Go to https://aub.ie/EventSmartII, to record your participation!

Auburn University Student Organization Social Event Policy

Planning Successful Events
Student Org Guidelines
Through Oct. 10

- Can be reviewed at aub.ie/orgguidelines
- HIGHLIGHTS:
  - Things that can be virtual, should be virtual (most general meetings – chapter meeting, new member education meeting, etc.)
  - In-person gatherings are limited to 50 regardless of circumstance
  - Gatherings should be limited to 2 hours and take place in a space where capacity allows for 6ft physical distancing, per attendee

Register your attendance at aub.ie/EventSmartII/
General Events

- Please register all general events, even if they are occurring virtually
  - Chapter meetings
  - New Member Education meetings
  - Prioritize making regular meetings virtual
  - Use Zoom (auburn.zoom.us), Microsoft Teams, Google Hangouts, or other software to help facilitate virtual meetings and virtual experiences.

- [http://greeklife.auburn.edu/interfraternity-council/resources/resources-for-virtual-chapter-management/](http://greeklife.auburn.edu/interfraternity-council/resources/resources-for-virtual-chapter-management/)

Register your attendance at aub.ie/EventSmartII/
General Events...

- If an event is “mission-critical” and must take place in person:
  - It must be registered via AUInvolve
  - Must have <50 in-person attendees
  - You must check each person’s GuideSafe Passport (Green Screen)
  - Limit the gathering to 2 hours or less
  - Prohibit non-AU affiliated attendees except for parents/advisors/HQ staff/etc.

- Transportation to and from events should be in compliance with AU Risk Management Interim Domestic Travel Guidelines. All travel requests will be evaluated on case-by-case basis and MUST be pre-approved by Greek Life.

- Events at third-party venues must require a single closed event area and limit outside entrance and exit that ensures event attendees are separated from other patrons.

- Require access to hand sanitizer and cleaning supplies throughout events

Register your attendance at aub.ie/EventSmartII/
Social Events

- Follow criteria previously noted and the Student Organization Social Event Policy unless noted here.
- Maximum attendance = 50 people (50 members or 25 members and 25 guests), regardless of location.
- Encourage use of outdoor locations.
- Events with alcohol must use closed containers provided by a licensed vendor (No BYOB)
- Events at third-party venues must require a single closed event area and limited outside entrance to ensure that attendee guests.

Register your attendance at aub.ie/EventSmartII/
Registration Criteria

- **Greek chapter/council events to be registered in AUinvolve:**

- Any **regular or reoccurring** event hosted by the organization either in-person or virtually.

- Any **on-campus** event with fewer than 50 people or any **off-campus** event regardless of size. (Note – must follow event criteria in General Events/Social Events sections below)
  - Any **outdoor** event not meeting criteria outlined in the Campus Events Policy, with 50 or fewer people hosted in shifts on the same day or multiple days
  - Any **indoor** event not meeting criteria outlined in the Campus Events Policy, with 50 or fewer people hosted in shifts over multiple days or multiple venues on the same day

Register your attendance at aub.ie/EventSmartII/
Greek chapter/council events to be registered in Campus Event Planning System (CEPS):

- (30 days in advance of proposed Event date is highly recommended)
- Any indoor on- or off-campus event with 50 or fewer people using one room for event on same day, even if hosting in shifts
- Any on-campus event that:
  - Requires issuance of a permit by the University of governmental authority (e.g. permit under the Policy on Tent Usage, alcohol permit, etc.)
    - Attendees, participants, and/or invitees include individuals who are not university students, faculty, or staff
    - Involves one or more outside vendors, contractors or exhibitors (e.g. caterers)
    - Involves minors (non-AU student under 19, as participants or attendees in any capacity)
    - Involves group physical or other high-risk activities (e.g. Run/Walk events and interactive games)
- **NOTE: All information in current Campus Events Policy applies except attendance minimum is now 50 (vs 100). Events at fraternity houses do not have to apply via CEPS but need to be submitted via AU Involve, per Greek Life and Student Organization Social Event Policy.**

Register your attendance at aub.ie/EventSmartII/
What is AUInvolve?

- System to submit organization events for review
- Automatically connects you with many campus departments such as...

