



Table of Contents

Event Policy	1 – 16
Introduction	1
I. Operating Philosophy	
II. Use of Facilities	
III. Event Defined	
Use of Campus Space	1
I. All Groups	
II. Off-campus Groups	
III. Planned Assembly, Demonstration	
Procedures for Planning your Event	2 – 15
I. Forms	2
A. Space Reservation	
B. <i>Event Form</i>	
II. Event Meeting and Process	3 – 4
A. Pre-event Meeting	
B. Event Meeting	
C. Post-event Evaluation Meeting	
III. Types of Events	5 - 6
A. Campus Event	
B. Intercollegiate Event	
C. Open Event	
D. Late Night Event	
IV. Security Guidelines	7
A. Security Staffing	
B. University Police Officers' Responsibilities	
V. Event Guidelines	8 - 9
A. General Event	
B. Events with Ticket Sales	
C. Box Office Requirements	
D. Signs	
VI. Day/Night of Event	10
A. Person Responsible	
B. Signs	
C. Required Meeting and Facility Status Check	
VII. Addendum #1: Late Night Event Guidelines	11
A. Late Night Events Held in Seymour College Union	
B. Additional Guidelines	
VIII. Addendum #2: Events Using Tuttle or Outdoor Sports Facilities	12
Events Held in Tuttle Athletic Complex	
IX. Addendum #3 Event Checklist	13 – 14
X. Addendum #4 Event Related Contact Information	15
XI. 2006 – 2007 Event List	16
Enclosures: 1) Space Reservation Form 2) Event Form and 3) Event Planner Handbook Feedback Form	

Event Policy

State University of New York College at Brockport

INTRODUCTION

I. Operating Philosophy

The College recognizes that meetings, campus activities and other organized events are important aspects of the quality of college life and its day-to-day operations. The campus community is encouraged to plan and implement events and programs that are consistent with the mission of the College.

II. Use of Facilities

The use of SUNY College at Brockport facilities is governed by the SUNY guidelines. The guidelines are available on the Web at: www.suny.info/policies/groups/public/documents/policies/pub_suny_pp_037775.htm.

III. Event Defined

For this policy, an event is generally defined as persons gathered together for a meeting or to participate in an activity or experience, which often permits interaction or movement such as a concert, lecture, show, etc.

The sponsoring organization and the person responsible for the event, as indicated on the Space Reservation Form, agree to comply with all the items indicated in the Event Policy. Failure to do so may lead to the cancellation of an event, ending an event prior to the scheduled ending time, denial of facilities for future events and/or special conditions being placed upon the organization and/or its future events.

USE OF CAMPUS SPACE

- I. Groups should first contact the Office of Campus Life, (585) 395-5645, regarding facility use and reservations. If another office manages the desired area, for example BASC or the Tuttle Athletic Complex, the request will be referred as appropriate by the Office of Campus Life.
- II. Requests by off-campus groups to use College space will be subject to availability and billed according to the College's current Facility Fee Schedule and other charges. Charges will be determined in advance based on the scope and nature of the proposed activity.
- III. Any planned assembly, demonstration or similar activity proposed for the SUNY Brockport campus must be approved in advance. The application and information are available from the Office of Campus Life. The policy is on pages 60 – 61 in the current edition of *Your Right to Know and Academic Policies Handbook*. The Vice President of Enrollment Management and Student Affairs and/or his designee have the right to require additional institutional requirements to protect the safety of members of the campus community.

PROCEDURES FOR PLANNING YOUR EVENT

This section will provide a full description and details on what is required for events on campus. Additionally, Addendum #3 — Event Checklist (on page 14 of this Handbook), provides a step by step guide to be used during the planning process.

I. Forms

Recognizing the importance of meetings, campus activities, and other organized events, the College's goal is to create a partnership with event sponsors to ensure the best planned and most successful event/s possible. Below is a list of the essential forms needed to assist with that process.

