

← **\_STUDENT ORGANIZATION HANDBOOK\_** (<https://new.sewanee.edu/offices/the-college-of-arts-sciences-offices/student-life/student-involvement/student-organization-handbook/>)

## HOW DO I PLAN AN EVENT?

### TABLE OF CONTENTS

- [Student Event Resource Guide](#)
- [Before Event Registration](#)
- [Engage Event Registration and Approval](#)
- [Student Involvement - Equipment Check Out System](#)
- [Departmental Resources](#)
- [Advertising On Campus](#)

### STUDENT EVENT RESOURCE GUIDE - LINK COMING SOON

### BEFORE EVENT REGISTRATION

- **Event Planning**
  - Only recognized student organizations with the University may host events or gatherings on campus.
- **Restricted Dates/Times**
  - All student organization events with alcohol or events involving amplified sound must comply with the Recognized Student Organization Event Policy restricted dates/times, [linked here](https://new.sewanee.edu/files/resources/undergraduate-student-social-host-policy.pdf). (<https://new.sewanee.edu/files/resources/undergraduate-student-social-host-policy.pdf>)
- **Inviting Speakers, Guests, and Honorees**
  - When extending an invitation to any speaker, award recipient, or guest, organizations should clearly articulate that they are a student organization at the University of the South.
- **Screening Commercial Films, Documentaries, and Other Copyright Material**

- Student organizations are expected to be in compliance with copyright laws that govern the screening of commercial films and documentaries. If your organization wants to screen a film, speak to the Office of Student Involvement two weeks prior to the event.
- **Outdoor Music Expectations**
  - Student organizations need to be courteous to the public when playing amplified music. If the music is found to be inappropriate or disturbing nearby residents, your organization can be asked to change or turn off the music.
  - No bands or other amplified music are permitted while classes or labs are in session, during Residential Life Quiet Hours, on Reading Days, or during Final Examination periods. The Dean of Students may approve special exceptions as appropriate.
  - As stated by the [Recognized Student Organization Event Policy](https://new.sewanee.edu/files/resources/undergraduate-student-social-host-policy.pdf) (<https://new.sewanee.edu/files/resources/undergraduate-student-social-host-policy.pdf>), no loud music or band parties are allowed from Sunday through Thursday nights. Loud music or an unacceptable level of noise is that which can be heard beyond the immediate premises. Bands, amplified music, and any other loud music must stop by 1 a.m. on Fridays and Saturdays, and guests must leave by 2 a.m.
- **Contracts**
  - Student organizations and individual students do not have the authority to sign contracts on behalf of the University, or any of its faculties or departments. If you or your organization plans to pay either students or outside professionals for services or performances, a contract must be reviewed through the University contract process four (4) weeks in advance. All contracts should clearly and accurately state the student organization's relationship with the University prior to signing them. Organizations should ensure the following are present in every contract into which they enter:
    - The full, official name of the student organization
    - "The parties hereto agree and understand that the University of the South is not a party to this contract and that the University of the South is not responsible, under any circumstances, for performing any obligations of this contract." (If this language is not included, and as a result, there are negative consequences to the University of the South or any of its faculties or departments arising from a contract signed by members of a student organization, the University of the South will hold those students who signed the contract and the student officers of the organization personally responsible.)
    - "Use of the name "University of the South" (alone or as part of another name) in advertising or promotional materials is not permitted."

- Before entering into a contract, [please review the University's contract policy here \(https://www.sewanee.edu/media/provost/Contract-Policy.pdf\)](https://www.sewanee.edu/media/provost/Contract-Policy.pdf) and review the event planning resource guide on specifics to ask an agent/performer (link to guide).
- **Travel**
  - Students are permitted to use vehicles for their activities according to the University's vehicle use policy, available at <https://www.sewanee.edu/media/provost/Vehicle-Use-Policy.pdf> (<https://www.sewanee.edu/media/provost/Vehicle-Use-Policy.pdf>)
  - International Travel - Any student organization outside of the continental United States must contact the [Office of Global Citizenship \(https://new.sewanee.edu/offices/university-offices/office-of-global-citizenship/\)](https://new.sewanee.edu/offices/university-offices/office-of-global-citizenship/) prior to travel. They must notify the Office of Global Citizenship, submit a travel plan, and receive approval from the Office of Global Citizenship prior to the trip.
- **Accessibility**
  - The University is committed to fostering respect for the diversity of the University community and its individual members. In this spirit, and in accordance with the provisions of Sections 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Amendments Act (2008), the University seeks to provide students with disabilities reasonable accommodations needed to provide equal access to the programs and activities of the University. When planning events that are open to the public, make sure that your organization's events are accessible to any who are invited to attend. Your organization may want to consider hiring a sign language interpreter, creating large print handouts, or simply making sure that the room you reserve is easily accessible. Please follow the guidelines below with these accessibility needs in mind:
    - Clearly list contact information - Clearly list on all signs, posters, and event advertisements the contact information for the member of your organization who is aware of and responsible for accessibility concerns: wheelchair accessibility, seating arrangements, audio-visual capabilities, alternative print options, podium access, sign language availability, accessible van and elevator services as they relate to your event. Details can be found below.
    - Wheelchair Accessibility - Be aware of the physical accessibility of the building and specific rooms in which events are held, as well as the accessibility of nearby bathrooms. Note the presence/absence and locations of functioning elevators and unobstructed ramps. Also observe entrances and exits to the event, reception, and refreshment areas, as well as the proximity of bathrooms to these locations. Consider also the possibility of extra-wide

