

Standard Operating Procedure

SOP Title: **On-Campus Event Request – STUDENT LIFE**
Division/Dept. Administrative Services
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Purpose and Scope: State the intent, objectives, and extent of coverage of the SOP.

The purpose of the on-campus event request-STUDENT LIFE procedure is to ensure Student Life events obtain the necessary approvals to sponsor campus activities, and that set-up requests are communicated to the respective departments. On-campus event requests should be submitted and authorized at least 2 weeks PRIOR TO YOUR EVENT to allow enough time to communicate and set up for requests. Do not advertise your event until you have received confirmation that your event has been authorized and scheduled. The scope of this procedure reaches those who seek approval for on-campus events for Student Life activities.

An activity is considered an event when one or more of the following are true:

- There is a request for facilities or IT setup. This includes extra tables/chairs/projectors/sound etc. that are not permanently in the space.
- The public is invited. This does not include small meetings/tours.
- The activity takes place after business hours (not building hours) and/or on weekends. This does not include athletic in-season practices or games during regular business hours.
- The activity request is taking place in a room that is not available for scheduling (Commons, Cafeteria, Theater, Gym, etc.)

For activities that do not meet the above criteria, please use the online room scheduler to schedule your room.

Procedural Steps & Responsibilities: Document specific, procedural, step-by-step instructions. List titles and departments responsible for specific aspects of the SOP.

1. Prior to completing the online Event Request Form- Student Life, check the online room scheduler to verify the desired room is available for the date and time requested.
2. Student Life Advisors requesting to sponsor an on-campus activity should submit the online On-Campus Event Request Form-(STUDENT LIFE). This form is located on Documents & Forms under Student Life & Student Services and Student Life.
<https://www.northlandcollege.edu/employees/documents-forms/>
3. After submitting and electronically signing the online form, the Director of Student Life & Athletics will receive an e-mail requesting authorization and an electronic signature on the form.
4. After the Director of Student Life & Athletics authorizes the form, facilities will receive the form request for approval and scheduling in the room scheduler.
5. You will receive an e-mail after facilities have approved and scheduled the event in the room scheduler. The email will also include instructions to:
 - Send an all-employee or student email invitation or announcement as appropriate

- Enter the event or announcement into the events calendar
- Submit the event to the Northland Presidents Newsletter
- Submit campus TV monitor requests using the digital signage request form

6. Do not advertise your event until you have received confirmation that your event has been authorized and scheduled.

7. All approved event forms are copied to the Dean of Student Affairs and Marketing.

8. If food is to be served at the event, campus food service has the first right of refusal to provide food for events. A separate form needs to be completed. The Catering Request form is located on Documents & Forms under Student Life & Student Services and Student Life.)

<https://www.northlandcollege.edu/employees/documents-forms/>

Note: If alcohol is to be served for an on-campus event, the system 5.18 policy and procedure or college policy and procedure 1070 and 1070P must be followed.

Associated Documents:

Event Request Form

Catering Request Form

Notification List:

Revision History: