



EVENTS: 101

POLICIES & PROCEDURES

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CLAYTON STATE UNIVERSITY

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EVENT REGISTRATION PROCESS

- ❖ All student organization activities, events or programs on-or-off campus must be registered with Student Life using the **Event Registration Form**.
 - ❖ **Presence: clayton.presence.io**
 - ❖ **Astra: aaiscloud.com/ClaytonStateU/Default.aspx**
- ❖ Event Registrations must be submitted a minimum of 10 business days before the requested date. Parties or large on-campus events must be submitted 5 weeks prior to the requested date.

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EVENT REGISTRATION PROCESS

- ❖ All events, programs, and meetings involving a set-up require a schematic & a scheduled walk-through with a Student Life staff member. For additional information, contact Tony Berry at TonyBerry@clayton.edu or 678-466-5433.
- ❖ The Event Space Request Form can be found here: <https://www.aaiscloud.com/ClaytonStateU/Default.aspx>

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EVENT REGISTRATION PROCESS

- ❖ Events scheduled to start at or after 6:00pm must start no later than 15 minutes from the scheduled start time. Events that extend 30 minutes past the scheduled end time may be fined.
- ❖ In instances where the reserved space is not sufficiently cleaned, student organizations will be assessed a cleaning fee.
- ❖ Student Organizations are financially liable for broken equipment (beyond normal wear & tear) and facility damage.

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EVENT REGISTRATION PROCESS

- ❖ Student Organization Advisors are required to attend all events, and programs held on the weekend (Friday night through Sunday night) – excludes meetings.
- ❖ Student Organization Advisors are required to stay at the event in its entirety, until clean up has completed.

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PARTIES

- ❖ Must be submitted **5 weeks** prior to event schedule date
- ❖ Can only be scheduled on Thursday, Friday, or Saturday nights
- ❖ Must conclude by 2:00am
- ❖ Maximum capacity of 500 participants
- ❖ Your advisor ***must be*** present for event to begin.
- ❖ Your advisor, plus 2 additional full-time faculty/staff members are required to chaperone your event (found by you).

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PARTIES

- ❖ A custodial, security, and facility fee will be required
- ❖ A minimum of one officer is required. The ratio of officers to patrons shall not exceed **1:150** at a minimum of 4 hours.
- ❖ Student Life will supply wristbands for admittance. Number of wristbands not subject to change and must be agreed to 5 business days prior to the day of the party.
- ❖ No replacement wristbands will be allowed

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ADVERTISING

- ❖ Flyers
- ❖ Email Announcements
- ❖ Chalking
- ❖ Social Media

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ADVERTISING

❖ Flyers

- ❖ Must be a **Recognized Student Organization** to post on campus.
- ❖ **All campus postings must be approved by Student Life.** Student Life will only approve **(25)** flyers, posters or signs per event, meeting or program.
- ❖ There is a 24 hour or next business day turn around time for flyer approvals.

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ADVERTISING

❖ Flyers

- ❖ Student Organization member(s) must submit all postings to the Campus Activities and Student Organization Coordinator's mailbox, mailbox #4 located in the Center for Student Involvement and Services (2nd floor of the SAC). Upon approval, the stamped postings will be placed in the student organization's mailbox for retrieval. Postings requiring approval must be submitted by a Student Organization Member.

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ADVERTISING

❖ Flyers

- ❖ Postings not in accordance with the University Posting Announcement Policy will be removed and discarded. Failure to adhere to the regulations may result in a loss of privilege to post and/or publicize on campus.
- ❖ Posters, signs, or flyers in poor taste will not be approved.
- ❖ The name of the sponsoring student organization(s), the date (month, day, & time) & location of the event must appear on all posters, signs or flyers, etc.

