Introduction to Student Activities & Event Planning 101
PRESENTATION OVERVIEW

Student Activities Office (SAO)
- SAO staff & groups
- Where is SAO located?

UCS/UFB/GSC
- SA committee
- UFB and finances
- Graduate Group Recognition and Funding

Student Group Resources

Event Registration
- Event planning tips
- Event management plans
- Student staff for events
- Student org checklist
- Liability Waivers, Contracts
- Alcohol policy
- SAO event staff (EEM, ESS)
- Performance group safety

Travel

Financial Guidance
- SAO Guide to Financial Transactions
- Fundraising

Other Campus Offices/Partners
- (Catering, Public Safety, Facilities, Media Services Scheduling, Student Accessibility Services)

University Policies
As part of the Division of Campus Life, the Student Activities Office (SAO) leads campus efforts to support over 475 student organizations at Brown.

In addition, the office provides oversight and coordination for the Stephen Robert '62 Campus Center, T.F. Green Hall and Alumnae Hall auditorium for student performing arts.

Our office works with student groups to plan events and other initiatives on campus, to process financial and budget transactions within university systems, and to manage a variety of risk factors which may arise in co-curricular activities.

We also help students develop leadership skills and address issues (conflict, officer transition, etc.) that may arise within organizations.
The Student Activities Office supports and partners with students as they engage in identity and community building as well as leadership development through co-curricular involvement. Through mentorship and advising, we utilize a growth-centered pedagogical approach to foster creativity, skill building, and critical thinking. We cultivate an ethos of ownership and autonomy, by helping students to develop skills to work through challenges, and an understanding of what it means to be a thoughtful and responsible community member. In support of Brown's educational mission, we bridge students' academic pursuits with their lives outside of the classroom while promoting an inclusive campus community.
Meet the SAO Team

Antwan Bluster
Assistant Director

Matt Branch
Associate Director

Diane Chouinard
Finance Manager

Marisa Fortney
Assistant Director

Jen Lucero
Assistant Director

Joie Steele
Senior Associate Dean & Director of Student Activities

Administrative Coordinator

Cassie Sutten Coats
Program Manager, Leadership Development & BOLT

Associate Director, Student Leaders & Graduate Programs
WHERE IS SAO LOCATED?

2nd Floor of the Stephen Robert ‘62 Campus Center

Main Office: 232

Staff Offices: 2nd & 3 Floors

Financial Manager: 342

(Our 3rd floor offices are only accessible by stairs, contact SAO for assistance)
WHY VISIT SAO?

MAIN OFFICE: 232
- borrow tables, chairs, cash boxes
- questions about event planning
- pick up group mail & packages

FINANCIAL MANAGER: 342
- Book Travel
- Use the SAO Credit Card
- Use computers to complete a payment request or reimbursement

...or to meet with your advisor!
UCS / UFB - THEIR ROLE AND PARTNERSHIP WITH SAO

Student Activities works closely with the Undergraduate Council of Students to recognize and support student organizations.

The Undergraduate Finance Board (UFB) is a 12-person, elected board of Brown University undergraduates responsible for allocating the Student Activities Fund to student groups and initiatives on campus.

*You are responsible for reading all emails that come out from UCS/UFB and SAO.*
UNDERGRADUATE COUNCIL OF STUDENTS (UCS)

Brown University's student government that strives to actively and authentically pursue and advocate for undergraduate interests. UCS aspires to develop and foster collaboration between students, staff, and faculty in order to effectively communicate, represent, and build from the diversity of student interests that shape our campus.

Categorization and Recategorization

- Process open from late September to start of December
- Process: meet with rep -> submit app -> get response in several weeks
- Recategorization: one full semester before eligibility to apply. Cannot apply in the same semester you've become a new category

Funding

- Cat 1: Baseline - $600 per year
- Cat 2: Baseline, UFB

SA Reps

- Email: ucs_sa@brown.edu

https://www.brownucs.org/
UNDERGRADUATE FINANCE BOARD (UFB)

- Category 2 Student Groups
- Student Activities Fee: $286 per year
- Supplemental Budgeting – New Reps
- Annual Budgeting – Early April
- When can groups start applying for funding?
- Quick tips
  - In line with mission
  - Have reasoning ready to justify costs
  - Earlier the better
  - When in doubt, ask your Rep

https://www.brownufb.org
The Graduate Student Council (GSC) of Brown University is the student government organization for Brown’s graduate student community of approximately 2,600 members.

GSC’s primary aims are to foster a sense of community among graduate students across departments, to facilitate collective action on graduate student-related issues, and to be a voice for the graduate community within the University and the Providence area. GSC also provide events and resources to support the academic and social lives of Brown graduate students.

Networking:
- Follow GSC’s social media pages and sign up for their emailing list to get connected!

