



FACULTY & STAFF

# Event Management Guidelines and Procedures



This document is to assist faculty and staff in the management of events sponsored by a college or department on and off campus.

# APPROVAL PROCESS

## Procedures for Indoor and Outdoor Events On-Campus: Auxiliary Services

### Room Reservations (ext. 5326)

- Reserve space on 25Live scheduling software at <https://25live.collegenet.com/pro/rider>
- Don't advertise before your event is confirmed
- Don't commit to a space before you receive your confirmation
- Be sure to read your event confirmation carefully

### Room Setups (ext. 7700)

- Email [events@rider.edu](mailto:events@rider.edu) with room setup requests for approval.
  - What kind of tables and how many (round or rectangular)
  - How many chairs and/or seating style preferred:
    - **theater style:** rows of chairs all facing the front of the room
    - **classroom style:** rectangular tables with seating for three on one side all facing the front of the room
    - **round tables and chairs:** round tables and chairs around (usually 10 chairs per table)
    - **conference style:** rectangular tables put together with chairs around
  - Podium
  - Staging
  - American flag
  - Coat racks
  - Trash cans

### Procedures for Outdoor Events On-Campus:

For approval of hosting outdoor events on campus, the following event details should be forwarded to the Director of Auxiliary Services **after you have received your event confirmation from the Scheduling Office and 14 business days prior to your event date:**

- Sponsoring organization
- On-campus outdoor event location
- Date and time of event
- General details of event (intended activities) and whether or not music is intended (live music, DJ, etc.)
- Intended audience: private (members only), public (Rider community only) or public (open to non-Rider guests)

### Catering Services

For more information about catering services, please contact Rider dining services at 609-896-5274 or [ridercatering@rider.edu](mailto:ridercatering@rider.edu).

## **Bake Sales**

The New Jersey Health Department, Lawrence Township Health Department and Rider University representatives require that foods/drinks intended to be sold or given away for a bake/food sale must be individually wrapped and store bought. If you have any questions about which items are prohibited, please contact the Coordinator of Student Activities.

## **Contracts — Performers/speakers/vendors**

Sponsoring organizations' events and programs that offer monetary compensation in exchange for the following services: speakers, rentals, DJs, performers, bands, etc must submit contracts, waivers, and/or insurance at least **14 business days** in advance of requested services. If you are unsure if your event or program requires a contract, waiver, and/or additional insurance coverage, contact the above mentioned resources. Please submit to [contracts@rider.edu](mailto:contracts@rider.edu).

## **Emergency Event Cancellation or Event Stoppage**

Lawrence Township and/or Rider University Public Safety have the right to cease, cancel or alter any campus event for safety related concerns.

## **Faculty & Staff Scheduling Timeline**

Events may be submitted online via 25live at <https://25live.collegenet.com/pro/rider> on or after the dates below (faculty/staff only):

- March 15: upcoming fall non-classroom locations; summer classroom locations
- June 15: upcoming spring non-classroom locations; fall classroom locations
- December 15: upcoming summer non-classroom locations; spring classroom locations

## **Gambling and Raffles**

The New Jersey Law (N.J.S.A. 2C: 37-2) prohibits the promotion of gambling; therefore, sponsoring organizations are prohibited from hosting/sponsoring games of chance or any kind of raffle in which money is exchanged. Casino-style games using non-legal tender are permitted.

## **On-Campus Posting & Advertising**

No publicity for any event may be distributed without approval. Please submit your requests to [events@rider.edu](mailto:events@rider.edu)

**\*ALL materials of advertising must be approved by the Office of Campus and Community Engagement, Bart Luedeke Center suite.**

## Posting Guidelines

- All posters/flyers/Axis TV slides must be approved for posting by the Office of Campus & Community Engagement located in the Bart Luedeke Center Student Affairs Suite. Every flyer and poster must have an approval stamp prior to being posted on campus.
- Posting in all campus buildings should be on designated bulletin boards ONLY.
- To post in residence halls, you must have approval from the Residence Life Office or the Office of Campus Life.
- **Materials cannot be affixed to walls, doors, or glass surfaces, or in bathrooms or elevators.**
- Posters/flyers/Axis TV slides cannot be in conflict with values established in the Rider University Community Values Statement.
- If the primary purpose of a poster/flyer/Axis TV slide is to advertise an alcohol related event or makes explicit reference to the sales or consumption of alcohol, the advertisement will not be approved.
- Failure to adhere to these guidelines will result in removal of the unapproved postings by Auxiliary Services and the Office of Campus Life and possible loss of “good standing” status.
- All advertisements must include
  - Sponsoring organization’s name
  - Event title
  - Time, location, date of the event**\*If the program is funded with Student Activity Fee money, it must state “Sponsored by SAE”**
- All materials of advertisement must be removed within **two business days** after the event.

## Showing Films/Movies on Campus

In order to show films/movies on campus, a sponsoring organization must obtain the rights or permission to host a public screening.

### Importance of purchasing the rights to a film

Films/movies that have been purchased and/or rented are restricted to ‘home-use only’ rights. Therefore, it is the responsibility of the sponsoring organization to reach out to film distributors to obtain the rights before promotional materials are distributed.

