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***This manual was edited August 2006.* For a copy of this manual visit**

<http://www.fau.edu/student/broward/activitiesbroward/>

For a copy of the Student Handbook visit <http://www.fau.edu/dean/handbook/>

Student Organization's Event Management and Travel Policy

Any of the following activities sponsored by student organizations must be registered with the Office of Student Development & Activities at least seven (7) days prior to the date of proposed event.

A.

1. Any activity involving alcoholic beverages (requires 30 days).
2. Any activity involving sales and/or solicitation.
3. Any outdoor activity.
4. Any activity involving contractual agreements and/or liability insurance.
5. Any activity advertised to the public.
6. Any activity involving the active participation of non-University people.
7. Any activity with an anticipated attendance of 100 people or more (except regular organizational business meetings) (requires 21 days).
8. Any activity requiring police support (requires 21 days).
9. Any activity projecting a higher non-student than student attendance.
10. Any other activity as described in the Club & Organizational Manual.

B. **Travel Policy:** All clubs traveling off campus for an event, a conference, or any activity where they are representing the student organization and FAU, a representative from the organization is required to fill out a Travel Authorization Request Form from the student Development Activities office or appropriate campus office.

1. Complete Travel Authorization Request Form (7) days in advance.
2. Depending on funding have Student Government or Student Development and Activities or respective campus office complete a TAR (Travel Authorization Request).

Program Registration Form

All registered Student groups are required to complete a Program Registration Form, for any event on or off campus (including weekly meetings), and submit it to the Office of Student Development & Activities of their campus **7 DAYS** prior to event. The event will not be approved to take place if the form is not completed and turned in. **The event will be canceled if the proper procedures are not followed. If an event takes place and a program registration is not filled out for that event the club/organization will be placed on suspension for one semester (16 weeks).**

- A Program Registration Form can be obtained in the Office of Student Development and Activities
- **Flyers for club events will not be stamped until the Program Registration Form has been completed and turned in.**
- Be sure to include an account number on the form.
- Once the form is approved, it will be logged into the Program Registration Database in the Office of Student Development and Activities.
- The Office of Student Development and Activities tracks all campus events and is not responsible for the facility set-up, charges or University staffing of the event.
- Each week a Program Registration report is submitted to the Student Government office to show how active each club is. The amount of programs you do each year reflects how much money the Senate will approve your club budget for. The more activities the more money you get and visa versa.
- Our form is not a reservation form, most areas have their own reservation form.
- If the form is not filled out correctly or does not have the appropriate signatures your event will not be approved.
- **Unapproved events will result in the group's probation or termination.**

Event Planning

Event & Attendance Policies -

Types of Activities/Events: There are three types of Activities/Events defined by Student Development & Activities. The **room reservation form** is at this web-site;

<http://www.broward.fau.edu/phyplant/room2.html>

If there is any questions about this section refer to student handbook.

1. **MEETINGS.** Meetings are defined as, “a gathering of members of a student organization to conduct business activities,” This could include activities such as budget or event planning or to discuss issues related to the stated mission of the student organization.
 - a. Official meetings are held on campus.
 - b. Open to all students.
 - c. Require an approved Program Registration Form, if applicable, to the specific campus.
 - d. Require an approved Room Reservation Request Form.
2. **SMALL SCALE EVENTS.** Small Scale Events include banner space reservations, fund raising events, workshops, training activities, tabling for recruitment and information distribution and/or social activities involving less than 25 participants.
 - a. Require an approved Program Registration Form 7 working days prior to the event.
 - b. Are held to inform students of the club or organization and their activities.
 - c. Are held on campus.
 - d. Require an approved Room Reservation Request Form.
3. **LARGE SCALE EVENTS.** Large Scale Events include all other regular programming events within the ordinary operation of the student organization, lectures and other programs, any program that requires security, any program that is planned to continue past midnight, any program where alcohol will be served and/or social activities involving more than 25 participants. There are two types of Large Scale Events:
 - a. **CLOSED EVENTS** are those events that are only open to FAU students and must be free of charge.
 - b. **OPEN EVENTS** are those events that are open to FAU students & guests, according to the Campus Admissions Policy. And students and guests can be charged a fee.

Both types of Large Scale Events also require:

- c. Require an approved Program Registration Form 7 days prior to the event, if security is needed or alcohol is served then 21 working days (5 weeks) is required. For FAU police and security you must call 954-792-5018.
 - d. All advertising must be limited to FAU campuses and approved areas by the Office of Student Development & Activities.
 - e. All money raised at the event must go into the groups on campus account.
4. **Late-Night Events.** Any social event that is sponsored by any student organization and planned to continue past midnight, ending no later than 2:00 a.m., located in certain approved areas on the various campuses. All late-night events are considered security events and require 21 days notice.
 - a. Open to FAU students and guests according to the Campus Admissions Policy.
 5. **ALCOHOL EVENTS.** Any social event that is sponsored by any student organization where alcohol is planned on being served. All alcohol events are considered security events and require 21 days notice. Final approval for all events with alcohol beverages will be permitted in approved areas by the Campus Vice President.
 - a. Open to FAU students & guests, according to the Alcohol Admissions Policy.

