IMPORTANT INFO FOR STUDENT GROUPS

event planning 101 & staying in good standing
STUDENT ACTIVITIES OFFICE

MANDATORY ROLL CALL
brown.edu/bearsync
Annual re-registration - happening now!

EVENT REGISTRATION DEADLINES
2 weeks prior for 100+ attendees;
3 weeks for alcohol/300+
City of Providence, ONLINE
6 wk processing time

ENTERTAINMENT & ALCOHOL LICENSES
Online annually - NEW on Google sites & quiz

PARTY MANAGER TRAINING
5pm+, Non-exclusive, Doors open
Mandatory Reservation Form:
brown.edu/campuscenter

LEUNG GALLERY RESERVATIONS
Now online! Submit within 2 weeks from date of purchase.
brown.edu/campuscenter

REIMBURSEMENTS
www.brown.edu/sao | sao@brown.edu
EVENT TIMING

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

SPRING SEMESTER permitted 1st day of class through Reading Period

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

SPRING WEEKEND & COMMENCEMENT PERFORMANCES

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
LIABILITY, WAIVERS & CONTRACTS

YOUR GROUP NEEDS WAIVERS IF
- It inherently involves physical activity (annual form)
- Working with minors
- Hosting an event w/ inflatables/physical activity

CONTRACTS
Never sign your own! SAO standard contracts

SUPPLIER REGISTRATION FORM
Required for paying non-Brown vendors

STUDENT SERVICE PROVIDERS
contact SAO for info

BROWN VISUAL IDENTITY
Use of Brown crest/logo must be approved by Office of University Communications
ALCOHOL POLICY

EVENTS w/ ALCOHOL  
Thursday through Saturday only

REGISTER  
your event with alcohol 3 weeks in advance

NO ALCOHOL  
in residential & designated organization spaces

BSA BARTENDERS  
less than 100 in attendance only

100+ ATTENDANCE  
MUST use Catering or Brown First Vendor

CLASS F LICENSE  
Required for events with alcohol & cash collection - City of Providence (online)

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

WHERE IS IT NEEDED?
On campus & off campus parties, events with alcohol, large scale &/or high profile events

EVENING EVENT MANAGERS (EEMs)
- SAO part-time professional staff
- Support late-night events Friday/Saturday & some off campus

EVENT STAFF SERVICES (ESS)
- Full-time professional staff in contract with SAO for
- Capacity count, crowd management, bag &/or ID checks
DRIVER REGISTRATION

WHO NEEDS IT? Anyone driving on behalf of their organization via Zip Car, rental car, university car, and/or personal vehicle

REQUIREMENTS
18+, valid US driver’s license 2+ years, acceptable Motor Vehicle Record (MCR) check

SAFE DRIVE REGISTRATION
list SAO, SAO@Brown.edu as Vehicle Coordinator

FAQ
- You’ll receive an online quiz after registering
- It lasts 5 years for all your student org/university driving
- Personal insurance used for personal vehicles
- Not registered? No reimbursements for driving!

brown.edu/go/safedrive
AIRFARE & LODGING

PROTOCOL & POLICY

- Reimbursement requests for airfare & lodging are not permitted

- All airfare & lodging must be purchased through SAO P-Card - visit Financial Services (3rd floor)

- **IMPORTANT**: ALL Travel MUST be registered via your student group portal prior to booking your trip.
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
NEW BROWN UNIVERSITY POLICY!

PROJECT/PERFORMANCE SAFETY

STUDENT PROJECT SAFETY PLANNING FORM

- Any group using Alumnae Hall, TF Green, John St. Studio
- Rigging, lighting or constructing set regardless of location
- Complete the form & email 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 forms & more info

SAOProjectSafety@brown.edu
STUDENT ACTIVITIES COMMITTEE

CATEGORIZATION
Rolling Application Process

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

APPLICATION TIMELINE
Late September - End of October

www.brownucss.org > Student Groups | UCS_SA@brown.edu
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 Tuesday, 9/10, New Dorm A, 116E

www.brownufb.org | ufb@brown.edu
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 - get it to SAO before that - late requests have a $150 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 from the UECS site to SAOEventSupport@brown.edu.

CONSULTATIONS
Email EventSupport@brown.edu or contact by phone at (401) 863-7820 to schedule a meeting.

NO SOUND SYSTEMS
On campus space w/ A/V - Media Services Outdoors or no A/V, SAO recommends Advanced Production and Design
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!
Balloons are not allowed in most assembly areas.
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 hours prior to the start of your event to avoid billing!

DPS PROGRAMS AND SERVICES

- Listening Sessions with DPS
- Meet & Greet opportunities (Cooking with Cops, Coffee with a Cop, etc.)
- Safewalk and Personal Safety Programs
- Bicycle and Property Registration Events

Jillian_Rourke@brown.edu

www.brown.edu/publicsafety | campus_safety@brown.edu
SEAS

**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

(401) 863-9588 | SEAS@brown.edu
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 - Page-Robinson, 5th floor
CATERING

- Place your order in-person with SAO Financial Services
- 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.

(401) 863-2712
<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>Class Board, 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>
</tr>
<tr>
<td>MARIAM HAN</td>
<td>Financial Coordinator</td>
<td>Financial Advising</td>
</tr>
<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!