Guidelines for Event Planning
Knox College Campus Life Office

Table of Contents

Important Guidelines to Know

Event Registration and Purchase Request Timelines
Please review the [event registration process](#) for student organizations. Some types of events and associated purchases require earlier event registration and purchase request submission timelines, due to the need for additional paperwork to be gathered or a timeframe for purchasing. When submitting a purchase request for an event, the event must also be registered on Engage. Event registration/purchase requests should be submitted for the following reasons at least:

- 1 week in advance
  - General events that do not involve additional features such as food, prizes, film showing, etc.
  - Requests for utilizing a Walmart or HyVee card to make a purchase
- 2 weeks in advance
  - Catered food, cooked food, or food that must be kept warm
  - Online purchases
  - Purchases that require a purchase order to be made
  - Events that involve prizes or fundraising
- 3 weeks in advance
  - Film/movie/TV series screening
  - Outside vendor, speaker, or group coming to campus (in person or remotely)
  - Events that include a pay-to-enter raffle
- 4 weeks in advance
  - Travel to any off campus location

How will we know if our event has been successfully registered and approved?
The event registration in Engage will be approved by the Campus Life Office, and the person who registered the event will receive notification through Engage that it was approved. If you have any questions about the status of your event, please contact the [Campus Life Office.](#)

Accessing the Organization's Budget and Purchases
Student organization budgets are requested and allocated through the Student Senate Finance Committee budgeting process. The Campus Life Office monitors and manages those approved budget allocations. Once funds have been approved by the Student Senate, the student organization will then work with the Campus Life Office for using the allocated funds. Funding and budget requests are accessed through the Engage platform. Organizations make purchase requests, request additional funding or funding for a non-budgeted organization, and track their budget and expenses through the "Finances" section of their student organization page in Engage.

Purchase Requests
Purchase requests should be submitted for all organizational spending of budgets allocated through the Student Senate budgeting process. The purchase request is submitted through accessing the finance tool within the organization's page in Engage. When hosting an event that requires a purchase, the event must also be registered and approved in Engage before the purchase request can be completed. A separate purchase request should be submitted for each type of purchase (vendor) needed.

Publicizing Your Event
Events that are approved will appear in the Event List in Engage, depending on the event's privacy settings (public, Knox community, invite-only, etc.). Once an event is approved, it may also be advertised via other methods such as social media, posters, [adding the event](#) to the Knox College Events Calendar, or tabling.

<u>Posting policy</u>
Posting is permitted on bulletin boards that are not designated for use by academic or administrative departments or individual student organizations, on wall space that is clearly available as a posting area, and on building exteriors. Posting is not allowed in Alumni Hall. Posting is also not permitted on doors or windows or in any manner that may interfere with fire or other safety priorities.

To promote an atmosphere of respectful free expression, members of the community are obligated to take responsibility for that expression and to respect the expression of others in the materials they post. Individuals and/or groups will be held accountable for postings that are not aligned with Knox College community standards as outlined in the Student Code of Conduct. In addition, postings targeting specific individuals and/or groups in a derogatory manner will be removed.

Posters should be put up in moderation, and should not be placed in a way that covers up any portion of another poster that is still current. Organizations are responsible for removing their own posters, and posters must be removed within 1-3 days after the advertised event, meetings, or process has ended.

Times When Student Organization Events Are Not Permitted
No student organization events may take place on reading days or the days prior to the start of final exams. No events may take place during the final exam period.

No large social events or parties may take place during the first week of each term; they also may not occur during the evening before and day of institutionally-sanctioned events when classes do not take place, such as Fall Institute Day and Day of Dialogue. In addition, during the term that fraternities and sororities host primary recruitment, fraternity and sorority chapters may not host large social gatherings or parties until the weekend after the conclusion of recruitment (not the same weekend recruitment ends).