- b. Security is the responsibility of the University Police Department and the sponsoring organization(s), and will be determined by the police. The sponsoring group is required to pay a predetermined security fee to the University Police prior to the event.
- c. The sponsoring organization, their advisor, and a University Police Representative must attend an Alcohol Policy Meeting 21 days prior to the event through the Office of Student Development & Activities prior to advertising the event.
- d. No payment of any kind can be collected.
- e. All advertising must be limited to FAU campuses and approved areas by the Office of Student Development & Activities.
- f. The Advisor or their designee must be present at the entire event.
- g. FAILURE TO FOLLOW ANY OF THE ABOVE MENTIONED POLICIES WILL RESULT IN IMMEDIATE CANCELLATION OF THE EVENT!

For more information please refer to University Regulation (Memorandum #19X) on the Alcohol Policy.

Student Organization Event Attendance Policies

These policies will be enforced by the Office of Student Development & Activities, Campus Police and the proprietors of the venue when needed.

If there is any questions about this section refer to student handbook.

A. CAMPUS ADMISSION POLICY

- 1. All FAU students will be admitted with a valid FAU ID.
- 2. Non students must be 18 years or older with a valid state ID.
- 3. The organization will be held responsible for the actions of all non students.

B. ALCOHOL ADMISSION POLICY

- 1. FAU students will be admitted with a maximum of two guests, age 21 or older, all with valid state IDs.
- 2. Guests will sign in under the name of the student responsible.
- 3. Students will be held responsible for the actions of all their guests.

EVENTS HELD BY NON-UNIVERSITY PEOPLE OR GROUPS OTHER THAN FAU STUDENTS. Any non-student groups, off-campus groups or organizations must be sponsored by an on-campus student club or organization, department or office must be registered with the Office of Student Development & Activities at least seven (7) days prior to the date of proposed event.

- h. Any activity involving alcoholic beverages (requires 30 days).
- i. Any activity involving sales and/or solicitation.
- j. Any outdoor activity.
- k. Any activity involving contractual agreements and/or liability insurance.
- l. Any activity advertising to the public.
- m. Any activity with an anticipated attendance of 100 people or more (except regular organizational business meetings) (require 21 days).
- n. Off-campus groups also have the option to use the free speech designed area as long as they follow procedures stated in the manual and University Student Handbook.
- o. Any other activities not described in this policy will be determined by Office of Student Development & Activities and Associate Dean of Students.

Audio Visual request

If you will need audio visual equipment, **once you have been APPROVED by Student Development and Activities**, visit this website: <http://www.btr.fau.edu/forms/avForm.html>

Leadership Library Books

We have a small library of books on the Davie Campus for leadership and development of students. If you are interested in checking out a book, please refer to the Associate Director of Student Development and Activities.

Inter-Club Council Office

Procedures and Rules for Access and Usage

These procedures and rules have been established to ensure the appropriate use of the Inter-Club Council Office and to maintain a positive environment for all students.

- 1) **ACCESS**
 - i) Club officers (President, Vice-President, Treasurer, Secretary and ICC Liaison) can sign out the office key for MOD C at the Office of Student Development and Activities LA 108.
 - ii) Students must present their FAU ID upon requesting the office key.
 - iii) The hours of operation are Monday – Thursday, 8:30 am to 7:00 pm and Friday, 8:30 am to 5:00 pm.
 - iv) After hour access to the office space must be submitted through a Program Registration form explaining the purpose for use or the event occurring.
 - v) The sign out key cannot be transferred from one officer to another officer. Officers needing continual access to the office must sign out a key with the Office of Student Development and Activities.

- 2) **USAGE:** Club officers who signed out the key are responsible for the following policies:
 - i) Officers are required to be present when club members are using the office.
 - ii) Officers are responsible for maintaining and upkeep of the assigned office space and filing cabinet.
 - iii) Eating is allowed but it is the officer's responsibility to clean up before departing each day/evening. ALCOHOL will not be permitted in this area.
 - iv) All trash must be discarded at the conclusion of events or use of the office space.
 - v) Officers will be held accountable for not complying or upholding these procedures and rules.
 - vi) Office desks and filing cabinets will be assigned by the Inter-club Council (ICC) Director for each student club and organization.