wheelchairs. For more information about the accessibility of event locations, please consult with Student Accessibility Services. SAS is the administrative liaison for students at the University of the South who have physical, emotional, and/or learning disabilities and health conditions. More information can be found at <https://new.sewanee.edu/campus-life/playing/wellness-commons/university-wellness-center/student-accessibility-services/> (<https://new.sewanee.edu/campus-life/playing/wellness-commons/university-wellness-center/student-accessibility-services/>).

- Seating - Determine the locations of seats free of line-of-sight obstruction or ambient-noise interference. Try to choose rooms with ramp platforms for most, if not all, parts of the room.
- Audio-Visual Equipment - Technological capabilities available include film and video open captioning, FM microphones, printed or print alternative copies of dialogue and scripts of media presentations, monitors, and boards fully visible from all seats, and amplification appropriate for particular rooms. For more information, please email Media Services at [media@sewanee.edu](mailto:media@sewanee.edu) (<mailto:media@sewanee.edu>).
- Alternative Print - Consider print alternatives, including handouts in large print or digitally (for persons who have requested this with advance notice). Please also post printed materials electronically, if possible, for reference after your event. Color contrast should also be considered when making posters for individuals with color blindness.
- The Podium - It is impossible to assume in advance the needs of all your participants. If the event includes members of the public as presenters or speakers, be sure to consider access to the podium and all event activities.
- Sign Language - Sign language interpreter arrangements must be made in advance and interpreters must be certified. Please visit the [Student Accessibility Services](https://new.sewanee.edu/offices/the-college-of-arts-sciences-offices/student-life/dean-of-students-office/student-accessibility-services/) (<https://new.sewanee.edu/offices/the-college-of-arts-sciences-offices/student-life/dean-of-students-office/student-accessibility-services/>) for assistance in finding interpreters. Please be aware that securing a sign language interpreter can take up to 2 weeks.
- Van Access - Accessible transportation is available for students with appropriate documentation and with advanced recognition. For more information, please contact the Motor Pool at [motorpool@sewanee.edu](mailto:motorpool@sewanee.edu) (<mailto:motorpool@sewanee.edu>).
- Elevator Access - Check that the elevators are in working order the day before and the day of the event.
- **Access Statement**

- The University requires groups to include the following statement on all posters for events open to the University Community or General Public: Individuals with disabilities requiring accommodations or information on accessibility should contact Student Accessibility Services at [931-598-1178](tel:931-598-1178) as soon as possible, preferably at least two weeks in advance.
- **EMS Room Reservations**
  - Recognized student organizations may reserve rooms on campus for their activities and events. These room reservation privileges are non-transferable. Therefore, non-University organizations and individuals may not hold events on campus by using a student organization as a vehicle to stage an event on campus property or to reserve a campus room for a function (i.e. running a workshop about the organization or product, or hosting an event aimed exclusively at recruitment). [Information about how to reserve a room can be found on the Sewanee calendars website or directly by using the room scheduling system \(EMS\).](#) (<https://emsweb.sewanee.edu/emswebapp/>) Organizations that do not abide by these regulations will have their room reservation privileges suspended.
- **Alcohol and Food**
  - Student organizations are responsible to comply with the Code of Conduct and [Recognized Student Organization Event Policy](#) (<https://new.sewanee.edu/files/resources/undergraduate-student-social-host-policy.pdf>). Student organizations must complete the Engage Event recognition Form seven (7) days prior to the event date to receive approval for events with alcohol.
  - Student organizations may wish to have food at events. Please keep in mind that any food can potentially cause foodborne illness and food must be served at a temperature that is necessary to avoid illness. In other words, keep hot food hot, keep cold food cold. Any food left out of proper temperature for more than 4 hours should be discarded.
  - The situation can be made even more hazardous if a food handler fails to properly wash his/her hands, sanitize cutting boards, or uses contaminated utensils. As these conditions can present a serious risk of liability for a student organization, the Office of Student Involvement recommends that student organizations serve food prepared by licensed food service establishments, Dining Services, or those that are pre-packaged. Organizations may choose to serve homemade food at events limited to their membership, although they take on a significant liability in doing so.
  - Food Safety Resources - If you have questions regarding food safety, please refer to the [Tennessee Food Safety Act](#) ([https://www.tn.gov/content/dam/tn/health/documents/Tennessee\\_Food\\_Safety\\_Act.pdf](https://www.tn.gov/content/dam/tn/health/documents/Tennessee_Food_Safety_Act.pdf)) for guidelines.

