr>
<td>Matt Branch</td>
<td>Coordinator for Student Activities and Orientation</td>
<td>Comedy &amp; A Cappella, Cultural &amp; Ethnic, Religious &amp; Spiritual, Model UN, Mock Trial, Debating Union, SPEC</td>
</tr>
<tr>
<td>Diane Chouinard</td>
<td>Manager of Student Activities Finance</td>
<td>Finances</td>
</tr>
<tr>
<td>Donna Hustler</td>
<td>Financial Assistant</td>
<td>Finances</td>
</tr>
<tr>
<td>Joie Steele</td>
<td>Director of the Stephen Robert ’62 Campus Center and Student Activities</td>
<td>Brown Concert Agency, Ivy Film Festival, Brown University Mediation Project, Undergraduate Council of Students</td>
</tr>
<tr>
<td>Rachael Wise</td>
<td>Assistant Director for Student Activities &amp; BOLT</td>
<td>Academic &amp; Professional, Graduate/ RUE &amp; DUG, Political, Service &amp; Social Action, Recreational &amp; Appreciation, Lecture Board</td>
</tr>
<tr>
<td>Ana Barraza</td>
<td>Assistant Director of the Stephen Robert ’62 Campus Center and Student Activities</td>
<td>Class Boards, Brown Student Agencies</td>
</tr>
</tbody>
</table>
RECAP

* PLAN EARLY

* REACH OUT WITH QUESTIONS

* THANK YOU!