- 3) **NOISE POLICY:** Office usage must not disturb other MOD C office faculty, staff and students. No radios, TVs or other noise making device will be allowed during the office hours. Any inappropriate or loud behavior will be given a first warning by the ICC Director. If an additional warning is issued by the ICC Director, FAU police, BCC security, or FAU administration, you will lose usage privilege to the office space, and your name will be referred to the Associate Director of Student Affairs for disciplinary action.

- 4) **POLICES AND REGULATIONS:** All students must adhere to these policies and the rules and regulations stated in the current FAU Student Handbook.

- 5) **FAILURE TO FOLLOW ANY OF THE POLICIES WILL RESULT IN IMMEDIATE REMOVAL FROM OR DENIAL OF ACCESS TO THE ICC OFFICE.** Violation of these policies or rules and regulations stated in the Student Handbook or University Policies, may result in disciplinary action including, but not

limited to, termination of privileges related to the ICC office, police involvement, or monetary charges for damages caused.

The Office of Student Development and Activities staff reserves the right to amend or add additional rules or procedures, dates and times, as judgment necessitates for the safety, care, cleanliness and smooth operation of the program and facility.

STUDENT ACTIVITY CENTER USAGE

The Office of Student Development and Activities (OSDA) is responsible for the use of the Student Activity Center (SAC) and other designed areas managed by the Office of the Campus Vice President, Broward Campuses for all purposes. Outside solicitation is not allowed unless arranged through the OSDA. Any companies that compete with current companies that are approved FAU sponsors are not allowed on campus. The OSCA must approve any and all co-sponsorships.

- A student group must fill out a Program Registration Form for SAC.
- The Program Registration Form must be completed by an officer of the group. Please be as specific as possible (by filling out all required sections of the form) to ensure the success of the event. The student officer can sign this form under Authorized Signature.
- The program Registration Form must be turned in 7 working days prior to the event, not including the event date. Physical Plant needs ample time to plan their work schedule and to ensure that tables will be available.
- The reservation will be logged into the calendar upon approval of the OSDA.
- No amplified music or DJs are allowed in the SAC. All other must be kept at acceptable levels in order not to disturb classes.
- Any outside group that is co-sponsored by a student club or organization should display a banner form the student club or organization.
- ANY UNAPPROVED PERSONS WILL BE ASKED TO LEAVE!

Parking

During a special events or program you can request parking passes for all off-campus visitors. These requests must be made 2 weeks in advance. The forms are on www.fau.edu/parking click on the form tag and then send information.

Press Release

If a club or organization is planning on having a press release, they must first get approval from the Associate Director for Student Affairs and the Assistant Vice President for Media Relations. Each case will be evaluated independently. Please submit 21 days in advance of event.

Disability Statement

Florida Atlantic University is committed to providing an environment free from discrimination, protecting the rights and dignity of potential and current employees, students, and visitors regardless of disability status. The University complies with all federal, state, and local laws and guidelines that provide individuals with disabilities protection, which require that otherwise qualified individuals may not, on the basis of disability, be denied access to, participation in, or

the benefits of any program or activity operated by the University. Discrimination against a qualified individual with a disability, in any form, will not be tolerated. Each member of the University community has the responsibility to ensure that this policy is enacted in their daily practices.

Please be advised that all publicized events need to contain the following statement:

“Individuals with disabilities may request reasonable accommodations by contacting [person] at [phone number and e-mail address] or TTY Relay Station 1-800-955-8770. This request must be done 5 business days prior to the event.”

The University community is also encouraged to advertise events in a variety of formats to reach individuals of all abilities (i.e. visual-flyers; audio-radio).

Showing a Movie on Campus

Film and Video Piracy: Public Performance- Unauthorized Exhibition of Pre-Recorded Videocassettes and DVD's.

A. What are “Public Performances”?

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from the local video store and view the film at your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not. But suppose you took the same video or DVD and showed it at a club, bar, or any other public event that you happen to manage. In this case you have infringed the copyright the movie. Simply put, videocassettes or DVD's obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

B. What the Law Says the Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home.

Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches, and non-classroom use at schools (anything besides what is on the syllabus) and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

C. Penalties for Copyright Infringement “Willful” infringement for commercial or financial gain are federal crimes punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

D. How to Obtain a Public Performance License

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors 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 inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films. The major firms that handle these licenses include:

1. Swank Motion Pictures, Inc. – 1-800-876-5577
2. Motion Picture Licensing Corp. – (MPLC) 1-800-338-3870

In other specialized markets, such as hotels and motels, many Hollywood studios may handle licensing arrangements directly.

E. Copyright Infringers are prosecuted

The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships, and bus companies for unauthorized on-board exhibitions.

If you are uncertain about your responsibilities under the copyright law, contact the MPAA, firms that handle public performance licenses or the studios directly. Avoid the possibility of punitive action.

