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+

ENTERTAINMENT & ALCOHOL LICENSES
City of Providence - ONLINE

PARTY MANAGER TRAINING
Online annually - NEW on Workday Learning

LEUNG GALLERY RESERVATIONS
5pm+, Non-exclusive, Doors open
Mandatory Reservation Form:
brown.edu/campuscenter

ROLL CALL
brown.edu/bearsync
Annual re-registration

REIMBURSEMENTS
Now online! Submit within 2 weeks from date of purchase.
www.brown.edu/sao | sao@brown.edu
EVENT TIMING

FALL SEMESTER
Events/activities permitted the day after the Fall Activities Fair through Reading Period

SPRING SEMESTER
Events/activities permitted the first day of classes through Spring Weekend/Reading Period

READING/FINALS PERIOD
No events permitted during final exams;
No parties or events w/ alcohol during Reading Period

SPRING WEEKEND & COMMENCEMENT WEEKEND

UNIVERSITY BREAKS (e.g. Spring Break, Summer, and Winter Break)
No events/activities permitted

T.F. GREEN HALL
Access restricted over university breaks

www.brown.edu/go/sao-event-timing
WAIVERS & CONTRACTS

YOUR GROUP WILL NEED WAIVERS IF...

- You are engaging in any form of physical activity (annually)
- You are travelling by bus
- You are working with minors
- You are hosting an event with inflatables or physical activity

CONTRACTS

- Never sign your own!
- SAO standard contracts
- Up to 30 days to process original contracts with OGC

SUPPLIER REGISTRATION FORM

Required for paying non-Brown vendors
ALCOHOL POLICY

REGISTER your event with alcohol 3 weeks in advance

NO ALCOHOL in residential spaces

BSA BARTENDERS less than 100 in attendance only

100+ ATTENDANCE MUST use Catering or Brown First Vendor

CLASS F LICENSE Required for all events with alcohol - City of Providence

brown.edu/go/sao-alcohol-policy
SAO EVENT STAFFING

WHERE IS IT NEEDED?
On campus AND off campus parties, events w/ alcohol, large scale and/or high profile student events, etc.

EVENING EVENT MANAGERS (EEMs)
- SAO’s part-time professional staff, supports coordinators of late-night events
- Typically Friday and Saturday events

EVENT STAFF SERVICES (ESS)
- Full-time professional staff in contract with SAO
- Provide the following services at events:
  - Capacity count
  - Crowd management
  - Bag and/or ID checks
  - Etc.
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 lasts 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 group will be charged $25

brown.edu/go/safedrive
TRANSPORTATION
DRIVER REGISTRATION

HOW TO REGISTER

- Request for Driver Authorization & Training: (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 license for at least 2 years
- Have an acceptable Motor Vehicle Record (MCR) check
- Must PASS the short online training
FUNDRAISING

UNIVERSITY PAYMENT CARD INDUSTRY COMPLIANCE

- No Venmo, Square, EventBrite, Paypal, GoFundMe, Kickstarter
- No web, mobile or app-based transactions
- No individual bank accounts

ACCEPTED FORMS OF PAYMENT

- Cash or Check
- Online: Brown Student Agencies Marketplace

CONTACTING ALUMNI?

- Connect with your SAO advisor
STUDENT PROJECT SAFETY PLANNING FORM

- Any group using Alumnae Hall, TF Green, John St. Studio OR
- Performing rigging, lighting or set construction regardless of location
- Complete and submit this form to SAOProjectSafety@brown.edu
  four weeks before the first activity or performance date(s)

- New Project/Performance Safety page on SAO website available
  soon with the Form and more info

SAOProjectSafety@brown.edu
STUDENT ACTIVITIES COMMITTEE

CATEGORIZATION
Rolling Application Process (1/28 - 3/3)

APPLICATION PROCESS
Update Constitution > Application > Member Signatures > Meet with UCS SA Committee Rep > Decision!