Funding:
- GSC support graduate students or recognized student groups’ internal events, conference/travel and yearly programming. Refer to https://sites.brown.edu/gsc for more funding details.
EVENT REGISTRATION
WHAT NEEDS TO BE REGISTERED:

You must register ALL student group events or activities:

- Where alcohol will be served (3 weeks prior)
- Will be held off-campus (off-campus venues must be pre-approved by SAO) (3 weeks prior)
- Where the venue capacity or anticipated attendance is 50 or more
- For all performance events and film and video projects
- Other events or activities when required by appropriate campus departments or under special circumstances.

Weekly and regular organization meetings do not usually need to be registered.

If you are unsure if you have to register your event, please contact your advisor. Decisions about Event Registration are at the discretion of your SAO advisor and you may be required to register even if your event does not meet this criteria.
HOW TO REGISTER YOUR EVENT

● Aim to register at least 2 weeks prior to your event date. Larger events, events with alcohol, and off campus events need to be registered at least 3 weeks prior to your event date.
● Use the SAO Event Registration Form, also found on the SAO website.
● Advisors will review event registration forms and email the submitter with either an approval or a request for more information.
EVENT MANAGEMENT PLANS

Event Management Plans are required for the following student group events or activities:

- All registered events
- Additionally performing arts may also be subject to venue-specific rules, require additional pre-production planning, and earlier event registration.

Event Management Plans must be submitted to be attached to the Event Registration Form two weeks before the event. A new fillable PDF form will be available on the SAO website.

- SAO advisors may require changes to Event Management Plans at their discretion based on safety factors and risk management of the overall event.
- Capacity, prices, attendance policy, staffing plan, venue and many other factors impact one another and contribute to the development of a safe Event Management Plan.
# WHEN ARE EVENTS PERMITTED (Academic Year)

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<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>Yes with Restrictions</th>
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<tr>
<td><strong>FALL SEMESTER</strong></td>
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<td>After Fall Activities Fair</td>
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<td>Reading Period</td>
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<td>Finals Week/Winter Break</td>
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<td><strong>SPRING SEMESTER</strong></td>
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<td>After the Start of Classes</td>
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<td>Reading Period</td>
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<td>Finals</td>
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<td>Commencement</td>
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<td><strong>SUMMER BREAK</strong></td>
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<td>Days</td>
<td>Events &amp; Activities Must End at:</td>
<td>Alcohol Service</td>
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<tr>
<td>Sunday through Wednesday</td>
<td>12am (midnight)</td>
<td>No alcohol permitted</td>
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<td>Thursdays</td>
<td>1am (into Friday)</td>
<td>Alcohol Service must end at 12:30am Friday</td>
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<tr>
<td>Fridays &amp; Saturdays</td>
<td>2am (into Sat or Sun)</td>
<td>Alcohol Service must end at 1:30am Sat or Sun</td>
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Note: If you are planning an event with alcohol you MUST use Brown Catering or an approved vendor and food must be served
STUDENT GROUP RESOURCES & FORMS

- **Student Activities Handbook** - last updated 9/12/21
- **Event Registration Form** is now OPEN through Google Forms for Spring 2023 events.
- **Event Management Plan Form** - A new fillable PDF form - updated 9/12/2022
- **Brown Student Organizations** (alphabetical list with nickname, category, & advisor)
- **Important Policies**: Be sure to review our policies as your group plans events throughout the year.
- **Reimbursement/Payment Portal** - ONLY to be completed and submitted by an authorized Financial Signatory.
- **SAO Guide to Financial Transactions**: A Google site containing everything you need to know about transactions for your student group - includes our new online reimbursement process!
- **Event Support Request Form** - staff from SAO will work with you to update and finalize your estimate.
- **SAO Reservation Form**: Use this form to reserve a folding table, cashbox, etc. from the Student Activities Office.
- **Brown Guest Speaker Policy** - last updated 2/8/22
- **Poster and Banner Policy** - last updated 12/13/21
Covid Specific Guidance

The COVID-19 Campus Safety Policy reflects current medical and health guidance, regulations of the State of Rhode Island and public health conditions. The policy is an important foundation governing the activities of the entire campus, and all members of the community should carefully review and fully understand the updated policy and their individual responsibilities and obligations.
STUDENT STAFF FOR EVENTS

EVENT MANAGERS

All events that must be registered according to the Event Registration Policy are required to have at least two event managers (see table for additional managers required).

Event Managers are responsible for the event from start to finish and need to be available and on-site throughout the event.

Having one group of people plan the event and a different group oversee the event undermines effective event management.