  - Risk Management
  - Facilities Management
  - Parking
  - Housing
  - University Recreation
  - Greek Life
  - Campus Safety and Security
  - Greek Governing Councils

Register your attendance ataub.ie/EventSmartII/
All Events on University land, that is **NOT** leased to your organization need:

- Reviewed by campus administrators
- Need clearance **before** being executed
- Must go through the **Campus Event Planning Form**

Submitting your event in AUInvolve is only **PART** of the registration and review process

Register your attendance at aub.ie/EventSmartII/
When I submit the event planning form:

- Reviewed by campus administrators
- Need clearance before being executed
- Allow adequate time for planning and Campus Event Planning System review:

Register your attendance at aub.ie/EventSmartII/
For events on-campus make sure to Book your Venue First:

- Be sure to contact the venue manager of your desired space and ensure it is available before starting your event requests in the Campus Event Planning system

- List of venues is available at auburn.edu/events

- Be aware of venue rules and regulations
  - Fire and Room capacities

Register your attendance at aub.ie/EventSmartII/
Special Event Types

• Minors on Campus - Risk Management and Safety
  • [https://cws.auburn.edu/rms/pm/minorsOnCampus](https://cws.auburn.edu/rms/pm/minorsOnCampus)
  • Anyone under the age of 19 who isn’t an enrolled university student is considered a minor
  • Prepare to collect information for background checks for employees and volunteers participating in the event.
  • Employees/volunteers at your event should complete the training found at the link above
  • Any event that includes minors should be requested 90 days in advance

Register your attendance at [aub.ie/EventSmartII/](aub.ie/EventSmartII/)
Social Events that require registration:

• Reviewed by campus administrators and council officers
• Need clearance before being executed
• Submit 7-10 business days before the event

If you aren’t sure… submit the event just in case.

Register your attendance at aub.ie/EventSmartII/
List of events requiring registration

- The sale or value exchange of items or services
- Paid or unpaid speakers, performers or services in events involving 100 or more people
- Amplified sound, staging, building of structures, etc.
- Philanthropy events or events involving the sales of items or collection of items or funds
- Distribution or Sale of food and/or drinks to 50 or more participants
- Events that are open to the public (those not affiliated with AU)
- Events, programs, or initiatives which take place on any designated AU grounds (outdoors)
- Any active **filming** or videoing via camera, drone, or other recording device within or outside of an Auburn facility or on campus grounds
- **5K’s, Walk/ Runs, Vigils, Demonstrations, Marches, Sit-ins, or Protests**
- Exhibits, Tabling Outdoors, or organized distribution of information
- Blood **Drives, Voter Registration Drives, Clothing Drives, or any cause**
- Any event featuring an outside vendor or agency
- Any event where there is an outside sponsor or group(s) participating
- **Social Events, Swaps, Step shows, and/or Band/Day Parties**
- Social or other on-campus events involving 50 or more people
- Any event held outdoors on UA grounds
- Any request for to **advertise publicly** via signs, luminaries, banners, etc. on AU grounds
- Events involving minors (Individuals 19 years and under)

Register your attendance at aub.ie/EventSmartII/
List of events requiring registration

- The sale or value exchange of items or services
- Paid or unpaid speakers, performers or services in events involving 100 or more people
- Amplified sound, staging, building of structures, etc.
- Philanthropy events or events involving the sales of items or collection of items or funds
- Distribution or Sale of food and/or drinks to 50 or more participants
- Events that are open to the public (not affiliated with AU)
- Events, programs, or initiatives which take place on any designated AU grounds (indoors/outdoors)
- Any active **filming** or videoing via camera, drone, or other recording device within or outside of an AU facility or on campus grounds
- **5K's**, Walk/Runs, **Vigils**, Demonstrations, Marches, Sit-ins, or **Protests**
- Exhibits, Tabling Outdoors, or organized distribution of information
- **Blood Drives**, Voter Registration Drives, Clothing Drives, or any cause
- Any event featuring an outside vendor or agency
- Any event where there is an outside sponsor or group(s) participating
- Social Events, Swaps, Step shows, and/or Band/Day Parties
- Social or other on-campus events involving 50 or more people
- Any event held outdoors on AU grounds
- Any request for to **advertise publicly** via signs, luminaries, banners, etc. on AU grounds
- Events involving minors (Individuals 19 years and under)

Even if only one of these conditions applies to your event, you must register the event in AUInvolve.

Register your attendance at aub.ie/EventSmartII/
Who can register events for my organization?

*Members who has attended Event Smart

When should I submit my organization’s event?

*At least 7 – 10 business days before the event date

*This is a minimum and does not include events utilizing the campus event planning form

*Campus administrators and Governing Councils reserve the right to deny your event if it is not submitted in a timely manner

Register your attendance at aub.ie/EventSmartII/
Social Events APPROVAL:
• Reviewed by campus administrators
• Need clearance before being executed
• Submit 7-10 business days before the event

If you aren’t sure… submit the event just in case.

Pop Quiz!
• Which days of the week constitute business days?
• What other days are excluded?
• Ex.: Event on a Friday – submit when?

Register your attendance at aub.ie/EventSmartII/
When to register an event

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOOD: 7-10 Business Days Before Event</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week of Event</td>
<td></td>
<td>Danger Zone</td>
<td></td>
<td></td>
<td>Event</td>
<td></td>
</tr>
</tbody>
</table>
When to register an event

<table>
<thead>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week of Event</td>
<td></td>
<td>Warning Zone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danger Zone</td>
<td></td>
<td>Event</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Green:
- 7-10 business days before event date
- Okay to make small changes or resubmit
- Time to plan with administrators and resolve any issues

Register your attendance at aub.ie/EventSmartII/
When to register an event

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
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<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>Week of Event</td>
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<td></td>
</tr>
<tr>
<td>Danger Zone</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yellow:
- 7 business days or less before event date
- Submissions should not need to be changed or resubmitted
- Does not build goodwill or a good reputation with campus partners

Register your attendance at aub.ie/EventSmartII/
## When to register an event

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOOD:</strong> 7-10 Business Days Before Event</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Warning Zone

**Event**

**Red:**
- Your Event May not be permitted to occur
- Edits cannot be made
- Strains resources and relationships
- Council Fines may be implemented.

Register your attendance at aub.ie/EventSmartII/
How is my chapter advisor involved in the event registration process?

*Any advisor who is listed in AUInvolve (must have AU login credentials) will be the primary advisor in the event review process

*They will receive a notification to review your event submission via email

Register your attendance at aub.ie/EventSmartII/
Full list of events requiring approval

• The sale or value exchange of items or services
• Paid or unpaid speakers, performers or services in events involving 100 or more people
• Amplified sound, staging, building of structures, etc.
• Philanthropy events or events involving the sales of items or collection of items or funds
• Distribution or Sale of food and/or drinks to 50 or more participants
• Events that are open to the public (*those not affiliated with AU*)
• Events, programs, or initiatives which take place on any designated AU grounds (*outdoors*)
• Any active filming or videoing via camera, drone, or other recording device within or outside a AU facility or on campus grounds
• Walks, Runs, Vigils, Demonstrations, Marches, Sit-ins, or protests
• Exhibits, Tabling Outdoors, or organized distribution of information
• Blood Drives, Voter Registration Drives, Clothing Drives, or any cause
• Any event featuring an outside vendor or agency
• Any event where there is an outside sponsor or group(s) participating
• Swaps, Step shows, and/or Band/Day Parties
• Social or other on-campus events involving 50 or more people
• Any event held outdoors on AU grounds
• Any request for to advertise publicly via signs, luminaries, banners
• Events involving minors (Individuals 19 years and under)

Register your attendance at aub.ie/EventSmartII/

Pop Quiz!

Name an event that your chapter has planned for this year that you will have to register.
How do I log on and register an event?

Register your attendance at aub.ie/EventSmartII/
Discover unique opportunities at Auburn University

Find Organizations
Join a new organization and utilize discussion, news posts, and group messaging.

Attend Events
Discover events happening on campus or in your area.

Track Involvement
Record your activities and memberships on campus to showcase your involvement.

Register your attendance at aub.ie/EventSmartII/
Register your attendance at aub.ie/EventSmartII/
Register your attendance at aub.ie/EventSmartII/

My Account

Settings

Informational Email Notifications
Mass messages sent to you by campus or organizations leaders

Send me informational emails from
- Campus and Organizations
- Organizations only
- None

Common Notifications
Select your preferences for notifications that are the most common for all users. Selecting the box under “System” will send messages to the “Notifications” section of your User Drawer in Engage. Selecting the box under “Email” will send messages to your email inbox. Notifications under “Show Advanced Preferences” are organization-specific and may require specific permissions based on which positions you hold in your organization(s).

<table>
<thead>
<tr>
<th>Notification</th>
<th>System</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Cancellations</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Get notified when an event you have been invited to has been cancelled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Invitations</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Get notified when you are invited to an event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form Submission Confirmation</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Get notified when your form submission has been received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Invitations</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Get notified when you are invited to join an organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Request Approvals</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Get notified when your organization membership request is approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>News Article Discussions</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Get notified when a news article you posted has a new comment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization News Articles</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Get notified when a news article is posted in an organization you belong to</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Event Submissions
Notifications related to event submissions

<table>
<thead>
<tr>
<th>Notification</th>
<th>System</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Co-host Added to Event Review</strong></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Message sent to co-host primary contacts when an event submission is submitted.</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td><strong>Event Approved</strong></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Get notified when your event submission is approved</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td><strong>Event Change Request Decision</strong></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Get notified when your event change request is approved or denied</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td><strong>Event Denied</strong></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Get notified when your event submission is denied</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td><strong>Event Submission Confirmation</strong></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Get notified when your event submission has been received</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td><strong>Event Submission Discussion</strong></td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Get notified when someone comments on an event submission you submitted or can review</td>
<td></td>
<td>☑</td>
</tr>
</tbody>
</table>

Register your attendance at aub.ie/EventSmartII/
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Student Involvement

100 Members

Primary Contact: Cameron Eaves
Register your attendance at aub.ie/EventSmartII/
### Manage Events

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Start Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involvement Awards Nomination Form Open</td>
<td>Approved</td>
<td>1/14/2019 8:00 AM</td>
<td></td>
</tr>
<tr>
<td>The 2019 Involvement Awards</td>
<td>Approved</td>
<td>4/16/2019 5:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 - 2 of 2
## Create Event

### Event Title
Enter Event Title

### Theme
Not Selected

### Description
![Rich Text Editor]

Additional organizations co-hosting this event

Type here to search for organizations

### Start Date
25 Jan 2019

### Start Time
12:00 PM

### End Date
25 Jan 2019

### End Time
01:00 PM

### Location
ADD LOCATION

---

Register your attendance at aub.ie/EventSmartII/
Fill out the event form and click submit.

- Fill out the particulars of the event
- Give event a UNIQUE NAME

**Page One- Event Details:**
- PUBLIC 1st Page, other pages are private
- Select who will see event details
- 4 Options:
  - **Students & Staff Only** (Only people on campus who can login to AUInvolve)
  - **Invitation Only** (Only individuals you invite online)
  - **Organization Only** (THIS IS FOR ANY SWAPS, BAND PARTIES, SOCIALS at Fraternity/Sorority events that are closed and specific to the Student Organization ONLY)
  - **Anyone In the World** (all access to everyone both internal and external constituents of AU)

Register your attendance at aub.ie/EventSmartII/
Event Form Pages and Skip Logic

- Instructions
- Event Details, Who?
- Event Details, When and Where?
- Event Details, What?
- Swaps
- Co-Sponsored Event
- Structures, Inflatables, Amusement Devices, Etc.
- Music, Entertainment, Performance
- Food
- Marketing, Selling, and Distributing Information
- Parking
- Walk/Runs, 5K's, Parades, Demonstrations, Etc.
- Alcohol Use and Security
- Child Protection Considerations
- Filming
- Guest Speaker
What do I do if I get this Page:

Register your attendance at aub.ie/EventSmartII/

Your submission is almost complete

As an administrator, you can skip the Branch Custom Fields for this event submission. This submission will be automatically approved once you've completed either option.

Skip Custom Fields
Select this option to complete the event submission with the basic details that you've already added. This option is great for administrative events that do not require additional information.

Continue to Custom Fields
Select this option to fill out the Branch Custom Fields for this event submission. This option helps ensure maximum data collection and better reporting about event submissions.

