

Event Management Protocol

UW Oshkosh

Definitions

Large Events - Events with more than 250 people. Large events may be subject to a pre-event planning meeting, depending on the nature of the event.

Special/Entertainment Event - An event that will include presence of amplified performance sound, non-seating for attendees, potentially controversial topic, and/or presence of approved alcohol. Special/ Entertainment events may be required to complete a pre-event planning meeting and may be subject to expectations up to and including the guidelines for late-night events, depending on the nature and circumstances of the event.

Late Night Event - Events that extend past the normal time of building close. Late night events may be required to complete a pre-event planning meeting and will be expected to meet the expectations and guidelines outlined below.

Risk and Safety Team – Combination of both the Risk Management Office and the University Police Department.

Timeline for Special/Late Night Events

Reservations - Requesting of space should be completed at least six weeks prior to event date. The reservation will not be considered final until a pre-event planning meeting (if determined necessary) has been completed and any agreed upon event requirements have been signed and submitted to the room/space scheduler.

Pre-Event Planning Meeting - If determined necessary, the meeting must be held at least four weeks prior to the event. Representatives at this meeting shall include the student organization lead event coordinator, the student organization faculty/staff advisor, the building reservationist (or designee) where the event will be held, and a representative from the Risk and Safety Team. If the host of the event is not affiliated with the University, the primary event host, the building reservationist (or designee), and a member of the University Risk and Safety Team (or designee) should be in attendance. Additional representatives may be requested to be present during this meeting as needed. All details of the event, including any outside vendors/performers contracted for service, will be shared at this meeting.

Day-of-Event Briefing Meeting - A briefing meeting may be requested by the Risk and Safety Team immediately prior to the start of the event with all student monitors, the faculty/staff advisor/s, (or event host and volunteer's if not affiliated) the building personnel representative, and any assigned police/security personnel. The meeting shall include a briefing of the timing for the event, and event security guidelines/expectations, and a walk-through of the space where the event will be held highlighting emergency exits, fire extinguishers, and the pre-event condition of the space.

Approval Levels - Must be granted at least 2 weeks prior to the event.

* Security Approval *Late Night Approval * Special/Entertainment Event Approval

Roles/Responsibilities

Sponsoring Organization Students - Student organization monitors can be responsible for checking identification of attendees entering an event, documenting/registering guests and their hosts on a provided form, collecting any admission charges for the event, and enforcing any prohibited items from entering the event venue. Student organization monitors may also be responsible for ensuring all requirements discussed at pre-event meetings are enforced. In addition, monitors will frequently walk through the space, approach behaviors that are inappropriate or conflict with the purpose of the event and report any facility, equipment, or behavioral concerns that threaten safety of the attendees, facility or equipment. Student organizations will designate one monitor as the lead event coordinator for the event. The event coordinator will attend the pre-event meeting four weeks prior to the event. All communication with the building representative and the Risk and Safety Team concerning requirements for the event shall be made by this designated individual to avoid confusion. The student event coordinator must be in attendance for the duration of the event. Student organization members will be responsible for communicating with any vendors providing services for the event about delivery, load-in, following University policies, and any potential safety issues surrounding their service.

Sponsoring Organization Faculty/Staff Advisor - The University faculty/staff advisor or approved faculty/staff representative will attend the pre-event meeting at least four weeks prior to the event and ensure all contact information is submitted for self and student monitors. The advisor must be present during the entirety of the event and until all participants have left the venue following the event.

Sponsoring Organization Host (Non-Affiliated)- The event Host and other designated organization volunteers, will attend the pre-event meeting at least four weeks prior to the event and ensure all contact information is submitted for self or volunteers assisting at the event. The event host will be present during the entirety of the event and until all participants have left the venue following the event.

Building Representative- A full-time staff member, from the building/venue where the event is being held, or a designated staff representative must be present at the event to assist with the flow of attendees into and out of the event and to ensure that all specified safety guidelines and requirements determined at the pre-event meeting are being upheld. A building representative will attend the pre-event meeting four weeks prior to the event. This full-time staff member has the authority, in consultation with the Risk and Safety Team and organization leaders and advisors, to end or cancel an event if the event safety and pre-determined requirements are not being met.

University Police - University Police may be requested or required present at the event for law enforcement purposes. If metal detection is required, Police will oversee this operation on all event participants, as determined at the pre-event meeting. A University Police representative (or designee from the Risk and Safety Team) will attend the pre-event meeting four weeks prior to the event.