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ADVERTISING

❖ Flyers

- ❖ The following statement must be present on ALL marketing to be posted on campus per University policy:
 - ❖ Individuals requiring disability related accommodations for participations in University sponsored event contact disabilityresourcecenter@clayton.edu or 678-466-5445
- ❖ Handbills do not have to be stamped but must also be approved by the Student Life.
- ❖ All posted items must be removed within 24 hours or the next business day following program, meeting, or event

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CLAYTON STATE UNIVERSITY

ADVERTISING

❖ Flyers – what not to do

The Official Clayton State University

\$5 in advance
\$10 at the door



BIG PARTY

featuring
DJ Sandals

SAC Balroom D
Friday, April 32nd
9pm - 1pm

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CLAYTON STATE UNIVERSITY

ADVERTISING

❖ Flyers – what not to do

There are no “official” CSU Events

The Official Clayton State University

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Who's sponsoring this event?

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ADVERTISING

❖ Flyers – what not to do

There are no “official” CSU Events

Is this an approved fundraiser?

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Who's sponsoring this event?

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QR Code w/o Link

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QR Code w/o Link



Inappropriate Content

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QR Code w/o Link



Inappropriate Content

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Is the location correct?

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Missing ADA Statement

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Is the time correct?

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Are all words spelled correctly?

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Inappropriate Content

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Are all words spelled correctly?

Date is purposefully incorrect

SAC Balroom D
Friday, April 32nd
9pm - 1pm

Is the location correct?

Is the time correct?

Missing ADA Statement

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CLAYTON STATE UNIVERSITY

ADVERTISING

❖ Flyers – what to do

Unlicensed/copyright free graphics



Unlicensed/copyright free graphics



THE ALPHA ETA ZETA CHAPTER OF
ALPHA PHI OMEGA PRESENTS...

Clear sponsorship/organization host

Clear title/name of event

**GAME NIGHT
WITH
APO**

Unlicensed/copyright free graphics



Correct date

Monday, January 23, 2023
SAC Ballrooms B & C
6:25pm

Clear location

ADA Statement

INDIVIDUALS REQUIRING DISABILITY-RELATED ACCOMMODATIONS FOR THIS STATE UNIVERSITY-SPONSORED EVENT OR PROGRAM MAY CONTACT THE CLAYTON STATE UNIVERSITY CENTER FOR ACCESSIBILITY AT (678) 486-5445 OR DISABILITYRESOURCECENTER@CLAYTONSTATE.EDU

Correct time

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ADVERTISING

❖ Email Announcements

- ❖ Email Announcements are sent out every Monday, Wednesday & Friday of each week. Announcements are for activities that are occurring within two weeks of the Announcement date.
- ❖ Events must be approved Registered Events with Student Life before an Email Announcement Request may be submitted.

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ADVERTISING

❖ Email Announcements

- ❖ Student Life does not send out announcements for event cancelations, event “thank you’s,” or events occurring off campus (other than volunteer opportunities).

❖ Chalking

- ❖ Sidewalk chalk is permitted on the main sidewalk of the campus courtyard (The rear of the University Center opposite Magnolia Hall), **also known as the QUAD area.**
- ❖ Chalking is also permitted on the sidewalk area of the SAC Green.

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ADVERTISING

❖ Social Media

- ❖ Student Organizations are encouraged to utilize Facebook, Twitter, Instagram, Snap Chat, etc. to advertise their events in an appropriate manner.
- ❖ If you intend to include a QR Code, be sure to either include the corresponding link on the flyer or in the text accompanying your post.
- ❖ Remember that your Student Organization is a representation of the University at all times .

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POSTING & ANNOUNCEMENT POLICY

The complete University Posting and Announcement Policy can be found here:

<https://www.clayton.edu/campus-life/docs/campus-posting-policy.pdf>

❖ Things to Remember

- ❖ All postings must be submitted to Mailbox #4 in the Center for Student Involvement and Services, 2nd floor of the Student Activities Center.
- ❖ Each posting must be stamped for approval.
- ❖ The processing time is 24 hours or next business day.
- ❖ Once approved the postings will be placed in the organization's mailbox.