Types of Events and Additional Requirements

Event Monitors
Events are required to have designated event monitors at all times during the event, which are student organization members who ensure the event is happening smoothly, address any attendee concerns or questions, be a friendly face, and monitor health and safety concerns. Event monitors should be easily recognizable by attendees. The appropriate number of names for event monitors must be listed in order for event registration to be considered complete. See below for event sizes and required monitors, and note that the total people in attendance includes members of the hosting organization(s).

- Small events are events with 50 people or less and require two event monitors.
- Medium events are events with 51-100 people and require four event monitors.
- Large events are events with 101+ people and require five to eight event monitors at minimum.

Events with Food
For the purpose of this policy, a Food Event is defined as any event that is open to individuals outside of the organization or group where food will be prepared and provided to guests, regardless of whether the food is being sold or given away. Registration and transaction requests should be submitted according to purchase request timelines.

Requirements for pre-packaged food and food that does not requiring cooking or heating
- Food that does not have to be cooked or heated may be prepared in any kitchen facility and does not have to go through Dining Services.
- When prepping the food, gloves must be worn at all times.
- You must clean up the space that you used after you are done serving the food.

Requirements for food that is self-cooked or prepared in a kitchen
- Whoever is going to cook the food must reach out to Chef Lisa Betor at least 2 weeks in advance and request to take a food preparation safety class.
- There are two options if an student organization wants to cook/prepare their own food for an event:
  - Food may be prepared and cooked in the Knox Seymour Union kitchen, under supervision of a Dining Services certified food handler.
    - You are not required to host the event in Seymour Union, and may serve the food and host the event elsewhere once it is prepared in the Seymour Union kitchen.
  - Individuals who take the food safety preparation class may cook food in other kitchen spaces on campus for the event.
    - This class must be completed prior to each event where an organization wants to cook their own food.
- The event registration and purchase request must be submitted at least 2 weeks in advance. For your request, you should list the max amount you plan to spend on food and include all quotes, materials, supplies, and other relevant details.
- If using Dining Services to purchase food supplies or cook in their kitchen, contact Chef Lisa Betor and Jaimie Avery in Dining Services at least 10 days in advance of the event to determine what food needs to be purchased, how much it will cost, and to schedule a time to utilize the Seymour Union kitchen facility.
  - Cost for food ingredients and appropriate staffing charges will be billed to the requesting department or organization.
  - When cooking the food, gloves must be worn at all times.
  - There will be trained staff in the kitchen to assist you if needed.
  - You must clean up the kitchen space that you used as instructed by Dining Services after you are done preparing the food.
  - If the food needs to stay hot/warm, you must utilize Dining Services equipment to do so. You must request to utilize the equipment in advance.
    - Food cannot be left out (even at the required temperature) for more than two hours.
  - If you need serving dishes, plates, silverware, or cups, you must request them from Dining Services or provide your own disposable ones. Dining Services will instruct you on how to return the items if they are reusable.
  - No food permit is required when preparing food in the Seymour Union kitchen.
- When serving the food, gloves and hand sanitizer should be provided to guests if using shared serving dishes and utensils as opposed to prepared single-servings.
- You must clean up the space that you used after you are done cooking/serving the food.

Requirements for catered food from a third party vendor
- You must meet with Dining Services first to see if any of the food needs may be met. If Dining Services cannot meet the food needs of the event, you may then proceed with using a third party vendor.
- The event registration and purchase request must be submitted at least two weeks in advance.
- You will need to provide the Campus Life Office with:
  - Vendor name and contact information

- Details around potential/agreed upon dates, discussed ideas or designs, setup, etc. from communication between the student organization and the vendor
- An estimated quote/invoice for the process of the purchase order request.
- If more than 50 people will be in attendance, the Campus Life Office will also need:
    - A Certificate of Insurance for general liability insurance of the third-party vendor that lists Knox College as an additional insured for the specific date(s) the food will be served at the event.
    - A copy of the Knox County health permit for the third party vendor.
- The vendors need to serve their own product unless the Campus Life Office approves someone else to serve it in advance.
- Knox College Dining Services cannot handle or serve food that is not produced in their licensed kitchen on campus.
- Equipment will need to be arranged for use during the event in order to keep the food at the proper temperature. Dining Services may allow an organization to borrow warming equipment for this purpose.
    - Food cannot be left out (even at the required temperature) for more than two hours. The time begins at the vendor's location when the food has been prepared and ready to take for delivery.
- You must clean up the space that you used after you/the caterer are done serving the food.