Expectations for Event Management

Sponsoring Organization Monitors – There should be five sponsoring group members to monitor the event for the first 100 attendees and two for each additional 100 attendees anticipated (may exclude collegiate sporting events). Monitors are expected to check identification of attendees entering the event, monitor points of entry, document guests and their hosts, collect any admission charges for the event, enforce any restrictions or prohibited items identified for the event, and frequently walk through the space, approach behaviors that are inappropriate or conflict with the purpose of the event and report any facility, equipment, or behavioral concerns that threaten safety of the attendees, facility or equipment. At least one monitor must be present at the entrance to the event at all times. These student organization monitors must be identifiable by wearing provided monitor apparel. This could include name tags, t-shirts, or any other measure to identify them as a monitor for the event. At the conclusion of the event, the monitors must assist in assuring the smooth exit of all attendees from the facility and the immediate premises.

Sponsoring Organization Faculty/Staff Advisor/Host - The University Faculty/Staff Advisor or Sponsoring Organization Host must be present through the entirety of the event until all attendees have left the facility. The event will not take place until the Advisor/Host or approved representative has checked-in with the designated building representative. If the Advisor/Host or approved faculty/staff representative/designee leaves the event early, the event will immediately be terminated. The Advisor/Host is expected to support sponsoring organization monitors as they walk through the event, enforce identified safety measures, approach behavioral concerns that threaten safety of attendees, and report any facility or equipment concerns to the building representative. If alcohol is present for an event with an attendance estimated to be over 100 attendees, one additional responsible University employee or responsible adult over the age of 21 (if non-affiliated event) should be present.

Events Involving Minors - Events where minors are involved, the Sponsoring Organization Host must contact Risk and Safety and set up a pre-event meeting. During this meeting, the event planner/host is notified of the Minor Protection Policy and informed that all volunteers must go through the Human Resources "[Hiring a Volunteer](#)" process where a Criminal Background Check would be performed as deemed necessary.

Admission Requirements - All attendees must have UW Oshkosh or government issued ID if a check in table is established. Restrictions to minors may be implemented during the pre-event meeting and posted within the event venue. Entry/re-entry and carry-ins may be restricted if special arrangements are made at the pre-event planning meeting. Building representatives reserve the right to require wrist banding or hand stamps to identify those admitted to the event/venue. Other prohibitions may be implemented for admission as necessary.

Capacity - The capacity for any particular space/room must be enforced. Sponsoring organizations are responsible for tracking admission. If necessary, enforcement of capacity will be done by the building representative or University Police.

Signage - Building personnel will provide signage to outline restriction of weapons, alcohol, carry ins, etc. as well as the entry/re-entry restrictions for the event. Pre-event marketing shall

include standard language, as applicable, concerning: ID requirements, expectations concerning re-entry, and attendee entry.

Security - University Police reserve the right to require (at a designated cost) the presence of an officer. This determination will be a combination of several factors including where the event is held, the time frame of the event, organization and past event history, expected attendance, and the type of event (among others). The officer(s) will assist in monitoring the event, be available for emergencies, assist in challenging situations and perform any metal detection services as required.

Guests – Guests during University sponsored events may be required to present a valid government-issued ID and be accompanied by a UW Oshkosh affiliated student, faculty, or staff member who will sign-in the guest on a provided standard University form/electronic document and assume responsibility for the guest’s behavior.

Carry-Ins - Carry ins, such as outside food or beverages, coats, large bags, etc. may be restricted as dictated through a pre-event planning meeting. In accordance with state and local laws, no illegal drugs or weapons will be permitted at any event. Building representatives or event location will not be responsible for lost or stolen items.

Alcohol – If alcohol will be served at the event, the University [Alcohol Policy](#) must be adhered to with the expectation that an alcohol permit is approved for and provided to the event host. All alcohol permits are reviewed, vetted, and approved by the University Risk Management Office and University Police.

Accountability

Any organization that hosts an event in violation of these expectations (as determined by the building representative or Risk and Safety Team member present at the event) will be identified as in non-compliance for an event. Any organization that is found to be non-compliant for an event will be expected to complete a post-event review meeting, with the same parties who attended the pre-event meeting and any others deemed necessary. This meeting will address what issues were present and how compliance will be addressed at future events. Continued non-compliance may result in a restriction of future space reservations for the organization.

Individual attendees who violate or are responsible for a guest who violates University policy or local, state, or federal laws may be held accountable to both civil authorities and to the University for these infractions through standard judicial processes.

Authority

This protocol is maintained by the University Police and the University Risk Management Office. Any exceptions to the stated expectations must be granted by the Vice Chancellor or his/her designee who oversees the staffing for the given venue and space requested.

The University reserves the right to cancel or delay any scheduled events due to safety concerns or the availability of necessary personnel resources to properly accommodate the event.