

# Large Event Protocol for Student Organizations

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If students are hosting events in large public spaces (May Room, Feldman Ballroom, and Strong Auditorium) the following protocols are required:

## Event Planning Meetings

- **Three** meetings are required for any large event to take place in May Room, Feldman Ballrooms, and Strong Auditorium. These meetings include:
  1. Walk through of the event space with Public Safety (usually a week before event)  
Advisor/Event Manager to work with Public Safety to schedule this and discuss a risk management and staffing plan. Details and decisions will be made by:
    - ~~Public Safety~~ Advisor
    - Public Safety
    - ECM
    - Wilson Commons/Douglass Building Manager
    - D.J. (if necessary)
  - During this meeting there are to be introduction of all parties and emergency procedures. Also, Advisor/Event Manager should ensure that signage is displayed
  3. An event debrief immediately following the event  
All event managers/service providers should meet briefly to review and discuss of any issues/concerns the next day.

## Feldman Ballroom Lighting

- The Advisor/Event Manager should work with ECM to discuss lighting options for event. All lighting options require a minimum of 2-3 weeks' notice for ECM.
- ECM will note final lighting decisions in their event confirmation

## Decision Making at Large Events

The role of each of the service providers and event managers is different. Decisions should be made by event managers/advisors on-