Events with Film, Movie, or Other Cinematic Screenings
In order to show a film, movie, or other screening as an organization, the organization must first purchase the screening rights for the desired cinematic feature, if it is under copyright law, prior to showing the event publicly on campus. We (Campus Life Office) use [SWANK Motion Pictures](#) when purchasing screening rights. We will need to know the title and year of the film you are interested in showing, and then we will request a quote for the price. The price for the showing depends on the newness of the film and factors such as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally between $200-$400 per showing.

There are some films that legally you may show without purchasing rights, but we would first need to confirm that is the case for the film you want to show. Any movie screening that is held in a public area and advertised, or hosted by a campus organization, must have the screening license fee purchased if it is a film that requires it. The Library of Congress has a useful [guide to finding films in the public domain](#).
- Academic Video Online (AVON): All titles on AVON (with the exception of Film Platform content) include limited public performance rights, which includes permission for classroom showings, as well as public screenings, as long as no admission is being charged.
- Kanopy: Many (but not all) of the titles available through Kanopy include a Public Performance license. This is indicated by a small PPR icon in the details section for a film (typically next to the running time). For more information, see Kanopy's Public Performance Rights page.
- Netflix Original educational documentaries: Some Netflix Original educational documentaries are available for one-time screenings in educational settings including campus events as long as the event is non-profit and non-commercial. See more details [here.](#)

Events with Travel of Any Kind
All events involving student travel require the approval of the Campus Life Office (for student organizations) or by the appropriate senior staff member (for faculty- and staff-led student travel). Students should review the [Student Organization Travel Procedures and Form](#) at least four weeks prior to planning an event that involves travel. The event registration form must be submitted four weeks in advance of any planned travel, and the travel form is due three-four weeks prior to the travel date. College-rented buses, vans, or carpooling are preferred over public transportation. On-campus health and wellness policies apply in all travel settings

(including masks), except in circumstances where local policies are more restrictive; in such cases, the more restrictive policies must be followed.

Contracts/Vendors Requirements

Any time that event organizers are bringing an outside performer or vendor to Knox, a performance agreement must be signed by the performer and the designated signer of the college. Students can work with the Campus Life Office if they plan to bring a speaker/performer/vendor to campus to determine contract/agreement needs and get their documents signed by the college.

Prizes/Awards

Gift cards of any type CANNOT be purchased. For each prize or award valued over $100, you must collect and return to the Campus Life Office the completed and signed Prize Recipient Form (with the purchase receipt) and also a completed and signed W-9/IRS Form (US Citizenship/Permanent Resident) or W-8BEN Form (International Citizenship). The Prize Recipient Form is available in the Campus Life Office.

Pay-to-Enter Raffles, Bingo, and Other Types of Gambling

The state of Illinois considers any activity in which a person pays to participate with the chance of winning a prize to be gambling, and a gambling license is required to host such events. Knox College does not have a gambling license, and thus events of this kind may not take place on campus or be hosted by Knox College organizations, with the exception of raffles if a license to do so has been granted by the county. These events include poker nights with real money, pay-to-enter raffles, bingo that requires a fee to play, and other activities where there is a fee required for the chance of winning something.

Knox County Raffle Licenses

An organization may seek a raffle license from Knox County in order to conduct a raffle. In order to request a raffle permit, the organization should first reach out to the Campus Life Office for assistance. The office will then assist you in collecting the necessary information, completing required paperwork, and submitting information to the county. *Students should NOT complete and submit paperwork on their own.* Please note that obtaining a raffle license for an event may take between 4-6 weeks.