EVENT ASSISTANTS

1. Usher
2. Ticket Collector
3. Monitor the Guest Log
4. Ensure compliance with COVID protocol

Event Assistants should not also be responsible for tasks which take them away from these duties.
SAO PROFESSIONAL STAFF FOR EVENTS

Evening Event Managers (EEMs)

- SAO part-time professional staff
- Support late-night events Thursday, Friday, Saturday & some off campus

Event Staff Services (ESS)

- Full-time professional staff in contract with SAO
- Capacity count, crowd management, bag and ID checks

All staffing is determined by SAO at our discretion.
# LIABILITY, WAIVERS, & CONTRACTS

| Your Group Needs Waivers If:                                      | It inherently involves [High Risk Physical Activity Risk Liability Waiver](#)  
|                                                                  | Working with minors  
|                                                                  | Hosting an event w/ inflatables/physical activity |

<table>
<thead>
<tr>
<th>Contracts</th>
<th><strong>Never sign contracts!</strong> <a href="#">SAO standard contracts</a></th>
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<tbody>
<tr>
<td><strong>SUPPLIER REGISTRATION FORM</strong></td>
<td>Required for paying non-Brown vendors</td>
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<tr>
<td><strong>STUDENT SERVICE PROVIDERS</strong></td>
<td>contact SAO for info</td>
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<tr>
<td><strong>BROWN LOGO Usage</strong></td>
<td>Contact your SAO advisor directly for support</td>
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</table>
Any group using Alumnae Hall, TF Green, or John Street Design Studio
Any activity involving rigging, lighting or set construction regardless of location
All film or video projects

Complete the form & email to SAOPProjectSafety@brown.edu as specified by your advisor before the first build activity, film shoot, or performance date.

Your advisor Jen Lucero will be reaching out about a mandatory intro meeting for Performing Arts groups.
**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

**FAQs:**
- 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!
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 in the Travel Request form prior to booking your trip
FINANCIAL GUIDANCE
GUIDE TO FINANCIAL TRANSACTIONS

Available on the SAO home page

Financial Signatories

- To become a Financial Signatory, you need to review the guide and complete the registration process via a link within the guide.
- There should be two Financial Signatories per group. A Financial Signatory cannot submit/authorize their own reimbursement.

Deposits

- All cash and checks need to be brought to the SAO Finance Office, room 342, to be deposited.
- Checks must be payable to Brown University with the group name in the memo.
- Dues can be collected through the BSA Marketplace or, can be paid by check or cash.
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 Marketplace

INTERESTED IN CONTACTING ALUMNI?

- Connect with your SAO advisor
OTHER CAMPUS OFFICES / PARTNERS
For complicated orders, stop into SAO Main Office or reach out to sao@brown.edu otherwise, fill out a google form.

Requests for events or estimates should be made 3 weeks prior to date of event.

Contact Kathleen_Fonseca@brown.edu at least 1 month prior to schedule a consultation on a special menu.

Student-based menus are available online and are specially priced to accommodate student budgets.

Estimates for SAO need to be approved no later than 10 business days & submitted to Catering

America to Go vendors need approval through the SAO office; vendors require a minimum of 2 days advance notice.

Outside vendors not on our America to Go list require written approval from the Catering Office as well as the Insurances required by Brown. All these requests should be sent to staff_catering@brown.edu 3-4 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 and America to Go as much as possible.

(401) 863-2712
SCHEDULING

ONLINE SPACE REQUESTS:

- Availability calendar via 25Live or space-reservations.brown.edu, 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 call (401) 863-6217 to discuss your event with us.

REMINDER - The start of the semester is the Scheduling Office's busiest time. They are reviewing hundreds of room requests made through 25Live in date order on a first come first serve basis, so please be patient - they will respond as quickly as they are able!
Event Support

EVENT REQUESTS
- Start by Submitting to SAO 14 business days in advance
- Must be submitted at least 10 business days in advance to Facilities
- Late requests have a $150 fee
- All events that include food require trash and recycle bins as well as a custodial clean

NO ESTIMATES - Complete the Event Support Request form online. It will be processed by a member of the SAO Team and completed through the online Facilities request system.

CONSULTATIONS - Email eventSupport@brown.edu or call (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
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 call (401) 863-3600 to schedule a meeting.

LATE REQUESTS - $150 rush processing fee!

LOANER GEAR - Visit the CIT Service Desk - Page-Robinson, 5th floor

UFB will cover the cost of all of this for recognized, active student groups
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. Fire resistance ratings must be factory applied. Self application is not allowed. 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.
STUDENT ACCESSIBILITY SERVICES (SAS)

- 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 & CART - require advance notice to be scheduled; usually on request, sometimes just in case
- (401) 863-9588 | SAS@brown.edu
RECAP!

*PLAN EARLY

*REACH OUT WITH QUESTIONS
sao@brown.edu, Faunce 232

*THANK YOU!
QUESTIONS?