


EVENTS: 101

POLICIES & PROCEDURES


TABLE OF CONTENTS

- ❖ Event Registration Process
 - ❖ Parties
 - ❖ Advertising
 - ❖ Posting & Announcement Policy
 - ❖ Copy Machine Policy
 - ❖ Contact Us
- 

EVENT REGISTRATION PROCESS

- ❖ All student organization activities, events or programs on-or-off campus must be registered with The Department of Campus Life using the **Event Registration Form**.
- ❖ Event Registrations must be submitted a minimum of 10 business days before the requested date. Parties or large on-campus events must be submitted 5 weeks prior to the requested date.
- ❖ All events, programs and meetings involving a set-up require a schematic & a scheduled walk-through with a Campus Life staff member. For additional information, contact Tony Berry at TonyBerry@clayton.edu or 678-466-5457.
- ❖ The **Event Registration Form** can be found here: <http://www.clayton.edu/campus-life/spacerequest>

EVENT REGISTRATION PROCESS

- ❖ Events scheduled to start at or after 7:00pm must start no later than 15 minutes from the scheduled start time. Events that extend 30 minutes past the scheduled end time may be fined.
 - ❖ In instances where the reserved space is not sufficiently cleaned, student organizations will be assessed a cleaning fee.
 - ❖ Student Organizations are financially liable for broken equipment and facility damage.
 - ❖ Student Organization Advisors are required to attend all events, and programs held on the weekend (Friday night (7:00pm) through Sunday night) – excludes meetings.
 - ❖ Student Organization Advisors are required to stay at the event in its entirety, until clean up has completed.
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PARTIES

- Must be submitted **5 weeks** prior to event schedule date
- Can only be scheduled on Thursday, Friday, or Saturday nights
- Must conclude by 2:00am
- Maximum capacity of 500 participants
- Your advisor ***must be*** present for event to begin
- A custodial, security, or facility fee may be required
- A minimum of one officer is required. The ratio of officers to patrons shall not exceed **1:100**
- Campus Life will supply wristbands for admittance. Number of wristbands not subject to change and must be agreed to 5 business days prior to the day of the party.
- No replacement wristbands will be allowed

ADVERTISING

- ❖ Flyers
- ❖ Email Announcements
- ❖ Chalking
- ❖ Social Media

ADVERTISING

❖ Flyers

- ❖ Must be a **Recognized Student Organization** to post on campus.
- ❖ **All campus postings must be approved by Campus Life.** Campus Life will only approve (35) flyers, posters or signs per event, meeting or program.
- ❖ There is a 24 hour or next business day turn around time for flyer approvals.
- ❖ Student Organization member(s) must submit all postings to the Campus Activities and Student Organization Coordinator's mailbox, [mailbox #4](#) located in the Center for Student Involvement and Services (2nd floor of the SAC). Upon approval, the stamped postings will be placed in the student organization's mailbox for retrieval. Postings requiring approval must be submitted by a Student Organization Member.
- ❖ Postings not in accordance with the University Posting Announcement Policy will be removed and discarded. Failure to adhere to the regulations may result in a loss of privilege to post and/or publicize on campus.

ADVERTISING

- ❖ Posters, signs or flyers in poor taste will not be approved.
- ❖ The name of the sponsoring student organization(s), the date (month, day, & year) & location of the event must appear on all posters, signs or flyers, etc.
- ❖ The following statement must be present on **ALL** marketing to be posted on campus per University policy:
 - ❖ Individuals requiring disability related accommodations for participations in University sponsored event contact disabilityresourcecenter@clayton.edu or 678-466-5445
- ❖ Handbills do not have to be stamped, but must also be approved by the Department of Campus Life.
- ❖ All posted items must be removed within 24 hours or the next business day following program, meeting, or event

ADVERTISING

❖ Email Announcements

- ❖ Email Announcements are sent out every Monday, Wednesday & Friday of each week. Announcements are for activities that are occurring within two weeks of the Announcement date.
- ❖ Events must be approved Registered Events with Campus Life before an Email Announcement Request may be submitted.
- ❖ Campus Life does not send out announcements for event cancellations, event “thank you’s” or events occurring off campus.

