



Event Proposal Process

Beginning September 21st, registered student organizations may host events as long as they comply with the institution's current safety measures and policies, and the proposed plan has been approved by the Event Review Committee. Failure to adhere to the submitted plan and NYS and CDC guidelines and comply with the institution's current safety measures and policies may result in revocation of registration, event privileges or other sanctions consistent with the college's Student Code of Conduct. Approved plans for events and gatherings may begin starting 9/21. Registered student organizations planning small-group events and gatherings are required to meet with the Event Review Committee to review and confirm proper precautions to help protect against the spread of COVID-19. Student organizations are prohibited from hosting their event if they do not meet with the Event Review Committee.

*The Event Review Committee reserves the right to make adjustments to this process as necessary.

Event Proposal Process Checklist *(To be completed in the order they appear)*

- ☐ Pick up an *Event Proposal Process* packet and campus map from CU 321 (Or you can print both yourselves)
- ☐ Contact the Office of Scheduling and Events to reserve activity/event location or utilize the online scheduling system (EMS) to obtain a "Pending Reservation" (ems.geneseo.edu). If you are reserving gym/field time, please contact Brooks Hawley, Recreation Coordinator, by emailing hawley@geneseo.edu
- ☐ Wait to receive your "Pending Reservation" number from the Office of Scheduling and Events or confirmation email from Brooks Hawley (Attach email to proposal)
- ☐ Complete and submit the *Event Proposal Form* with campus map attached (After you receive "Pending Reservation" number/Confirmation email from Brooks Hawley) to CU 321
- ☐ Meet with a member of the Event Review Committee to review event proposal
- ☐ Receive event approval from the Event Review Committee via email
- ☐ Receive "Confirmed Reservation" from Scheduling and Events
- ☐ Complete the Google Form: *Event Reservation Form* for the SA Ticket Office. SA Ticket Office will upload your event to their website for participants to register. (geneseo.universitytickets.com). If it is a closed meeting, you will receive a signup sheet via email from the Event Review Committee member you met with. You do not need to complete the *Event Reservation Form* for the SA Ticket Office.
- ☐ Connect with Scheduling and Events for setup requests, Student Association for funding requests, Campus Auxiliary Services (CAS) for food requests
- ☐ Print off participant registration roster sent to the event contact person by the SA Ticket Office and make sure to have at meeting
- ☐ Pick up "Event Box" from CU 321, if applicable (This will be determined in your meeting with an Event Review Committee member)
- ☐ Require registered participants to sign in upon entering the event
- ☐ Execute your event in compliance with NYS and CDC guidelines and the institution's current safety measures and policies
- ☐ Submit signed participant roster to the Department of Student Life in CU 321 within 24 hours of the conclusion of the event

*The Event Review Committee reserves the right to deny any event proposal that poses a risk to the health and safety of our community.



Event Proposal Form

The following form must be completed in order to host or conduct any in person student organization activity. A separate form must be submitted for each in-person activity. You must submit a form for every occasion in which the organization plans to officially meet, including executive board meetings. You must obtain approval to use the proposed space prior to completing this form. You will receive a confirmation email with a reservation number once it's been confirmed by the Office of Scheduling and Events.

All forms must be submitted within 7-10 business days of the proposed event to allow for potential modifications. Applications will be accepted on a rolling basis. You will be notified by the Event Review Committee of the decision via email. The Event Review Committee reserves the right to deny any event proposal that poses a risk to the health and safety of our community. Due to time restrictions, we will not be approving proposals for events involving work orders that occur between 9/21 and 9/25.

Helpful Hint: The importance of planning ahead cannot be overstated! Establish a semester long plan. Events have a lot of moving parts. It is beneficial to allow yourself enough time to plan for the various elements of an event. Give time for potential revisions. Last minute requests are discouraged. Please submit your proposal at least 7-10 days prior to your event.

COVID-19 - SUNY Geneseo has established reasonable physical safeguards relative to the coronavirus that causes COVID-19 illness. However, an inherent risk of exposure to the coronavirus exists in any public place where people are present and gathered, and while on SUNY Geneseo property you agree to follow all posted rules and verbal instructions from staff members, and you voluntarily assume all risks related to exposure to the coronavirus.

Student Organization Name	
Proposed Event Primary Contact	Name: Email:
Proposed Activity/Event Name	
Proposed Activity/Event Type (meeting, practice, program, etc.)	
Proposed Event Date (If activity is recurring, please indicate all applicable dates)	
Proposed Event Time	
Description/Purpose	



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Event Location Logistics

Proposed Event Location	
Proposed Rain Location (if applicable)	
Proposed Event Reservation Number	
What is the space occupancy? <i>(You will be notified of space occupancy through the Office of Scheduling and the Events Management System. Regardless of space occupancy, no event shall exceed 50 people.)</i>	
Did you attach a detailed map of the event set up? (Please include entrance, exit, traffic flow, placement of tables, chairs, etc. If your meeting, practice or event is being hosted in an indoor space, we will need a proposed layout of the space.)	<input type="checkbox"/> Yes <input type="checkbox"/> No