COMPLETE EVENT SUBMISSION

CONTINUE TO CUSTOM FIELDS
The Most Crucial Section of the Form....

**CHECK ALL THAT APPLY:**

* **EVENT TYPE** *(Check all that apply.)*
  - Social Event
  - Philanthropy/Fundraising
  - Guest Speaker
  - 5K, or Walk/Run
    - March, Demonstration, Rally
    - Parade, Motorcade, Block Party
  - **Filming** on Campus
  - **Minors (19 and under)** will be present.
  - Academic Event or Class Project *(List class and professor)*

* **ALCOHOL** *(Check all that apply.)*
  - We WILL have alcohol present.
  - We WILL NOT have alcohol present.

* **SECURITY/CONTRACTS** *(Check all that apply.)*
  - Plan to use a security vendor.
  - Need assistance from UAPD.
  - Need assistance from UA Parking.
  - Involves a contract or written agreement. With:
    - **[blank]**
  - Requires approval from a national affiliate. Name:
    - **[blank]**
  - None of the above.

* **SALE/DISTRIBUTION** *(Check all that apply.)*
  - We plan to sell tickets/have an admission fee.
  - We plan to sell/distribute **FOOD** items.
  - We plan to **sell promotional** or other items.
  - We plan to **distribute promotional** or other items.
  - We will not sell or distribute any materials.

* **ENTERTAINMENT** *(Check all that apply.)*
  - Performance *(Theater, Dance, Variety Act)*
  - Music *(Dj, Band, Instrumental, Choir or Other)*
  - Comedy
  - **Inflatables/Amusement Devices**
  - A licensed contractor will build/erect a structure.
  - Event will not feature any entertainment.

* **ADVERTISING** *(Check all that apply.)*
  - We will advertise **OUTSIDE** on campus.
  - We will advertise **INSIDE** on campus and/or online.
  - We are requesting to use a **University logo or trademark** in association
  - We will not advertise our event.
READ CAREFULLY!
Event Submission Comments

- Campus departments review and comment on applications
- Number of questions in your application and the number of departments who will review it depend on type of event and location
- Your event submission has a “wall” (like Facebook)
- Build goodwill with campus partners
  - Submit events on-time
  - Be polite in your comments (Everyone can see them!!!)
  - Answer questions quickly
  - Contact partners via email or phone if they ask you to
  - Reach out to partners about any large events

Register your attendance at aub.ie/EventSmartII/
If you make a mistake....

- Your event will be denied
  - “Denied for edits” is not a final denial
- Being “denied” allows you to edit the application
- Read the comments to find out why
  - Contact partners and set up meetings if necessary
- Resubmit the same application
  - DO NOT CREATE A NEW EVENT
- Do not resubmit your application without fixing errors
- The more times you have to resubmit...
  - Partners have to look back over the application
  - Slows down the process

Register your attendance at aub.ie/EventSmartII/
Register your attendance at aub.ie/EventSmartII/
Register your attendance at aub.ie/EventSmartII/
### My Submissions

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Status</th>
<th>Recurrences</th>
<th>Start Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>The 2019 Involvement Awards</td>
<td>Student Involvement</td>
<td>Started</td>
<td></td>
<td>4/16/2019 5:00 PM</td>
<td>Change Request</td>
</tr>
<tr>
<td>Delta Speaker Series: Tim Tebow</td>
<td>Emerge at Auburn</td>
<td>Approved</td>
<td></td>
<td>1/17/2019 5:00 PM</td>
<td>Change Request</td>
</tr>
<tr>
<td>Test</td>
<td>Student Involvement</td>
<td>Started</td>
<td></td>
<td>12/17/2018 12:00 PM</td>
<td>New Event</td>
</tr>
<tr>
<td>test</td>
<td>Student Involvement</td>
<td>Started</td>
<td></td>
<td>12/17/2018 12:00 PM</td>
<td>New Event</td>
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<td>Open House at the President's Home</td>
<td>Auburn University</td>
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<td></td>
<td>12/5/2018 4:00 PM</td>
<td>New Event</td>
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<td>Fall Feast</td>
<td>Student Government Association</td>
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<td></td>
<td>11/20/2018 12:00 PM</td>
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<td>Student Leader Training</td>
<td>Student Involvement</td>
<td>Approved</td>
<td></td>
<td>9/25/2018 5:00 PM</td>
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<td>Delta Speaker Series</td>
<td>Emerge at Auburn</td>
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<td>Emerge at Auburn</td>
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<td>9/11/2018 11:00 AM</td>
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<td>Welcome Week</td>
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<td>8/23/2018 7:00 PM</td>
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<td>Welcome Week</td>
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<td>8/23/2018 6:00 PM</td>
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<td></td>
<td>8/19/2018 4:15 PM</td>
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<td>Welcome Week</td>
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</table>
To cancel your event...