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POSTING & ANNOUNCEMENT POLICY

The complete University Posting and Announcement Policy can be found here:

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❖ Things to Remember

- ❖ No reproduction of the University Logo or Seal.
- ❖ No usage of the expression “Official University...”
- ❖ No usage of University logos on student organization websites.
- ❖ Posters, signs and flyers must be posted on campus bulletin boards designated for general use; do not attach to walls, windows or doors.

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POSTING & ANNOUNCEMENT POLICY

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❖ Things to Remember

- ❖ Posted posters, signs or flyers may not overlap on bulletin boards.
- ❖ No more than one of the same poster, sign or flyer may be placed on any one bulletin board.
- ❖ All requests to hang banners must be approved by Campus Life
- ❖ The placing of any publicity materials on vehicles is strictly prohibited.

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COPY MACHINE POLICY

- ❖ Student Organizations have a spending limit of **100 copies per semester**.
- ❖ Copy codes are **ONLY** given to the President of each Student Organization.
- ❖ Student Organizations are **NOT** allowed to make personal copies that are unrelated to the Organization (copying homework, personal materials, etc.)
- ❖ Do **NOT** give out your copy code. You will be held responsible for all activity conducted using your code.
- ❖ Do **NOT** forget to logout of the printer after use.

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COPY MACHINE POLICY

Please follow these instructions:

- ❖ Bring a hard copy of the material to be copied or you can print out a copy from the computer located in the organization suite Room 210 (will need assigned copy code to print).
- ❖ Come in prepared to make your own copies. Enter your “Department Code” and hit ok. You now have access to make your copies.

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COPY MACHINE POLICY

Please follow these instructions:

- ❖ White copy paper will be provided. If you choose to use color paper, designer paper, etc., you are responsible for providing it. If the copy machine runs out of paper, please notify a Student Life Staff member to replace the paper.

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AMERICANS WITH DISABILITIES ACT (ADA)

- ❖ All events, meetings and programs must be accessible to individuals with disabilities. Design your set-up in the most universal way possible.
- ❖ Design your organization web site in order for individuals with disabilities to be able to view it. Some tools to check the accessibility of your website are:
 - ❖ <http://www.visionaustralia.org.au/ais/toolbar>
 - ❖ <http://www.w3.org/WAI/intro/accessibility.php>
- ❖ For questions, contact the Disability Resource Center for assistance at (678) 466 – 5445

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AMERICANS WITH DISABILITIES ACT (ADA)

Remember

The following statement must be present on ALL marketing to be posted on campus per University policy:

- ❖ Individuals requiring disability related accommodations for participations in University sponsored event contact disabilityresourcecenter@clayton.edu or 678-466-5445

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WE ARE HERE TO HELP!

For questions or concerns regarding Astra requests & event walk-thru's and/or set-ups contact:

- ❖ Tony Berry, Technology & Equipment Manager
- ❖ 678-466-5433
- ❖ TonyBerry@clayton.edu



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WE ARE HERE TO HELP!

For questions or concerns regarding Loch-N & general Student Organization information:

- ❖ Sarah Ray, Director of Student Life,
Student Organizations
- ❖ 678-466-5433
- ❖ SarahRay@clayton.edu

Student
Life!
Division of Student Affairs

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WE ARE HERE TO HELP!

For questions or concerns regarding financial inquiries and the facility & operations:

- ❖ Brandon Marshall, Facility Manager,
Student Activities Center (SAC)
- ❖ 678-466-5433
- ❖ BrandonMarshall@clayton.edu



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Student Life

THE HOME OF STUDENT INVOLVEMENT

Location: Student Activities Center, Suite 223

Office Hours: Monday-Friday 9:00 am – 5:00 pm

Telephone: 678-466-LIFE

Student
Life!
Division of Student Affairs

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