Event Planning Logistics & COVID-19 Planning Guidelines

All proposed activities must comply with the NYS and CDC guidelines and comply with the institution's current safety measures and policies outlined in the Restart Geneseo plan. The following **MUST** be adhered to:

- All participants must wear masks
- All participants must wash their hands or use hand sanitizer, regularly
- All participants must stay at least 6 feet apart, when possible

EVENT REGISTRATION

Event Registration is required for all in-person event types, including meetings, practices, programs, etc. You may complete and submit the google form at the following [link](#) ONLY after your event has been approved by the Event Review Committee. An event will be created with the SA ticket office where your participants can sign-up/register to attend the event. All interested participants, including event organizers and student organization members, **MUST** register. As a reminder, the number of participants is contingent upon the space occupancy. The SA Ticket Office will provide the event contact person access to the roster of registered participants. The roster must be printed and available at the in-person event for participants to sign as they enter. This participant roster must be handed in to the Department of Student Life within 24 hours of the event. Failure to submit the participant roster could result in revocation of registration, event privileges or other sanctions consistent with the college's Student Code of Conduct. Confirmation emails must be sent to each participant confirming their spot at the meeting and detailing event expectations and guidelines. Confirmation emails must be sent by the activity/event organizer.

Event Registration Google Form: <https://go.geneseo.edu/eventregistration>

PARTICIPANT REGISTRATION TRACKER (Participant Roster)

All interested participants must register for the event online through the SA ticket office website. In the event a student walks up last minute and did not sign up, the activity/event organizer must document their information and the student must sign in. Walk-ins are permitted as long as the room occupancy is not exceeded.

SA FUNDING

If an event requires funding/a budget increase, this proposal form must be approved prior to request and included in rationale. Reminder, budget increase requests require a two week reading process through SA General Assembly Meetings. If your event will require a contract, this proposal form must be approved prior to submitting the contract. Reminder, SA Contracts must be submitted at least 4 weeks prior to the event.



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COVID-19 Precautions	Action
Physical Distancing	<ul style="list-style-type: none"> Physical distancing information needs to be included in confirmation emails If a line is expected, the line must have markers indicating where participants/students can wait. Markers must be spaced 6ft. Apart. If a crowd begins to gather, politely ask participants to remain 6ft. Apart. All events must adhere to the 50 person limit or space occupancy
Masks	<ul style="list-style-type: none"> Participants/Students will be reminded that it is required to bring and wear masks Participants/Students who fail to bring or wear a mask will be prohibited from attending the activity or event Vendors are asked to bring and wear masks in confirmation emails
Check-In	<ul style="list-style-type: none"> Vendors will be given a specific location for check in Participants/students will be required to sign in on the roster provided at the entrance of the event
Cleaning	<ul style="list-style-type: none"> Event organizers will be encouraged to bring table covers that can be removed at the end of the event (disposed of or taken off site for cleaning) Event organizers will be required to clean any equipment or merchandise that will be handled by more than one person between each unique use
Hand Sanitizer	<ul style="list-style-type: none"> Hand sanitizer will be available in the "event box" provided by Student Life (To be picked up prior to event) Stations need to be available throughout the event in various locations Outside vendors must bring an adequate supply of hand sanitizer for their stations
Food	<ul style="list-style-type: none"> Food will need to be provided by Campus Auxiliary Services unless appropriate food waivers are received Food will need to be pre-packaged by manufacturer or by catering Food should be distributed by one member of the event organizing team
Give-Aways	<ul style="list-style-type: none"> Event organizers are encouraged to have give-away options that are minimal touch and can be directly handed to individuals
Publicity/Advertising	<ul style="list-style-type: none"> All advertisements must be approved by the Event Review Committee. These must be included with the submission of this proposal.



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Appendix A

Sample Language for Confirmation Email:

Sample 1:

"Congratulations! This email is confirmation we received your registration for _____
(Activity/event name) on _____ (Date).

Below you will find the guidelines and expectations each student organization and participant is expected to adhere to. Failure to comply with these guidelines and expectations will result in your removal from the event, possible event cancellation and subjectivity to a Student Code of Conduct violation.

- Face masks are required
- Washing your hands or sanitizing regularly
- Maintain at least 6 feet apart, when possible
- If you are exhibiting any symptoms or feeling sick, please stay home

[Insert other relevant event information such as equipment needs, agenda items, etc.]

We look forward to seeing you at the event!

Best,

[Student Organization]"



Terms and Conditions

I, _____, confirm the information listed above is accurate and a true reflection of the proposed event.

I, _____, confirm I have read the above terms and conditions and agree to adhere to the outlined expectations.

I, _____, commit to following the guidelines outlined by the Restart Geneseo, CDC and NYS Guidelines.

I, _____, understand failure to adhere to the submitted plan and NYS and CDC guidelines and comply with the institution's current safety measures and policies may result in revocation of registration, event privileges or other sanctions consistent with the college's Student Code of Conduct.