1. Comment on the event wall
2. Email Office of Greek Life (cmlucas@auburn.edu):
   1. IFC – Adam Joiner (acj0059@auburn.edu)
   2. Panhellenic – Linsday Ollis (lao009@auburn.edu)
   3. NPHC – Benard Goins (btgo016@auburn.edu)

Register your attendance at aub.ie/EventSmartII/
Policies to consider while planning and executing your event...

Register your attendance at aub.ie/EventSmartII/
Event Start and End Times

- No organization social events may begin before 8:00am or interfere with the normal business and academic endeavors of Auburn University.

- The ending time of an event, when attendees are required to leave, is dependent on the location of the event as noted:
  - **Outdoor Events**: Events that begin on Sunday-Thursday must end no later than **12:00am** (midnight).
  - **Outdoor Events**: Events that begin on Friday and Saturday must end no later than **1:00am** the following morning.
  - **Indoor Events**: Events that begin on Sunday-Thursday must end no later than **12:00am** (midnight).
  - **Indoor Events**: Events that begin on Friday or Saturday must end no later than **2:00am** the following morning.

Register your attendance at aub.ie/EventSmartII/
Invitation Lists

- All events that are “closed” must include a guest list of anyone that will be granted permission to enter your event. This includes all your members and all guests.

- Guest lists should match your projected number of attendees.

- Guest lists should be maintained at your main entrance and be provided to security.

- Failure to have a guest list, accurately report guest lists, or to effectively manage your guests may result in referral to student conduct or event being terminated early.

- Each member is permitted to invite no more than three (3) guests to an event. Should an organization request more than three (3) guests per member, the organization must provide additional event insurance documentation, and/or written permission from any inter/national governing organization, if applicable.

- Only those individuals who are on the organization’s specific event invitation list are permitted entrance.

Register your attendance at aub.ie/EventSmartII/
Third Party Vendor Requirements

- Vendor must be properly insured with $1,000,000 of general liability.
- Designate which areas of the facility will be for the sponsoring student organization(s) and ensure only members and guests for that event enter the function.
- Ensure no event attendee leaves the facility with alcohol
- Be properly licensed with the appropriate local and state authority to provide alcohol at the location.
  - Each drink must be purchased in its own transaction by the person who will consume it.
  - Ensure beverage sales cease 45 minutes before the scheduled end time of the event.

Register your attendance at aub.ie/EventSmartII/
Third Party Vendor Requirements (on campus)

- Be properly licensed with the appropriate state and local authority, including any liquor or temporary licenses for sales of alcohol at the location.

- Agree in writing to a method of payment for alcohol sales. *Each drink must be purchased in its own transaction by the person who will consume it.*

- **Assume in writing the responsiblites that any other purveyor of alcoholic beverages would assume in the normal course of buisnessnes.**

- Ensure beverage sales cease 45 minutes before the scheduled end time of the event.

Register your attendance at aub.ie/EventSmartII/
Legal Concerns and Alcohol at Events

Organizations hosting events with alcohol should be aware of host liability laws, as well as all relevant federal, state, and local laws related to alcohol.

- If your organization requires approval from a headquarters or governing body, this MUST be submitted in advance of your event review and submission.

It is the responsibility of the host organization to ensure that their guests are not consuming alcohol illegally or in violation of policy at their event.

Events with alcohol are only permitted in accordance with the Auburn University Alcohol guidelines, limiting all events with alcohol to be provided either through a BYOB service system, or through a licensed 3rd party vendor.

- Alcohol cannot be “common source.” i.e. alcohol cannot be freely accessible, no trashcans, troths, coolers, or other free service systems, no kegs, liquor can only be provided through a 3rd party vendor facility.