## ENGAGE EVENT RECOGNITION AND APPROVAL

The event recognition form on Engage will connect you with the necessary resources and guidelines for various aspects of event management, including but not limited to the Undergraduate Student Social Host Policy, publicity, on-campus resources, and appropriate staffing levels. No advertising is permitted until your event recognition is reviewed and approved. Your activity/event must be registered at least ten (10) days in advance if it meets any of the following criteria:

- Attendance of 100 or more
- Involves travel outside of The Domain
- Admission or program fees will be charged
- Events with alcohol or where alcohol may be present
- There will be external vendors (i.e. DJs, inflatables, food trucks, etc) at the event.
- Whether it is a fundraiser, if cash will change hands, or if any items will be sold
- All events with alcohol must occur during the following days/times:
  - Thursdays from 7:30 p.m. until 11 p.m.
  - Fridays after 5 p.m. until 1 a.m. Saturday
  - Saturdays from noon until 1 a.m. Sunday

## STUDENT INVOLVEMENT - OFFICE EQUIPMENT CHECK OUT SYSTEM

The Office of Student Involvement provides equipment that student organizations can rent or borrow. Most equipment is free, and some equipment is available to rent. All equipment is reserved on a first-come, first-serve basis and requests must be made at least two business days in advance of pick-up. Requests should be made on the Office of Student Involvement Engage page via the Student Involvement - Equipment Rental Form.

(<https://sewanee.campuslabs.com/engage/submitter/form/start/465634>) Failure to submit a rental request at least two business days in advance will result in a \$10 late request fee, if the item(s) is available.

- All equipment should be handled delicately and with care. Equipment must return to the office in the same condition as it was when rented. A condition report will be completed by a Student Involvement staff member after each item is returned.
- All equipment must be picked up during business hours at the Office of Student Involvement, in the Bishop's Common, between 8:30 AM and 4:30 PM, Monday-Friday. Items cannot be picked

up or returned over the weekend or after business hours.

- All equipment and extra supplies must be returned to the Office of Student Involvement by 12:00 PM the day following the event. If the event is held during the weekend, then the return must be made by 12:00 PM the following Monday.
- All equipment should be handled delicately and with care. Equipment must return to the office in the same condition as it was when rented. A condition report will be completed by a Student Involvement staff member after each item is returned.
- All equipment needs to be cleaned prior to return. If a machine or piece of equipment is not returned clean, a cleaning fee of at least \$15.00 will be assessed to your organization and rental privileges may be suspended. The fee may be higher, depending on the condition of the item when returned.
- All equipment and extra supplies must be returned to the Office of Student Involvement by 12:00 PM the day following the event. If the event is held during the weekend, then the return must be made by 12:00 PM the following Monday.
- Failure to return equipment and supplies by the deadline stated above will result in a \$15.00 per day late fee to your organization.
- After 5 business days, failure to return the equipment will result in a fine equal to the cost of replacing the equipment.
- Damaged equipment will result in a fine equal to the cost of repair/replacement.
- Current items are available to check out in the form found on the Office of Student Involvement Engage page.

## DEPARTMENTAL RESOURCES

Sewanee has multiple departments on campus that can provide you with the tools to have a successful event. All student organizations must manage University resources wisely, ethically, and according to University and College guidelines. As you are planning your events, please reach out to these offices for any of the services we have listed that they provide. If any resources are damaged, student organizations will take responsibility and pay for repair/replacement with their AFC funds.