A. *Space Reservation Form* (Used to reserve space only.)

1. The College community utilizes the *Space Reservation Form* to reserve all space on campus. Every campus facility, room or area (including classrooms not used for course instruction), Tuttle, fields and outdoor areas, residence halls and their adjacent areas, and the Gallery Lounge and Game room need to be reserved using the *Space Reservation Form*.
2. A *Space Reservation Form* should be submitted as early as possible to allow for proper planning and provision of campus resources. Minimally, the form should be submitted **at least 15 business days prior to the date of an event** to the Office of Campus Life, Seymour College Union, Room 213.
3. AV and/or technical needs and setup must be included on the *Space Reservation Form* as early as possible, but no later than one week prior to the event to ensure provision of requested materials. AV resources on campus are limited and are provided on a first come; first served basis.
4. Once space use has been approved, a signed copy of the *Space Reservation Form* is returned to the person responsible for the event. Approval of a *Space Reservation Form* does not signify event approval for all requests. The Office of Campus Life or the specific building coordinator will indicate on your approved *Space Reservation Form* if an *Event Form* must also be completed. If an *Event Form* is needed the sponsoring organization must provide additional information to be considered in approving an event.

B. *Event Form*

Following confirmation of space availability, an event is evaluated based upon scope of event described on the *Event Form*. The *Event Form* is used to identify responsibilities of all parties involved in the execution of an event (sponsoring organization, building coordinator, University Police, facility manager, etc.)

1. Large scale and/or complex events require that an *Event Form* be submitted to provide supplemental information about special services, setup, equipment, security, etc., that will be required or needed.
2. The *Event Form* will be completed at the pre-event meeting.
3. After space availability is confirmed and after financial arrangements are secured or purchase orders are approved, negotiations may begin with agents, performers, etc. However, **bids may only be extended after all the above is completed and approved.**
4. Once the *Event Form* is complete with all necessary signatures and information, the person responsible for the event will receive a copy of the form.

II. Event Meeting and Process

The Office of Campus Life will determine how many meetings are required to properly plan and evaluate an event. Minimally, events that have been identified as needing an event meeting(s) will be subject to at least one pre-event, an event and post-event evaluation meeting.

A. Pre-event Meeting*

Generally, a pre-event meeting will be held to discuss one or more of the following:

1. A contract for a vendor/ performer must be developed.
2. The sponsoring organization would like assistance with completing the *Event Planning Checklist*.
3. The building coordinator and/or the Office of Campus Life requires more information than what is listed on the *Space Reservation Form* and/or what will be discussed at the event meeting.

Once the pre-event meeting has been held the sponsoring organization will be authorized to extend a bid and/or book an event performer. (ex., DJ, band, comedian, etc.)

B. Event Meeting*

What constitutes the need for an event meeting? Any event that meets one or more of the following criteria is required to have an event meeting.

1. Event is intercollegiate and/or open to off-campus community.
2. Event involves a production company (e.g., Northeastern Productions).
3. Event requests use of space beyond regular building hours.
4. Event is deemed by professional staff to be “new to the campus community” and/or large in scope.
5. Event anticipates attendance of more than 100.
6. Event involves a large setup and/or use of multiple spaces.

The purpose of an event meeting is to discuss the details of the event, answer any questions, and complete and sign the *Event Form*. The *Event Form* identifies the details of the event, including but not limited to setup and takedown needs, the number(s) of Student Patrol and University Police officers required for the event, along with any operating procedures, rules and regulations the sponsoring organization and event participants must follow throughout the event. The date for a post-event evaluation meeting will be set at the event meeting. Failure to attend an evaluation meeting may result in suspension of privileges.

All event meetings occur on Monday at 1:30 pm in Seymour College Union, Room 208, and may be scheduled in the Office of Campus Life, Room 203 of the Seymour College Union. Under circumstances where no one from the sponsoring organization can attend an event meeting during the Monday timeframe, it is the responsibility of the sponsoring organization to set up alternative arrangements with all meeting participants.

Event meetings must take place a minimum of three Mondays prior to the event or 15 business days. This meeting is attended by representatives from the offices listed below, who review the information provided, discuss and agree to the final parameters and requirements for the event, and make a final determination if the event will be approved. No changes are permitted after the event has been approved.

1. Staff from affiliated office (i.e. Campus Life, Recreational Services, Residential Life, BASC).
2. A representative from the sponsoring organization who will be in charge and present throughout the event.