❖ Chalking

- ❖ Sidewalk chalk is only permitted on the main sidewalk of the campus courtyard (The rear of the University Center), **also known as the QUAD area.**
- ❖ Chalking is also permitted on the sidewalk area of the SAC Green.

❖ Social Media

- ❖ Student Organizations are encouraged to utilize Facebook, Twitter, etc. to advertise their events in an appropriate manner.
- ❖ Remember at all times that your Student Organization is a representation of the University.

POSTING AND ANNOUNCEMENT POLICY

The complete University Posting and Announcement Policy can be found here:
<http://www.clayton.edu/Portals/535/docs/posting-announcement.pdf>

Things to Remember

- ❖ All postings must be submitted to **Mailbox #4** in the Center for Student Involvement and Services, 2nd floor of the Student Activities Center.
- ❖ Each posting must be stamped for approval.
- ❖ The processing time is 24 hours or next business day.
- ❖ Once approved the postings will be placed in the organization's mailbox.
- ❖ No reproduction of the University Logo or Seal.
- ❖ No usage of the expression "Official University..."
- ❖ No usage of University logos on student organization websites.
- ❖ Posters, signs and flyers must be posted on campus bulletin boards designated for general use; do not attach to walls, windows or doors.
- ❖ Posted posters, signs or flyers may not overlap on bulletin boards.
- ❖ No more than one of the same poster, sign or flyer may be placed on any one bulletin board.
- ❖ All requests to hang banners must be approved by Campus Life
- ❖ The placing of any publicity materials on vehicles is **strictly** prohibited.

COPY MACHINE POLICY

- ❖ Student Organizations have a spending limit of **\$50.00 per semester**.
- ❖ Copy codes are ONLY given to the President of each Student Organization.
- ❖ Student Organizations are NOT allowed to make personal copies that are unrelated to the Organization (copying homework, personal materials, etc.)
- ❖ Do NOT give out your copy code. You will be held responsible for all activity conducted using your code.

Please follow these instructions:

- ❖ Bring a hard copy of the material to be copied or you can print out a copy from one of the computers located in the organization suite (will need CSU credentials to log in and assigned copy code to print).
- ❖ Come in prepared to make your own copies. Enter your Dept. ID and PIN code and hit ok. You now have access to make your copies.
- ❖ White copy paper will be provided. If you choose to use color paper, designer paper, etc., you are responsible for providing it. If the copy machine runs out of paper, please notify a Campus Life Staff member to replace the paper.

AMERICANS WITH DISABILITIES ACT (ADA)

- ❖ All events, meetings and programs must be accessible to individuals with disabilities. Design your set-up in the most universal way possible.
- ❖ Design your organization web site in order for individuals with disabilities to be able to view it. Some tools to check the accessibility of your website are:
 - ❖ <http://www.visionaustralia.org.au/ais/toolbar>
 - ❖ <http://www.w3.org/WAI/intro/accessibility.php>
- ❖ For questions, contact the Disability Resource Center for assistance at (678) 466 – 5445

Remember

The following statement must be present on ALL marketing to be posted on campus per University policy:

- ❖ Individuals requiring disability related accommodations for participations in University sponsored event contact disabilityresourcecenter@clayton.edu or 678-466-5445

WE ARE HERE TO HELP!

For questions or concerns regarding event walk-thru's and/or set-ups contact:

Tony Berry, Technology & Equipment Coordinator

678-466-5457

TonyBerry@clayton.edu

For questions or concerns regarding advertising and/or space requests contact:

Jeslin Harrigan, Activities & Events Coordinator

678-466-5485

JeslinHarrigan@clayton.edu

For questions or concerns regarding the facility and/or space requests contact:

Benjamin Hopkins, Operations Coordinator

678-466-5416

BenjaminHopkins@clayton.edu



The Department of Campus Life

THE HOME OF STUDENT INVOLVEMENT

Location: Student Activities Center, Suite 223

Office Hours: Monday-Friday 9:00 am – 5:00 pm

Telephone: 678-466-LIFE

Campus
Life!