For more information about the raffle license and requirements, view the [Registrations, Licenses, and Permits Knox County website](#).

Large Social Events/Parties in Residential Spaces

We appreciate the social environment and value that may come from large social events and parties hosted by student organizations. In an effort to assist organizations in hosting fun and safe large social events and parties within residential spaces on campus, hosting student organization(s) must adhere to the additional guidelines below.

- At any time, there should be no more than 75 guests at the event (including chapter members). Organizations are expected to keep track of how many people are at the event, and ask people to wait to enter if the occupancy cap of 75 people has been met.
- A post-attendance list must be submitted to the Campus Life Office within 48 hours of the event (if a weekend event, the list must be brought to the office on Monday).
  - During the event, students must sign in prior to entering, creating the post-attendee list. Only Knox students may attend the event. A student may bring one guest, but the guest must also sign in and remain with the student host during the duration of the event.
    - An organization member will ask for a student's Knox ID, write down their information, and then return the ID to the student.

- ■ If a student brings a non-student guest, that guest must show another form of ID to verify their identity and that they are at least 18.
- ● The event must conclude by 1 AM, meaning all guests vacate the event and event location at this time.
- ● At least 2 days prior to the event, the president, risk manager, and social chair must review their risk management policy with the Campus Life Office to discuss how it will be implemented and adhered to. At this meeting, the Campus Life Office will also review a checklist of items related to general event management, safety, and risk.
- ● At least 1 day prior to the event, the Campus Life Office will walk through the space with the organization leadership to review the risk management and safety plans for the space, such as pathways to enter and exit, sign in, bag checks, event monitor locations, etc.
- ● At least four trained event monitors are required, however, the organization may be asked to provide more monitors based on the size of the organization, event, and the setup of the residential space to ensure optimum risk management capabilities and attendee safety.
- ● The student organization's faculty/staff advisor must approve of the event.
- ● The designated event area must take place in one common area, and access to sleeping areas is not allowed to any individuals during the event. Bathrooms, entrances/exits, and other areas must be monitored and easily accessible.
  - ○ If an organization wants to provide a separate, quieter space that is monitored for guests to hang out to distance themselves from the loud noise or number of people at the event, they may discuss this option with the Campus Life Office .
- ● A bag/coat check is required. No guest may bring coats or bags into the designated event area, and should instead leave them in a separate, monitored location. Guests may not pick up their bags/coats until they leave the event, and should not access the items until they leave unless they need to access an item for a medical purpose (inhaler, epipen, etc.).
- ● The student organization(s) hosting the event must meet the event monitor requirements.

Outdoor Events
Organizations may host events in outdoor spaces and are expected to keep the volume and level of any noise to a level so that it does not unreasonably impact other members of the on and off campus community. City ordinance indicates that "quiet hours" are in effect 24/7, and anyone can make a noise complaint about someone or an event taking place in the community at any time. If a student organization is asked by others to lower the volume, it is expected that they do so to respect the needs of the community. If a member of Campus Safety or Galesburg Police Department goes to the event and indicates that a noise complaint has been made, the organization must immediately and drastically lower the noise volume of their outdoor event or stop it completely.

Fines may be issued by the Galesburg Police Department to students in charge of a student organization and it's events for noise violations according to city ordinance:
- ● First offense: Minimum $75
- ● Second offense: $150
- ● Fines may be up to $1,000

Political Events, Protests, and Demonstrations
Knox College does not restrict any student organization activity based on political affiliation or ideology. Similarly, the College respects the right of all members of the community to express opinions privately and publicly, and to join together to demonstrate their concern by orderly means. Knox College protects the right of voluntary assembly, will make its outdoor facilities available to students for peaceful protests and demonstrations, and will endeavor to protect these assemblies from disruption and interference so long as the

event does not interrupt the day-to-day operation of the College.