3. A club or organization's advisor if appropriate
4. University Police (please refer to page 6, section IV Security Guidelines for more details)
5. The respective building coordinator
6. The BSG Box Office manager if a BSG club
7. Other persons as needed

The sponsoring organization should provide the following information at the event meeting:

1. Expected attendance
2. Admission prices
3. Type of event (refer to page 5, section III of this Handbook for a full description of the types of events held on campus)
4. Technical requirements/uses (production equipment, etc.)
5. A copy of the advertisement (include the date, time, location and admission policy)
6. Schedule of events including setup and takedown (times each space will be in use if utilizing multiple spaces for the event)
7. Copies of contract(s) and/or rider(s) for the appropriate office advising you through the event planning process, e.g., Campus Life, Recreational Services, Residential Life, BASC, etc.
8. Name and contact information for person in charge of the event
9. Complimentary ticket list
10. Availability to attend a post-event evaluation meeting

*The need for a pre-event or event meeting for outside agencies' events held in Tuttle Athletic Complex will be determined and held at the discretion of the Director of Recreational Services.

C. Post-event Evaluation Meeting

This meeting is attended by the same individuals who attended the event meeting. **Post-event evaluation meetings are also held on Monday at 1:30 pm. This meeting must occur within two Mondays after the event.** Under circumstances where no one from the sponsoring organization can attend an event meeting during the Monday timeframe, it is the responsibility of the sponsoring organization to set up alternative arrangements with all meeting participants. Failure to attend this meeting may result in the organization's loss of facility use privileges for future events.

III. Types of Events

The Office of Campus Life and University Police, as designated by the President of the College, have the ultimate authority to approve the type of event held on campus and have the responsibility to establish the necessary parameters for a particular event. While promoting a healthy mix of programs and events on campus, the primary consideration value will always be the welfare and safety of Brockport students and our academic community.

For the purposes of this policy, the Office of Campus Life is further responsible for events held in the Seymour College Union and/or hosted by fraternal organizations, Brockport Student Government, or Campus Life. Events held in other campus facilities and/or hosted by other on-campus organizations or departments are the responsibility of the respective facility manager and/or sponsoring department. In all cases, responsible parties are accountable for their events.

A. Campus Event

1. Open and publicized on the SUNY Brockport campus with attendance limited to faculty, staff and SUNY Brockport students with valid College identification.
2. University Police personnel may be assigned as determined by the Chief of University Police or his designee.
3. SUNY Brockport students may be granted permission to bring 1 guest for certain campus events. Requests will be reviewed for approval at an event meeting.

B. Intercollegiate Event

1. Attendance is limited to students with valid College-issued identification.
2. The sponsoring organization may request permission to admit guests, at least 18 years old with valid photo identification, to an intercollegiate event. Guests are those persons not registered as a student and/or employed by the College, and those with regional or national affiliation with the organization. Permission to admit guests may be granted if the sponsoring organization agrees to inform their guests of the College's rules and expectations, and understand that they will be held accountable for the actions of their guests. The identity of each guest and the name of the SUNY Brockport student who is accepting responsibility for their admittance will be recorded by the Campus Life staff member or College official assigned to the event. Procedures for admitting guests will be determined at an event meeting in advance.
3. University Police personnel will be assigned as determined by the Chief of University Police or his designee.
4. Event publicity will be restricted to college media outlets that do not extend to persons not currently enrolled at the respective college

C. Open Event

1. With few exceptions, only Educational, Athletic and Fine Art events will be allowed to publicize and/or promote as open to the general public through newspaper, radio or other public advertising media. These rare exceptions will be considered based on receipt of a *Request for an Open Event* (forms are available in the Office of Campus Life). Open events may include lectures, intercollegiate athletic contests, dance recitals, vocal performances, theatre performances, etc. Concerts and/or parties may not be designated as open events; such events may only be designated as "Intercollegiate" or "Campus".
2. University Police personnel will be assigned as determined by the Chief of University Police or his designee

3. The College reserves the right to require that all attendees provide valid photo identification and/or meet a minimum age standard.
4. The College reserves the right to assign an open event to an appropriate campus location, which may include, but is not limited to Tuttle North, Tuttle South or the Ice Arena.

VII. Addendum # 1: Late Night Event Guidelines

D. Late Night Event

Definition of Late Night Event – An activity that goes beyond the scheduled closing time of a building or venue.

Attendance at Late Night events is limited to a College at Brockport student and one hosted guest, registered alumni and registered groups from area campuses.

