



Memorandum

Date: September 29, 2020

To: Registered Student Organizations (RSOs)

From: Mr. Marcus Kennedy, Dean of Student Life *MK*

Re: Guidance on Event Planning

General Guidance on Event Planning

To the extent possible, please explore virtual and remote events and meetings. Student Life encourages all RSOs to adapt all possible meetings, events, and experiences into virtual formats. We want to support you in this process, so if you would like to meet with a Student Life staff member about reimagining in-person experiences, please fill out our [Student Activities Consultation Request form](#).

In-Person Event Planning

Student Life recommends all events, gatherings, meetings and experiences be adapted to be held virtually if at all possible. If your organization is planning to have any event in person, please take the following into consideration:

- Is there any way to deliver a similar event virtually?
- How will your organization account for the health and safety of your members and guests?
- How are you ensuring that your members and guests will adhere to College and Student Life policy regarding gathering spaces/sizes, face-covering and sanitation?
- How will you implement contact tracing or attendance tracking at your event?

Documentation

Student Life has developed a [Template for Event Planning form](#). Your organization should keep a copy of written plans using this template on hand in case Student Life should ask you to produce them.

Important Note: According to the current Registered Student Organization (RSO) guidelines:

“Any in-person RSO event/program/meeting, on-campus or off-campus, must include a written plan to implement all public health safety measures, including a communication plan with participants. The event plan should include a designation of one or more student leaders to serve as safety measure coordinators to ensure implementation of all safety measures and remind participants of the expectations. Upon request by Student Life, the written plan needs to be provided within 24 hours.” (RSO Guidelines, as of September 29, 2020. Please visit Student Life website for updated information if applicable.)



Requirements (MANDATORY):

- Student event registration is required for all events. Virtual business meetings are excluded from this requirement.
- Attendee lists are required for all in-person events. Student organizations must keep records of event attendees for each of their in-person events to aid in contact tracing, if necessary.
- Contact information (name, email, and phone number) must be collected for ALL ATTENDEES.
- For in-person events, events are allowed from 6 am to 9 pm.
- For in-person events, events are not allowed from 9 pm. to 6 am.
- Indoor events may include no more than 50 individuals.
- Outdoor events may include no more than 100 individuals.
- All masking, social distancing, and event size requirements will be strictly enforced.

Important Policy Statements

Stillman College reserves the right to shut down or otherwise regulate any event if, based on information available at the time, Stillman College officials feel that the event is being conducted in a manner inconsistent with the way in which it was registered/described and/or if a safety or security concern reasonably exists. If a group is found to be operating an event in a manner inconsistent with the way the event was registered, the group (and possibly individual members) will be referred to the Student Affairs for disciplinary action.

Events are reviewed by multiple, relevant Stillman College officials before official approval is provided to the student organization/group. Virtual events are strongly encouraged.