

Student Organization Event Registration Process - Campus Life Office

Student organizations and the events they host play a key role in creating a welcoming, vibrant campus community. Student organizations include general student organizations, fraternity and sorority organizations, Senate-approved organizations, club sports or athletic student groups, and any other student-led campus organization. Events include, but are not limited to:

- Speakers
- Performances
- Community service
- Philanthropic activities
- Fundraisers
- Social gatherings
- Auditions
- Tryouts
- Parties/formals/semi-formals
- Any off-campus trips or travel

All student organization events must be [registered in Engage](#) at least one week in advance and may not take place or be advertised until the event is approved by the Campus Life Office. Some events must be registered more than one week in advance due to additional requirements associated with the event (such as events with food, travel, contracts, or film screenings). Review the [Event Guidelines Summary](#) or the full [Guidelines for Events](#) for additional requirements for event registration timelines and submitting purchase requests, as some event registrations and purchase requests must be submitted 2-4 weeks in advance.

Event organizers may be asked to meet with a member of the Campus Life Office to discuss the event details prior to event approval. Meetings will be required to take place if the event includes:

- Cooked food, catered food, food that must be kept warm, or food being served to raise money
- Travel to any off campus location
- Film or movie showing
- A contract or outside vendor, speaker, or group
- Prizes, monetary donations, or a fee to participate
- A party, formal, semi-formal, or other large gathering

Regular organization meetings or executive meetings or organization member-only gatherings do not need to be registered unless they include any of the aspects listed above.

It is strongly encouraged that events are registered at least two weeks in advance. Events registered less than one week in advance may not be approved, and unapproved events may not occur. Event organizers may require attendees to wear masks, especially at events with more than 25 people. Review the [Guidelines for Events](#) for additional guidance and policies around planning fun, inclusive, and successful events!

Event requirements:

- Be registered in Engage and approved by the Campus Life Office.
- Follow all additional requirements as applicable, outlined in the [Guidelines for Events](#).
- 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. More details about event monitors are outlined in the [Guidelines for Events](#) and event registration process in Engage.
- Indoor meetings and events must adhere to room capacity guidelines, which are based on fire codes and posted online through the reservation system. Outdoor meetings and events do not have limits.
- Unregistered gatherings on or off campus are prohibited.