- The hosted guest and the host will be registered upon entering the event. Both will be required to present appropriate identification. For the host the identification is her/his current Brockport ID and for the guest, a current driver's license or state identification card.
- Alumni of the organization who wish to attend must be registered 48 hours in advance. Campus Life and University Police will review this list of guests.
- For intercollegiate late night events, other college student group members may attend. These individuals and groups must be registered with the Office of Campus Life at least 48 hours before the event. Non-Brockport college students will be required to present her/his current college/university ID and a current driver's license or state identification card for verification.
- University Police and The Office of Campus Life will manage the process of identification verification at the entrance to the event.
- Current Brockport students and sponsoring organizations will be held responsible for the behavior of their guests. (Karen Podsiadly and Kim Haines are working with Karen Logsdon to develop a short statement that will be shared with students and they will discuss possible ramifications or sanctions.)
- If inappropriate behavior occurs from college students from area campuses, these behaviors will be reported to their equivalent office of campus life and judicial office.
- The possibility of conduct violations will be in addition to any criminal citations that are served.

IV. Security Guidelines

SUNY has given University Police the ultimate authority to ensure the health and safety of the campus and regulate security guidelines for any and all events at the College. Private security is not allowed on campus. University Police officers also define and assign responsibilities to the Student Patrol. The *Event Form* (see enclosure), must be completed for all events that require security.

A. Guidelines for Security Staffing at an Event

1. The following will be utilized when determining staffing requirements for any event, staffing may include but is not limited to: University Police, Student Patrol and professional staff, based upon the following:
 - a. The location, expected attendance and nature of the event.
 - b. The history of the sponsoring organization, department, performer(s), speaker, etc.
 - c. Circumstances and/or recent occurrences (on campus and off campus), which may impact the health and safety of the College and campus community.
2. The chief of University Police or his designee, in consultation with the respective professional staff from the office that works with the event's sponsor, will determine if security personnel are required. Assignment of security personnel will be discussed and determined at the event meeting.

B. University Police officers' responsibilities include, but are not limited to:

1. Supervising/monitoring a metal detector (wand or walk through) and/or open coat search.
2. Monitoring the event inside and outside the room and building, paying special attention to restrooms, lobby, box office, performer dressing rooms and entrance doors.
3. Maintaining frequent contact and consultation throughout the evening with the representative of the sponsoring organization, professional staff/faculty/advisor and/or facility manager to discuss the event and respond to the stated needs and concerns.
4. Providing security escorts for pre- and post-event box office personnel (i.e., persons transporting money) as determined at the event meeting.
5. Maintaining a visible presence in the parking lot and monitoring surrounding grounds during and at the conclusion of the event.
6. Monitoring admission numbers with a **counter** whenever possible.
7. Officers will be stationed near box office/ticket sales whenever possible.

Sponsoring organization must alert University Police of an event cancellation at least 72 hours in advance. Otherwise, the sponsoring organization may be charged for University Police services.

V. Event Guidelines

A. General Event Guidelines

1. Events may not be scheduled to end after a building's normal operating hours, Sunday – Thursday; they must end no later than 3 am, Friday and Saturday. Requests for extension of these hours must be approved at a pre-event meeting.
2. Extensive setup or AV requests may require payment for additional staff, security and/or services.
3. Use of campus facilities before and/or after normal hours of operation, especially Tuttle and Seymour Union, require the sponsor to hire a union manager/building supervisor at \$10 per hour for their event.
4. All **outstanding charges** from previous events must either be paid in full or have a payment schedule agreed to in writing by all concerned parties before another event can be approved.
5. If additional **cleanup** is required or damage occurs as a result of the event, the sponsoring organization will be billed.
6. A **moratorium** on student-sponsored/planned social events or functions will begin at midnight the Friday before final exam week and continue through the last day of final exams. Large-scale events at the end of the semester or during the last week of classes require approval from the College.
7. College policy stipulates, “The selling, supplying, possession and consumption of alcohol are generally prohibited at student and College sponsored events at which undergraduate students are present.”
8. Sponsoring organizations that knowingly misrepresent details of an event may jeopardize future privileges for the sponsoring organization or departs. Misrepresentation may include but is not be limited to; advertising, security or expected attendance, or failure to attend the post-event evaluation meeting. Failure to attend the post event evaluation meeting may result in the organization's event sponsoring privileges being restricted or revoked for a period to be determined by the president of the College or his designee(s).
9. If University Police is contracted, doors cannot open until supervising personnel arrive, a meeting of all persons responsible for the event occurs, and a facility status check has been completed. Sponsoring organization must alert University Police of an event cancellation at least 72 hours in advance. Otherwise, the sponsoring organization may be charged for University Police services.
10. Hands must be stamped or wrist bracelets used to allow re-entry into an event as appropriate.
11. **Promotional Material:** After space reservation has been approved and before posting publicity materials, submit all publicity/promotion materials to the Office of Campus Life for review and approval. Review and approval can take up to 24 hours.
 - a. Publicity must include the following statements as appropriate: *College ID/photo ID required; and sponsored by (e.g., BSG mandatory fee, club, Greek organization, etc.). A statement regarding prior notification of special accommodation needs is also required.*
 - b. When an event meeting is required, publicity must also include: time doors open/event ends, ticket prices, rescheduled date/time if original date/time changes; and guest policy.
12. All events need to comply with a College usage rules posted in rooms, buildings, and facilities on campus.