Register your attendance at aub.ie/EventSmartII/
BYOB Policies to Consider

- Alcoholic beverages may be brought to an approved BYOB social event by a member or guest for personal consumption, as long as access is restricted (e.g. ticket check system or locked cooler). All BYOB must be in compliance with FIPG (Fraternal Information and Programing Group) BYOB polices, including but not limited to, a guest may only bring a maximum of six (6) twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages. Beverages with an ABV over 15%, and/or beer and malt beverages that are produced containing a combination of caffeine and alcohol, are not permitted at BYOB events.

- Beverages with an ABV over 15% and/or beer and malt beverages that are produced containing a combination of caffeine and alcohol, may only be served by a licensed and insured third party vendors in compliance with all AU policies and local, state, and federal laws related to the sale of alcohol.

- **No alcoholic beverages may be purchased through or with social/fraternal organization chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.**

  - Organizations cannot **Open a tab, accept free or discounted alcohol in exchange for hosting the event, invite members/guests to a facility in order to take advantage of discounted alcohol or bar tabs, host an event where a cover charge is collected and attendees are then provided with free or discounted alcohol.**
BYOB Policies to Consider

- **Alcohol Service Center**
  - Once centralized location must be established for the distribution of all alcoholic beverages.
  - Organizations hosting BYOB events must use an accountability system, such as punch cards, tags and tickets, or wristbands to monitor the distribution of alcohol back to the individuals who brought it to the event.
  - Sober monitors over the age of 21 may staff the service center.
  - During the last 45 minutes of the event Alcohol service must stop.

- **Food an Non alcoholic beverage requirements**
  - The organization must provide an amount of free non-alcoholic beverages, served in closed containers, at least equal to the number of people in attendance at the event.
  - The organization must provide free food (non-salty snacks) for the number of people in attendance.
  - Food and non alcoholic beverages should be contained within on centralized location and monitored for food safety.

Register your attendance at aub.ie/EventSmartII/
Security Plans and Risk Management

- Each chapter should have a clear security plan that can be provided to 3rd party security company for each event.

- Chapters may request a review of security plans with the Office of Greek Life. Meetings should be scheduled a minimum of 2 weeks prior to event date.

- Any event over 300 people should be able to provide a specific security plan to University for review if requested.

- Any event that is “open” must schedule a meeting with the Office of Greek Life prior to approval. Meetings should be scheduled a minimum of 2 weeks prior to event date.
Security Plans and Risk Management

- Organizations must take appropriate measures to ensure that the crowd at their event does not exceed fire code capacity specifications appropriate officials. Organizations should work with the Risk Management to determine maximum capacity for each event based on the scope of the event, event setup, and the locations at which the event will take place. Organizations must develop a plan with hired security to prevent attendance at event from exceeding maximum occupancy.

- There must be only one (1) entrance to the event venue

- Multiple exits must be available due to fire code and laws but cannot be used as additional entrances.

- The entrance and exits must be controlled and managed by security and monitors.

Register your attendance at aub.ie/EventSmartII/
Security Plans and Risk Management

- **Organization Monitors and Security**
  - Organizations should utilize a private 3rd party security vendor for events.
  - Organizations must have members who will serve as monitors and points of contact throughout any event.
    - One primary point of contact for the event’s executive leadership should be appointed for each event, and their contact information should be provided on the event registration and be available to security throughout the duration of the event.
  - Organizations must appoint members to serve as sober monitors during the event, and they should:
    - Assist security with controlling entrances and exits
    - Assist in monitoring behavior of attendees and reporting and addressing any issues
    - Denying entry to anyone not on the guest list, or who is intoxicated.
    - Assist with the Alcohol service center (BYOB events)

Register your attendance at aub.ie/EventSmartII/
Security Plans and Risk Management

- Organization Monitors and Security
  - NPHC and MGC organizations:
    - At least 2 sober monitors are required for all events.
    - A minimum of 1 security guard is required at each event, with 1 additional guard required for every 50 attendees.
  - IFC and Panhellenic Organizations:
    - For every 30 attendees it is required to have a minimum of 6 monitors with a maximum of 15.
    - A minimum of 1 security guard is required at each event, with 1 additional guard required for every 50 attendees.