APPEALS
After decisions are made, any group can submit appeals to the SA Committee (details on website)

QUESTIONS
Email UCS_SA@brown.edu

Re-Categorization Timeline
Student groups can only apply for registration/re-categorization ONCE per year; however, groups applying for Cat 2 -> 3 may be granted an exception

CLUB LEADER SURVEY
https://goo.gl/99RrEr

www.brownucs.org > Student Groups
UNDERGRADUATE FINANCE BOARD

UFB & STUDENT ACTIVITIES FEE

SUPPLEMENTAL BUDGETING Plan a request with your UFB Rep

ANNUAL BUDGETING Early April

BASELINE $200/semester

DO’S & DON’T’S How to get maximum funding

FIRST MEETING: January 29th at 8 pm, New Dorm A 116E

www.brownufb.org
SCHEDULING

ONLINE SPACE REQUEST FORM

Availability calendar via 25Live or space-reservations.brown.edu (new) 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

The start of the semester is our busiest time, with over 750 unanswered requests waiting for us. So please be patient! We work in date order on a first come, first served basis. We will get to you as soon as we can!
FACILITIES

- Event Requests must be submitted at least 10 business 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 SAOEventSupport@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 completed **Event Safety Checklist** MUST be returned to Fire Safety!
DEPARTMENT OF PUBLIC SAFETY

TOP 3 THINGS YOU NEED TO KNOW ABOUT EVENT SECURITY

- Start the process at least 21 days in advance of your event by registering it with SAO who will then complete 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-Up Games with DPS staff in the OMAC
- Community Service partnership

www.brown.edu/publicsafety

(401) 863-3322 or Cesar_Alarcon@brown.edu
Jillian_Rourke@brown.edu
SCHEDULE OPEN EVENTS in ADA/accessible spaces (check box)

ACCOMMODATION REQUEST INFO Include it on notices/flyers; advertise early to allow time for requests

KNOW EVENT ACCESS (doors, seats, leaving space between things, hearing systems – loop in 85 Waterman, 130)

ACCESSIBLE ENTRANCES Make sure they are 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 business 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  $150 rush processing fee!

LOANER GEAR  Visit the CIT Service Desk - J. Walter Wilson 5th floor
CATERING

- If your event requires a Special Menu or Arrangements, Contact Kathleen_Fonseca@brown.edu at least 1 month prior to schedule a consultation.
- Student-based menus are available online. These menus are only available for students/student groups, as they are specially priced to accommodate student budgets.
- Requests for events or estimates should be made 3 weeks prior to date of event.
- Estimates for SAO need to be approved no later than 10 business days & submitted to Catering.
- Brown First vendors need approval 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 Office as well as the Insurances required by Brown. All these requests should be sent to Louise_Vega@brown.edu 8 weeks prior to the event. Contact SAO first, so that they are aware of the request and can validate funding.
  - One Time Vendor requests should only be a last resort. Please utilize the Brown Catering, Express, Gate Pizza and Brown First Vendors as much as possible.
<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, Student Activities</td>
<td>Art, Dance, Media, Music, Publications, Theatre; Yearbook (Liber Brunensis), UCS Student Activities Committee</td>
</tr>
<tr>
<td>ANA BARRAZA</td>
<td>Assistant Director, Stephen Robert ‘62 Campus Center &amp; Student Activities</td>
<td>All Class Boards, Brown Student Agencies, Campus Center Programming</td>
</tr>
<tr>
<td>MATT BRANCH</td>
<td>Coordinator, Student Activities &amp; Orientation</td>
<td>A Cappella, Comedy, Cultural, Gender/Sexuality, Religious; Debating Union, Ivy Film Festival, Model UN, Mock Trial, Orientation Welcoming Committee, Special Events Committee</td>
</tr>
<tr>
<td>DIANE CHOUINARD</td>
<td>Financial Manager</td>
<td>Financial Advising</td>
</tr>
<tr>
<td>BILL FARBER</td>
<td>Performing Arts Safety Coordinator</td>
<td>Dance, Music &amp; Theatre Safety</td>
</tr>
<tr>
<td>MEGAN FOX</td>
<td>Assistant Director, Greek &amp; Program House Engagement</td>
<td>Greek &amp; Program Houses</td>
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<tr>
<td>MARIAM HAN</td>
<td>Financial Coordinator</td>
<td>Financial Advising</td>
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<tr>
<td>JOIE STEELE</td>
<td>Director, Stephen Robert ‘62 Campus Center &amp; Student Activities</td>
<td>Brown Concert Agency, Undergraduate Council of Students, Undergraduate Finance Board</td>
</tr>
<tr>
<td>RACHAEL WISE</td>
<td>Associate Director, Student Activities &amp; BOLT</td>
<td>Academic, Grad/RUE, DUG, Political, Recreation/Appreciation, Service, Social Action; SoBear Activities, Lecture Board</td>
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RECAP

* PLAN EARLY
* REACH OUT WITH QUESTIONS
* THANK YOU!