B. Events with Ticket Sales

1. The total number of tickets sold and/or distributed, including complimentary admissions, may not exceed the official capacity of the reserved facility or the total attendance agreed upon at the event meeting, whichever is the lesser amount.
2. All events with ticket sales must utilize a secure area for ticket sales. The location of the 'box office' will be determined in advance at an event meeting
3. Ticket prices and the process for admission of guests and/or those with complimentary admission will be finalized at an event meeting and may not be changed, once agreed upon. The College may require that no tickets be sold on the day of the event (advance ticket sales only.)
4. Where appropriate, ticket sales and/or new admissions to the event may not be permitted within one hour of the event's scheduled end time. Tickets for events designated as Campus or Intercollegiate events may not be sold through "Ticketmaster" or any other outside ticket vendor.

C. Box Office

The College requires that use of secured box offices is required at any event where money will be collected. A box office or a comparably safe and secure area will be agreed upon in advance at the event meeting. The sponsoring organization is required to use an escort, University Police, to transfer cash receipts safely from the event site to the next secured location.

1. All Brockport Student Government (BSG) Clubs and organizations must adhere to BSG procedures and guidelines as stated in the *BSG Club Manual*, including but not limited to: the use of BSG Box Office staff and BSG Box Office procedures and guidelines.
2. Use of an escort for safely transferring income is also required as listed above.

D. Signs

All parties will discuss and determine what signage will be required for the event at the event meeting. The sponsoring organization is responsible for posting the signs before the doors are opened. Suggested signs include:

1. College ID/Photo ID required — minimum age 18
2. Security check ahead
3. Admission subject to open coat and metal detector search
4. No smoking, food, beverage allowed
5. No cameras or recording devices allowed
6. No moshing/stage diving/crowd surfing
7. No fighting
8. Sold out (ready to post if needed)
9. No Entry — Exit Only
10. List of requirements for ticket sales, e.g., price, time price changes, no re-entry after 2 am, etc.
11. Directional signs (e.g: restrooms, tickets, etc.)

Signs may be posted in approved posting areas only. Signs should not be put on walls or on glass surfaces without prior approval from the specific facility manager.

VI. Day/Night of the Event

A. Person responsible for event

The person(s) designated by the organization — attended the event meeting(s) — must be in attendance from at least one hour before the doors are scheduled to open and remain until the event has concluded and all clean-up is completed.

B. Signs

Signs shall be posted outside the reserved space/facility and by the entrance/exits to the event.

C. Required Meeting and Facility Status Check

A meeting and facility status check should be held at least 15 minutes before the doors open to review facility conditions and review agreements for the event.

1. The meeting should be attended by but not be limited to:
 - a. The person responsible for the event from the sponsoring organization
 - b. Student Patrol and/or University Police officer(s) if assigned
 - c. Facility manager
 - d. Advisor, Campus Life staff or other professional staff if present
 - e. box office staff
2. This same group should conduct a status check of the facility:
 - a. Assess the area prior to and at the conclusion of the event and note the status of the facility
 - b. The facility manager(s) or designee(s) must have full facility access for duration of event

The sponsoring organization is responsible for cleanup of the facility and surrounding area (returning area to same condition as when they arrived), including the parking lot(s), at the conclusion of the event. Additional staffing/labor charges may be assigned if the organization fails to complete this duty as part of the concluding status check process.

As part of the concluding status check process, the sponsoring organization representative meets with the facility manager at the conclusion of the event to discuss and agree on the success of the cleanup.