Demonstrations and protests do not need to be registered. All health and wellness policies must be followed during protests and demonstrations.

General Tips

How Do We Know What Constitutes an "Event" Hosted by a Student Organization?
An event may be considered to be hosted by an organization if non-members are in attendance or involved, criteria of an event listed below are met, and/or if 30% or more of the chapter's membership is in attendance.

Here are some helpful questions to consider when determining if what you are planning is considered an event, and therefore needs to be registered:
- Is it being planned during a student organization meeting?
- Will it be announced at a student organization meeting?
- Is the organization's name or "Knox College" attached to the event in any way?
- Is it being funded by the student organization's budget or the College?
- Will the executive members have prior knowledge of the event?
- Is it being advertised on- or off-campus in any way, including the organization's social media accounts?
- If guests were stopped on their way, would they say they were going to the "XYZ organization" event?
- Are members attempting to rename the event or keep it "under the radar" in order to give the appearance that it isn't associated with the organization?

If you answered "yes" to any of these questions, then what you are planning is considered an event and must be registered according to the registration process listed in this document.

General Questions to Consider When Planning Events
- How will this event support the mission of your organization?
- What steps is your organization taking to ensure this event is inclusive?
- If a budget is needed, has it already been approved through your Senate organization budget for the year or an outside funding organization, or will you need to make a request for additional funds through the Senate?
- Which spaces can accommodate the size of our group?
- How will we know how many people plan to attend?
- What is your risk management plan for the event?
- How will you advertise your event?
- Are there any specific room setup or AV needs for the event?
- Is the event location accessible?
- What other events and holidays should you be mindful of when picking the date and time of the event?
- Will we require masks to be worn? Are there other health and safety guidelines we need to follow?

Planning Inclusive Events
The work of building an event that feels inclusive of and welcoming to the many individuals that make up our diverse community begins in the very first steps of the planning process. Below are some things you may want to think about when planning events.
- Is the planning team as diverse as is reasonably possible? A planning team that is itself already representative of as much diversity as possible will yield events that offer a more inclusive environment.

A planning team that is more homogenous when it comes to backgrounds, experiences and identities will likely have to work more deliberately to accomplish meaningful outreach and inclusivity.

- Does the core content of the program consider different populations on campus or is it focused narrowly on specific identities? If the latter, is that a deliberate and celebrated program (e.g. "Black History Month," "Mocha with a Muslim," or "Transgender Awareness Week") versus a poorly considered plan (e.g. a poetry night promoted as the "Best of the American Poets" with all five presenters being 30-year-old, able-bodied, white, English-speaking, cisgender straight men). Consider inclusiveness.
- Is the venue being considered (and its related facilities) accessible to guests in wheelchairs? Is it comfortable for others with special mobility, sight or hearing concerns? Make sure that every person with a disability, visible or not, can enter your venue and participate with dignity.
- Is the date being considered coinciding with any religious holidays?
- Is the event time one that makes the event feasible for everyone that may attend?
- If serving food, have you considered possible dietary requirements of guests in terms of menu items and serving practices (Halal or Kosher foods, gluten-free, vegetarian or vegan fare, common food allergies, etc.)?
- Will participants be asked to pay to attend this event? If so, is this price fair and as accessible as possible?

There is no such thing as "neutral marketing." After an event is thoughtfully designed behind the scenes, you have to pay similar attention to how you are conveying the messages to your audience (and the public at large that is also experiencing your publicity even if they are not attendees). The name, subtitles, images,and descriptions used to promote your event need to be well thought out; the elements of cultural inclusivity that you hope to promote are out there in the world without the opportunity to explain or clarify them, so plan ahead.

Checking your messages with diverse "test audiences" is a smart strategy. Have you unintentionally used wording or images that will be experienced by a segment of the community as offensive or alienating? Perhaps in your home-place a message means one thing, but it may carry different meanings to many in our community.