Register your attendance at aub.ie/EventSmartII/
Expectations for Security Officers

- In addition to the security officers monitoring the entrances/exits, an additional 2 security officers for every 100 attendees must be present and patrolling the event.
  - **Example**: 400 attendees at event with 3 entrances/exits = 11 security officers (2 at main entrance/exit plus 1 at each of the other entrances/exits plus 8 to patrol the event).

- Ensuring that only individuals listed on the provided Invitation List are permitted into the event. Any individual who is not listed on the Invitation list that is admitted, must be immediately added to the invitation list by a specific host organization member as one of their maximum three (3) guests. Should the member already have listed or admitted three (3) guests, then another member must submit the individual onto the invitation list, or the guest shall not be granted admission into the event.

- Assist the host organization in the dispersion of any guests/attendees from the event area so that the space is cleared no more than 30 minutes after the scheduled conclusion of the event.

Register your attendance at aub.ie/EventSmartII/
Out of Town Events

- **Buses and Transportation**
  - When buses are provided, organizations must provide a licensed and insured security guard(s) at each bus prior to departure, ensuring no attendees are permitted on the bus with alcohol, and preventing anyone under the influence from accessing the bus.
  - Buses should be operated by a licensed and insured transit company.

- **Event Registration:**
  - A guest list and event itinerary are required to be uploaded to the event registration form found on AUInvolve.
  - Local and state laws for any event hosted off campus must be observed.
  - Auburn University policies and Code of Student Conduct apply to individuals and members, even when not on campus.

Register your attendance at aub.ie/EventSmartII/
Emergency Plans

- Host organizations should make an effort to communicate with Auburn Police and Campus Safety prior to the start of their event to establish event point of contacts.

- In the event of weather emergencies or inclement weather, chapters will be informed of the inclement weather through AUInvolve. Organizations should communicate their weather plans to reviewing offices upon receipt.

- If there is a fire alarm or fire emergency, everyone must evacuate and remain outside of the facility until given all clear by the fire department.

- If there is a medical emergency contact Auburn Police (9-1-1) and appropriate medical response team to assist the individual.

Register your attendance at aub.ie/EventSmartII/
Compliance

- Auburn University student organizations alleged to have violated this policy are subject to review through the Office of Student Conduct or referral to other applicable university disciplinary processes.

- Any conducted outcome listed in the Code of Student Conduct or other applicable policies, may be imposed upon individual students or a student organization found responsible for violations of this policy.

- If a Student Organization is accused of violating this policy, their actions will be assessed to determine the organizations role in:
  - Negligently allowing the behavior: The student organization did not follow policies and procedures which could have prevented the violation;
  - Condoning the behavior: The student organization did not take steps to prevent the behavior, did not actively oppose the behavior, or has a culture of the behavior that violates this policy;
  - Facilitating the behavior: the student organization coordinated or was an active player in the violation.

Register your attendance at aub.ie/EventSmartII/
Medical Assistance Policy

- Updated in Code of Student Conduct (2020)
- Serious or life-threatening situations related to misuse of alcohol or other drugs

Purpose

- Reduce barriers to seeking help (medical assistance)
- Encourage students/student organizations to make responsible decisions

Code of Student Conduct: [aub.ie/knowthecode](aub.ie/knowthecode)  
*(Medical Assistance Policy, pages 17-19)*
Medical Assistance Policy

- **Student Organization Eligibility**
  - Policy training for student organization executive officers (Zoom)
  - Prevention workshop for student organization members (Zoom / Canvas)

Email slf0047@auburn.edu with questions or to schedule a training!

Register your attendance at aub.ie/EventSmartII/
Greek Life

greeklife.auburn.edu

Ryan Powell, Director (ryanpowell@auburn.edu)
Chris Lucas, Assistant Director (cmlucas@auburn.edu)
Lindsay Ollis, Coordinator (lao0009@auburn.edu)
Benard Goins, Coordinator (btgo016@auburn.edu)
Adam Joiner, Coordinator (acjoo59@auburn.edu)

Register your attendance at aub.ie/EventSmartII/
Planning Successful Events

Auburn University Student Organization Social Event Policy

Planning Successful Events