**\*Permission from the film/movie distributor is required even if a film/movie is intended for educational purposes.**

### Film/Movie distributors

Film distributors exclusively represent specific films and movie studios. Contact the following distributors for your movie showing needs:

SWANK Motion Pictures — [www.swank.com](http://www.swank.com) — 1-800-876-5577

Criterion — [www.criterionpicusa.com](http://www.criterionpicusa.com) — 1-800-890-9494

Reference Library of Motion Picture Academy — 310-247-3020

## **Solicitation**

Solicitation is defined as the selling of a product, services or the collection of moneys. This does not apply to the distribution of leaflets or other sources of information. Further, it does not apply to the collection of dues/fees by University organizations from their members. The coordination and processing of all solicitation requests shall be handled by Auxiliary Services. It will be the responsibility of the Director of Auxiliary Operations to approve or disapprove, in consultation with appropriate administrative personnel, when necessary, applications for on-campus solicitation. This policy regarding approval from Auxiliary Services includes any solicitation conducted as part of an academic program.

## **CAMPUS RESOURCES TO CONSIDER FOR INDOOR AND OUTDOOR ON-CAMPUS EVENTS**

### **Audio & Visual — OIT Media Services (ext. 3000)**

- Submit a ticket on the OIT Help Desk website including the following event details and services requested:
  - Who, what, when, where
  - Microphone (mic on podium set up, mic with mic stand, wireless, or handheld)
  - Speakers
  - Computer
  - Internet connection
  - Projection screen and projector
  - Conference call capability

### **Facilities Work Orders (ext. 5080)**

- Complete a facilities work order for any maintenance related requests:
  - HVAC
  - Electrical needs
  - Water hook-ups
  - Cleaning for indoor and outdoor events
  - Event needs located on the grounds

### **Parking & Safety Concerns (ext. 5029)**

- If your event may require assistance from Public Safety to ensure crowd safety, traffic control, reserved parking for special needs or high profile guests, please call their office to review your event
- If your event includes 25 or more additional guests, please contact Public Safety to establish a parking plan
- You are responsible for your guests.

**\*Note: Contact Public Safety (Emergency ext. 7777) immediately in the event of a medical, fire, safety or security emergency during your event.**

## Publicizing Your Event

- Electronic display, Axis TV, News at Rider, Rider social media, Rider Report
- The Rider News — student newspaper
- Bulletin boards
- **All materials of promotion approved by the Office of Campus & Community Engagement**
- Consider University Marketing & Communications ext. 5192 or Collegiate Press ext. 5031 for the following:
  - Assistance in designing promotional materials
  - Signs
  - Photographer
  - News at Rider story, social media, press release and other promotional materials
  - Rider Banner (reserve banner and also put in a Facilities work order to arrange for hanging)

## Tips & Tricks

- Be sure to **cancel** your room reservation and services if you cancel your program
- Be sure to request anything you may need for your event
- If unsure, just **ask!**

## PROCEDURES FOR OFF-CAMPUS EVENTS

### Off-Campus Travel

Rider University has entered into an exclusive agreement with Stout's Charter Services for all the transportation needs of the institution on both the Lawrenceville and Princeton campuses. To begin the booking process for your off-campus transportation, visit <http://www.rider.edu/offices-services/auxiliary-services/transportation/request-transportation>

### Assumption of Risk & Waiver Forms

Each off-campus trip requires an Assumption of Risk & Waiver Form to be completed by each participant prior to the trip's departure. To request these forms for your upcoming trip, send an e-mail to [transportation@rider.edu](mailto:transportation@rider.edu) at least **seven business days** in advance of your departure date, and include the details listed below:

- Date of trip
- Destination
- Will you be staying at a hotel? If so, where and is there a swimming pool?
- Describe the activity that will occur on this trip
- Attach an itinerary if possible

\*For more information and questions regarding off-campus travel and transportation, please contact Auxiliary Services at 609-896-7700 or by email at [transportation@rider.edu](mailto:transportation@rider.edu).

## ROLES & RESPONSIBILITIES AS A CLUB/ORGANIZATION ADVISOR

To host events on campus and sponsor trips off campus, it is required that all student clubs and organizations, including Greek lettered fraternities and sororities, have an on-campus advisor — a Rider University full-time faculty or staff member. A graduate student may co-advise a student club or organization with a professional staff or faculty member but must undergo event management training.

Student organizations are subject to the Student Event Management Policy found on BroncNation [broncnation.rider.edu](http://broncnation.rider.edu). Certain event classifications in the policy require a professional staff or faculty member serving as an advisor to be present throughout an event. Graduate students cannot serve as the sole advisor for certain events. For more information on advisor responsibilities for student events, please contact the Office of Campus Life.

By taking on the responsibility as a club/organization advisor, you agree to the following:

- Serve as a resource in:
  - Leadership and personal growth development of members
  - Goal setting
  - Event planning
  - Budget management
- Meet with advised organization regularly
- Promote and uphold University policies and procedures
- Serve as the official University representative and attend all off-campus travel
- Be present for the duration of the event when:
  - Over 100 attendees are expected
  - The community at large is invited
  - Minors are invited
  - Guest speakers/performers are invited
  - High-risk activities are prearranged