Event Management Plan
Outline for Dinner and Dance

Promotional Plan
• Include your advertising plan and be sure that admission policy and is reflected on you promotional materials and tickets. The event plan must be approved prior to publicity.

Event Coordinators
• For events with 151+ persons, both EC’s are roaming managers. For events 150 and under, 1 EC serves are roaming manager, the second oversees the management of the main door.
• How will guests be able to easily identify event coordinators and social function managers?

Social Function Managers
• Outline your stations with a list of certified managers who are covering them.
  • Staffing numbers will depend on the nature of the event and your venue.
  • Sayles and Alumnae will require a minimum of 9-13 ushers and 2 Event Coordinators. Wriston events require a minimum of 6 Social Function Managers and 2 Event Coordinators.
• Social Function Manager Posts must include the following:
  o 2 SFM’s at the main door
  o 1+ SFM to cover each egress, landing or possible point of entrance
  o 1+ SFM either roaming or overseeing a beverage service area to ensure that drinks are not tampered with.
  o 1 SFM at each of the bathrooms
  o Additional posts may be needed depending on the needs of your event
• How are you organizing the Party Manager stations to provide consistency for proper management of the stations? Remember, party managers do not have shifts like bartenders; Party Managers are responsible for the party for the entire evening.
• If you are rotating the people in your Social Function Manager posts, how will you ensure that the required amount of certified managers are covering the posts at all times, i.e. will you have an extra Social Function manager that serves as a roaming manager that starts the “domino” of the rotation?

Admission Policy
• What is your admission policy? Your options are: Members/Invited Guests, Brown/RISD only or (if your event is a non-residential venue you could use General Public for events without alcohol).
• Please outline how you will organize the line at your door. Are you charging a fee at the door?
• Please, outline how you will manage the door and your admission policy.
  o ID’s must be presented at the door for entrance.
  o No admittance for visibly intoxicated persons to the event.
  o What is your plan for managing guest sign-ins for any non-Brown/RISD person?
  o No Re-entry for events over 300. This is strongly recommended for social functions under 300.
  o What is your plan for bags and bag checking? It is strongly recommended that bags not be allowed at social functions. If you do allow them, all bags must be inspected upon entry for alcohol and the University is not responsible for lost or stolen bags.
• Entry must end by 30 minutes prior to the close of the event.

Food Service
• Please speak to food safety issues in your plan if you are serving foods that have a potential to spoil when left out.
• The Brown First policy is the first consideration for your planning. Please review this information online.
• Organizations are expected to adhere to safe food distribution practices. In this effort, all organizations wishing to distribute food at an event or meeting of any size must consider food safety as aspects of their event management plan. The SAO has the following educational handouts to help you develop a plan that considers critical aspects of food safety: “10 Steps to a Safer Kitchen”, the “6 Consumer Control Points” and the “Hand Washing.”
• Custodial Service cleaning is required post event if you are serving food or beverages

Closing
• Lights must go on and music turned down 10-15 minutes before the stated closing time so that guests will begin to leave on their own. (This helps avoid the bottleneck problem of moving everyone out at once.)
**Attach Diagram of event space**

- Social function manager stations, identify Event Coordinators as well
- The non-alcoholic beverage and food set-up, DJ’s, etc.
- Identify the location of emergency exits.
- Standard event space diagrams are available through the SAO.