- **Facilities Management**

- Contact Information: [fm@sewanee.edu](mailto:fm@sewanee.edu) (<mailto:fm@sewanee.edu>)
- Services available through this office:

- Rent out tables, chairs, and sandboxes
- Rent out a vehicle to travel to an event
- Coordinate setting up a room according to your specifications
- Calling in a location for staking a tent
  - This is necessary to check for water and electricity lines that could be hit if the tent is staked in the wrong location.
- If you need anything else, contact the Office of Student Involvement for assistance
- **Media Services**
  - Contact information: [media@sewanee.edu](mailto:media@sewanee.edu) (<mailto:media@sewanee.edu>)
  - The services available through this office and prices for packages can be found through [this link](https://new.sewanee.edu/offices/university-offices/lits/) (<https://new.sewanee.edu/offices/university-offices/lits/>).
- **Catering/Dining Services**
  - Contact information: [catering@sewanee.edu](mailto:catering@sewanee.edu) (<mailto:catering@sewanee.edu>) or [931-598-1334](tel:931-598-1334)
  - Services available through this office:
    - Reserving food for your on-campus events
    - Delivering food to your event venue on campus
      - There is an additional \$25.00 charge for delivery.
    - Setting up the food on tables at the event with linens for tables at the event
    - Setting up linens for each of the tables at the event
      - There is an additional \$7.00 for every linen needed for tables.
    - NOTE: You should put in catering orders at least a week in advance to ensure that you can lock in your order for the event. Dining services can also decline to service your events, so planning in advance is essential.
- **Sewanee Police**
  - Contact Information: [931-598-1111](tel:931-598-1111)
  - Services available through this office:

- Crowd control if it is a large-scale event, includes a DJ, or other forms of entertainment (band, inflatables, etc.).
- You are required to complete the Event submission form on Engage 10 days prior to an event that requires police.
- Enforcing policies
- Should a problem arise during your event, this department is who you would go to.

## ADVERTISING ON CAMPUS

Where and how student organizations publicize activities and events should be reflective of who is invited. Groups should consider their targeted population (members only, college community, or public) when formulating their plan for advertising. All advertising, including posters, at a minimum, should include the sponsoring group's name, ticketing information (if applicable), who to contact for more information, and accessibility information. Advertising must not include copyrighted materials unless permission has been obtained. Do not begin to advertise your event until your recognition has been processed.

### • Using Sewanee Logos

- [Please check the style guide for how you can use the Sewanee logo on your advertising materials. \(https://new.sewanee.edu/offices/university-offices/marketing-communications/graphic-identity-standards/\)](https://new.sewanee.edu/offices/university-offices/marketing-communications/graphic-identity-standards/)

### • Advertising Events with Alcohol

- Events may mention alcohol in printed and electronic posters, provided they use specific and approved language. The standard language allows for these options:
  - Non-alcoholic beverages available.
  - BYOB either 1 non-glass six-pack of beer or malt liquor below 15% alcohol by volume, with a total amount not to exceed 80 ounces or 1 non-glass bottle or box of wine, not to exceed 26 ounces, below 15% alcohol by volume permitted for individuals who are 21+.
- These are the only acceptable phrases that are permitted on printed and/or electronic materials without prior permission from the Office of Student Involvement. No photos or logos of alcoholic beverages may be used in printed or electronic materials.

### • Posters

- Recognized student organizations with the University have the privilege of **posting** on University bulletin boards and kiosks. The following policies govern poster on campus:

- Posters may only be placed on bulletin boards.
- Masking tape, staples, or push pins should be used. Do not use glue, duct tape, scotch tape, or other adhesives.
- The Office of Student Involvement reserves the right to remove flyers and banners deemed inappropriate, not associated with recognized student organizations, and events for which the date has expired.
- Academic buildings, duPont Library, and other spaces on campus reserve the right to restrict banners and posters to their own designated areas as determined by the department.
- If given to the Office of Student Involvement in advance, we can also advertise your events on our social media platforms and/or newsletter. Send any posters you would like advertised to [campus-activities@sewanee.edu](mailto:campus-activities@sewanee.edu) (<mailto:campus-activities@sewanee.edu>). Please note, our office reserves the right to determine whether or not to post your flyer through our listserv, newsletters, or social media platforms. Any requests for individual advertisements to be sent out for a student organization to the cstudent listserv will generally be denied.

**SEWANEE**

The University  
*of the* South

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