1. **Timeline**
   Start planning your event based on the required timing:
   - a. Events with Alcohol
      - i. BearSync request due one month before the event. Please start the process even earlier to ensure steps 1-6 are complete first.
   - b. Events without Alcohol
      - i. BearSync request due 2 weeks before the event. Please start the process even earlier to ensure steps 1-6 are complete first.

2. **Review Budget**
   a. Do you know how much to estimate for each aspect of your event?
   b. If you are unsure, meet with the AD GPHE in SAO (Faunce, 342) for help estimating the costs for your event.
   c. For an off-campus event with alcohol, please utilize the [Off-Campus Social Event Budget Worksheet](#).

3. **Select Date**
   a. Do your dates conflict with a major University event such as Family Weekend or Commencement, for example? Did you check the Academic Calendar?
4. Reserve Campus Space or Choose Off-Campus Location
   a. On-Campus
      i. In an Organization House:
         1. Events can only be held in the 1st floor lounge/libraries in Wriston and in designated lounges in houses not on Wriston (for more information on where you can hold events in your house, please contact the AD GPHE).
         2. Events CAN NOT be held in basement spaces of any house.
         3. Events in an organizations’ spaces can not have alcohol.
      ii. Designated Spaces on Campus:
         1. Check space availability to see if the date you have chosen for your event is possible. Reserve classrooms, meeting rooms and green spaces using the University Scheduling Office’s online request form.
         2. If you are unsure what space will meet your needs, review the Scheduling Office’s online space directory or contact the Scheduling Office for advice and suggestions.
   b. Off-Campus
      i. Choose an off-campus location and send to the AD GPHE for approval.
      ii. Please remember do not sign any contracts - send to AD GPHE.
   c. Keep accessibility issues in mind.

5. Event Notification (events with alcohol only)
   a. On-Campus Event Notification
   b. Off-Campus Event Notification

6. Schedule & have meeting with AD GPHE (events with alcohol only)
   a. https://meganfoxri.youcanbook.me/ - click to book meeting with AD GPHE

7. Register Event on Bear Sync
   a. Event with alcohol on & off campus, you must get approval to start this process
      i. At least 1 month before the event Bear Sync request should be completed
   b. Event without alcohol on & off campus start this process as soon as possible
      i. At least 2 weeks before the event Bear Sync request should be completed.
      ii. Please note some office require more time for notice (facilities management, dining, etc.) so plan accordingly

Final Steps:
Once your event is registered on Bear Sync, the AD GPHE will contact you regarding any outstanding items or questions. Please make sure to follow the Bear Sync process thoroughly for a quick approval. Do not hesitate to reach out to the AD GPHE with any questions: megan_fox@brown.edu.