VII. Addendum # 1: Late Night Event Guidelines

A. Late Night Events

Late night events must comply with the *Event Policy* and all of the information outlined in the Addendum below.

All guidelines for late night events are subject to review/modification at the event meeting(s) and subject to final approval by University Police and the Office of Campus Life staff.

B. Additional Guidelines for Late Night Events

1. Late night events must be held in the Seymour College Union Ballroom.
2. No new admissions and readmissions are permitted after 2 am.
3. The southeast entrance, located near the Barnes & Noble College Bookstore, will be used as the **main entrance** for events.
4. An ID check must be performed inside the entrance.
5. A security check (metal detector wand) will be performed, at a table located in the hall, outside the Box Office.
6. The gate to the Main Lounge will be closed and secured by the Student Patrol. Only those individuals assigned and serving in an official role of the College may be given access to the remainder of the building through the gate.
7. The southwest entrance of the Union (entrance facing Thompson Hall) and service drive will be closed, no entry.
8. The stage will be set up at the east end of Seymour Union Ballroom, with divider closed and only globe lights on (modifications may be made at event meeting or at the discretion of professional staff the night of the event).
9. College staff and event organizers will use Room 187 as the event operations office.
10. University Police will check IDs; secure the Box Office and oversee security checkpoints (wanding). They will also secure the outside perimeters, including the parking lots, and have a presence in the Ballroom.
11. Student Patrol will be responsible for performing security checks of participants (wanding), securing the southwest entrance of the Union, keeping track of the number of participants and securing the gate to the Union. (University Police has the overall responsibility for student patrol.)
12. The Office of Campus Life will be responsible for producing and posting all signs for the event as well as making sure that the event is running smoothly.
13. When permission to sell refreshments is granted, all food and beverages must be sold from Seymour College Union, Room 185. Refreshment sales must be completed by 2 am or when the Box Office staff leaves, for BSG-sponsored events. There is no food or drink allowed in the Ballroom.
14. Sponsoring organizations are responsible for ticket sales, putting on wristbands or stamping hands. Organization and positioning of staff will be discussed and approved during the event meeting.

VIII. Addendum # 2: Events Using Tuttle or Outdoor Sports Facilities

A. Events held in Tuttle Athletic Complex

Supervision of events held in Tuttle North and South and outdoor sport facilities are the responsibility of the sponsoring organization.

Building supervision during posted operational hours is the responsibility of the Office of Recreational Services. Events occurring outside of posted operational hours will result in the sponsoring organization ensuring all building procedures, including opening and closing, occur. The Office of Recreational Services reserves the right to assign facility supervision at \$10 per hour as needed.

IX. Addendum # 3: Event Checklist

The Office of Campus Life staff is available to assist you in your program planning; Seymour College Union, Rm. 203, x5646.

Event Checklist

Event Title _____

Date _____

Sponsoring Organization(s) _____

Check when Completed
or put N/A

REVIEW THE *EVENT POLICY* AND *HANDBOOK* _____

**COMPLETE *SPACE RESERVATION FORM* WITH THE
OFFICE OF CAMPUS LIFE** _____

LOCATION OF EVENT _____

Fine Arts Theater, Union Ballroom, Tuttle North Gyms, Tuttle South Gym,
Ice Arena, Other _____

Notes _____

TYPE OF EVENT _____

Campus only, Inter-Collegiate, Open or Late Night

EVENT MEETING (S) SCHEDULED _____

Pre-event _____

Event _____

Post _____

UNIVERSITY POLICE REVIEW _____

Does the event require University Police? _____

Has pre-event meeting been scheduled at least two weeks or more _____

In advance with University Police and appropriate College _____

Administrator(s)? _____

Notes _____

GENERAL EVENT INFORMATION

How many people do you anticipate at the event? _____

Admission charge? _____

Room(s) reserved. (dressing rooms?) _____

Seymour College Union reservations (x5645) _____

Van/Vehicle reservations (if needed, x2175) _____

What's your program budget? _____

Subsidy? _____

Income anticipated? _____

What events are you up against? (check College Events calendar) _____

Have technical requirements/equipment
(sound, lighting, staging, etc) been attended to? _____

Who is person with primary responsibility for event? _____

Are there any other participating organizations? _____

Notes _____

CONTRACTS (Headliner, Opening Act, Production, Rentals):

Provide a copy of the Contracts to the Office of Campus Life _____

Name of Contract	Date Received	Date Reviewed	Date BSG Signed	Date Complete
1.)				
2.)				
3.)				

