# Student Organization Major Event

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<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
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<tbody>
<tr>
<td>#100</td>
<td>May 12, 2015</td>
<td>April 13, 2017</td>
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## Description
This document was drafted by Student Involvement and Leadership and the Center for Recreation and Wellness Student Organization Committee in response to safety and security concerns at large scale student events. The committee was composed of representatives from the offices of Student Activities & Organizations, Campus Recreation & Wellness, Greek Life, Central Reservations, Central Ticket Office, and chaired by the Associate Vice Chancellor for Student Involvement & Leadership. The charge of the committee was to develop a plan and procedures that would ensure that major student events would occur within certain parameters to increase their safety and success.

Any student organization hosting/co-hosting a major student event, as defined by this document, on or off campus shall be required to comply with these guidelines. Failure to comply with the provisions of these guidelines may result in sanctions for that student organization, including but not limited to event cancellation, financial repayment of damages, suspended use of campus facilities, and removal of the organization’s recognized status.

## Responsibility
Student Activities & Organizations / Greek Life / Campus Recreation and Wellness

## Affected Areas
Registered Student Organizations / Recognized Student Organizations / Chartered Greek Organizations / Registered Club Sports

## Procedure

### A. Determination of Major Student Organization Event
A student organization event will be considered to be a major student organization event if it includes three of the following:

- Ending time is later than midnight
- Open to the public
- Amplified sound or music
- Anticipated attendance is greater than 500
- Sponsors includes nonaffiliated campus groups
- Includes contracted services

### B. Required Event Participants
The following must be present prior, during, and after all major student organization events:

- Student Organization Executive Officer
- Student Organization Event Manager
- Police / Security Officer
- Student Organization Advisor or Designee
- Facility Event Manager

### C. Approvals
All student organizations requesting to host/co-host a major event must complete a Student Major Events Plan outlining their event’s costs, security, marketing, and organization. This pre-function plan must be signed-off by the organizations advisor as well as their supervising office, either Greek Life, Student Activities & Organizations, or Campus Recreation and Wellness at least 30 business days (Monday thru Friday – excluding University Holidays) prior to the event.

Please note that no major events will be approved from Reading Day through the completion of final exams.
D. Reservations
Organizations requesting space for major events must finalize the space reservation, including security, ticket sales, and guest policies, at least 20 business days prior to the event. Failure to do so will result in the cancellation of the reservation.

E. Pre-Event Meetings
Organizations will be required to attend an Event Planning Meeting to review all expectations, at least 10 business days prior to the event. The meeting will include representatives from the sponsoring organization(s), the facility event manager, security or police office, and the organization’s advisor or designee.

In addition to the Event Planning Meeting, the sponsoring organization will be required to attend an On-Site Meeting with the facility event manager and the security or police office, and the organization’s advisor or designee, day of the event. The purpose of this meeting is to do a full security and event walkthrough, as well as discuss the responsibilities and obligations each party during and after the event.

F. Hours and Closing
All major student organizations events, on or off campus, are required to conclude by 2am. Special permission can be granted by the Associate Vice Chancellor for Student Involvement and Leadership for events concluding past 2am. A written approval must be obtained on the Student Major Events Plan from the Associate Vice Chancellor for Student Involvement & Leadership.

G. Attendance and Ticketing
All organizations sponsoring major events must coordinate their ticketing sales through student center Central Ticket Office for on-campus events or through the facility ticket office for off-campus events. This is necessary to insure the safety of organization members and to secure the cash proceeds for the event.

Organizations have the right to open or restrict their events to different populations. Upon reservation, the organization must identify ticket price and classifications as follows:
- ECU Students – must present an ECU OneCard
- ECU Faculty & Staff - must present an ECU OneCard
- Sponsoring Organization Guest – must present the approved guest list
- Outside College Student Guest – must present an active college ID
- Outside Guest – must be 18 and present a valid driver’s license, passport, or state ID

Student organizations will be allowed to set a price scale based on advance sales versus event door sales. All ticket prices are locked in once the first ticket is sold or given out. Prices cannot change at any time once they are locked in. Ticket prices may be different for each category list above.

All attendees must present their ID at the time of the ticket sale as well as at the door of the event. ECU students are only allowed ONE guest (excluding the guest list). Guests and their ECU sponsor will be required to sign-in at the door (college guests will be required to identify their college) prior to entry into the event. Sponsors will be held responsible for their guest’s behavior, which could include removal from the event and/or referral to the ECU Office of Student Rights & Responsibilities.

H. Safety and Security
For all on-campus major events the ECU Police Department determines all safety and security requirements. For all off-campus major student organizations events the facility management and/or the Greenville Police Department determines all safety and security requirements. All determinations will be made on a case-by-case basis based on the organization’s history, facility needs, expected attendance, and type of event or scheduled artist (among other things). It is the responsibility of the sponsoring organization to cover the cost of all safety and security needs.

ECU and Greenville Police as well as the facility manager on duty shall have the right and authority to close down the event.
I. Post-Event Evaluation Form

Organizations will be required to complete a Post-Event Evaluation Form about the event within 10 business days following the event. The form will include feedback from the sponsoring organization(s), the facility event manager, security or police office, and the organization’s advisor or designee. Any of these constituents can request a meeting if they require a more detailed review of the event prior to completing the form.

H. Student Organization Major Event Checklist and Timeline

The following is a checklist that is recommended, with said guidelines, for major student organization events:

<table>
<thead>
<tr>
<th>At Least 30 Business days Prior to the Event</th>
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<tbody>
<tr>
<td>1. Organization works with advisor to plan event</td>
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<tr>
<td>2. Complete the Pre-Function Form with approvals</td>
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<tr>
<td>3. Reserve the facility</td>
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<td>4. Secure funding</td>
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<td>5. Develop a marketing plan</td>
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<td>6. Complete any and all contracts</td>
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<td>7. Meet with Ticket Office</td>
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<td>8. Start all marketing</td>
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<th>At Least 10 Business days Prior to the Event</th>
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<tr>
<td>9. Event Planning Meeting</td>
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**Day of Event**

| 10. On-Site Meeting |
| 11. Event |

**Within 10 Business Days after the Event**

| 12. Event Overview Meeting |

### Relation to Others

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.

Failure to adhere to these procedures will result in immediate referral to the Associate Vice Chancellors for Student Involvement and Leadership’s Office and could result in sanctions leading up to removal of the organization’s registration status.