PUBLICITY

Plan a strategy — who are you trying to reach? _____
 Stylus ad? Campus notice? Feature Article? _____
 Campus — Posters, Flyers, Table Tents? _____
 Who's designing/making posters? _____
 Who's writing the press release? Can it be sent out at least 2 1/2 weeks before event? _____
 Who's putting up posters? Where and when? _____
 Notes _____

FINANCIAL INFO/BUDGET

Money secured for the event _____
 Purchase orders, copies of _____
 Check requests or direct pay request _____
Vendor Certification Form _____
 Notes _____

CATERING NEEDS

Who is responsible for the food? _____
 Arrange through BASC. How much will you need? Contact catering (ext. 2379). _____
 Do you need tables, chairs, trashcans, paper goods? _____
 Do you have to feed your entertainers? _____
 What will be done with leftovers? _____
 Notes _____

TICKETS

Do you need preprinted tickets for your event? _____

Type of Ticket (i.e.: SUNY Brockport student, general admission, etc.)	Cost of Ticket	Date on Sale	Number Sold by Close of Box Office one day before event	Number Sold by End of Event
1.)				
2.)				

IX.Addendum #4 — Event Related Contact Information

(585) Area Code	Telephone #
BASC	
Catering	395-2379
To Reserve NY Room in Cooper	395-2379
Brockway Hall	395-2573
Harrison Hall/TRAX	395-2575
Union Square	395-2574
Brockport Student Government	395-2550
BSG Box Office	395-2487
Campus Life	395-5646
Reservations	395-5645
Career Services	395-2159
Health Promotions	395-5599
Leadership & Community Development	395-5899
Recreational Services	395-5076
Tuttle Athletic Complex	395-5365
Tower Fine Arts	395-2478
Tower Fine Arts Box Office	395-2787

SUNY Brockport BUILDING COORDINATORS

BUILDING	COORDINATORS	TELEPHONE
Allen Administration	John Carlson	395-2402
Alumni House	Elizabeth Standish	395-2648
Brockway Dining Hall	Gary Stevens	395-2570
Brown Building	Karen Kifer	395-2394
Chapman Service Complex	Rick Lair	395-5394
Conrad Welcome Center	Johnna Frosini	395-2799
Cooper Hall	Mary Ann Giglio / Diana Pask	395-5469 / 2293
Dailey Computing Center	Margaret Menear	395-5211
Drake Library	Robin Glazier	395-2140
Edwards Hall	Frank Mancini	395-2660
Harrison Dining Hall	Richard Mondy	395-5121
Hartwell Hall	Darwin Prioleau/Janie Hinds	395-2153 / 5712
Hazen Hall	Libby Caruso	395-2414
Holmes Hall	Kathie McCleary	395-2488
Lathrop & Neff Halls	Ed Giblin	395-2226
Lennon Hall	Thomas McDermott	395-5718
METROCENTER	Omeri Nwachi	395-8467
Morgan Hall	Pat Coates	395-2671
Rakov Center	Scott Atkinson / Peter Dowe	395-5847 / 5391
Residence Halls	Joe Franek	395-5197
Rochester EOC	Kim Heyward	232-2730 x-216
Seymour College Union	Kimberley Haines	395-5646
Smith Hall	Elizabeth Gregory / Karen Mogle	395-2210 / 2182
Tower Fine Arts	Gary Musante/Duncan Chase	395-5264/737-3596
Tuttle North Computing Center	Paul Robinson	395-2749
Tuttle North & South	Rich Klancer	395-2774

2009 – 2010 Event List

August 28-30	Welcome Weekend
September 24 – 27	Homecoming & Family Weekend
December 11	Moratorium on events begins at Midnight
April 7	Scholar's Day
April 23	Honors & Awards Ceremony
May 7	Moratorium on events begins at Midnight
May 12	Commencement

For the purposes of planning your events, check out the most updated event information on the Web at www.brockport.edu/~events.

**The Event Policy is subject to change.
Contact the Office of Campus Life at 395-5645 or
395-5646 for updated policies, or visit *brockport.edu*.**

Revised 7-13-06