F. Motion Picture Association of America (MPAA)

15503 Ventura Boulevard, Encino California 91436, 1-818-995-6600

G. MPAA Anti-Piracy Hotline 1-800-NO-COPYS, 1-800-662-6797

Facility Reservation Information (Room Request Form)

Each area on campus has specific guidelines for room reservations/rentals. Please consult with the specific department for more information. Space on campus is limited; therefore, please allow plenty of time in order to reserve a room. This also includes the classrooms, outside areas and breezeways. The campus room request form is available at the web-site (<http://www.broward.fau.edu/phyplant/room2.html>). Please follow the instruction to fill out the form.

Afterwards please bring your forms to the Davie campus: Office of Student Development and Activities, LA 108, for events at this campus. For events at the Downtown campus and SeaTech campus: Office of Student Affairs, HE 507H, will assist you in completing the facility reservation form upon receipt of approved Program Registration form.

If you have particular room or location setup, you must fill out a work order at the Office of Student Development and Activities, which must be accompanied with your program registration form. For large scale events, you must schedule a work through with Physical Plant staff and Office of Student Development and Activities staff. The Physical Plant staff requires students do not assemble or tear down large scale set ups like the stage – they will charge for and purchase assistance for set ups and tear downs of heavy items. The Physical Plant staff also do not clean up after each event. It is the organizers responsibility to clean up after the event. Otherwise, you will be charge a cleaning fee.

Vehicle Policy

If you need to use a state vehicle refer to *memorandum #43*. You must be approved by an officer and all people in the vehicle must be involved in the event. Once you have filled out the travel registration form and have been approved. You must also fill out a vehicle request form, which can be found at our website at <http://www.broward.fau.edu/phyplant/vehicreq.html>. Bring the completed form to the Associate Director for Student Affairs office.

Budget Procedures

There is a mandatory fiscal workshop where the controller will explain this process.

Clubs, Accounts, and Decentralized Accounts are funded from the Budget.

The following is a brief overview of how the budgeting process works. (This process usually begins at the beginning of the year.)

1. First clubs, Account managers, and Decentralized Accounts managers must complete a budget request packet and return it the Controller's Office by the designated deadline date.
2. Once all budget requests are in all clubs, Account managers, and Decentralized Accounts managers who have requested budget, will be required to present their budget request to the Senate.

3. After the budget presentations the Senate will have a senate meeting, open to the public, to decide how the budget will be allocated.
4. Once the Senate finalizes the budget they will send it to the Student Body President for Approval.
5. Once the budget is approved by the Student Body President the University Wide Controller will compile all the campus budgets into one budget (Florida Atlantic University Student Government Association Activities and Services Fees Budget) and submit it to the necessary individuals for review and final approval.
6. Clubs, Account managers, and Decentralized Account managers may use their approved budgets starting July 1st.

For specific policy for budget procedures for Broward Student funding, please refer to the Student Government Constitution and Statutes.

Campus Advertising

Posting policy for student advertisements. No flyers will get approved with a stamped, unless a Program Registration Form has been turned into the Office of Student Development and Activities.

1. Approval of Signs, Posters and Notices

A. Process

The Office of Student Development & Activities is in charge of the student flyer policy on the campus. All flyers by student groups must be approved and stamped by the Office of Student Development & Activities. Only University Departments and Student Groups are allowed to advertise on the campus. Outside solicitation is not allowed unless arranged through the University or sponsored by a student group. All outside entities must bring some type of benefit to the FAU community. Any companies that conflict with current companies that are approved FAU sponsors are not allowed to advertise on campus. Student Development & Activities must approve any and all co-sponsorships. Flyers must get an approval stamp to be hung anywhere on campus. Some areas may require other an additional stamp.

B. Definition

Banner: You must contact the Physical Plant department to obtain banner dimensions for the maximum size on a given campus. The Physical Plant department will also determine designated areas for banners. Any poster or flyers larger then their defined dimensions are considered a banner.

Flyer: A flyer will not be larger than 8" x 14".

Poster: A poster will not be larger than 2 ft. x 3 ft.

C. Wording

All flyers must have the name and contact information of the sponsoring student group or department. The contact information must try to be an on-campus number. The Student Development & Activities Office will approve any and all pictures, phrases and words on a case-by-case basis. Alcohol cannot be advertised in any way on any flyer.

2. Placement of Signs, Posters and Notices

A. Classrooms, Offices and Corridors

Signs, posters and notices may be attached only to approved bulletin boards by the designed department. They may not be attached to any painted surface, glass, vending machines, building fixtures or signs, within or on the exterior of any building, except where appropriate provisions have been made.

B. Walkways:

1. No posters or flyers will be allowed along these areas.
2. Signs, posters and notices may not be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is also prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.
3. Removal of Signs, Posters and Notices
All signs stamped by the Office of Student Development & Activities must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event.
Any and all flyers over two weeks old will be taken down regardless of stamp.
4. Signs, posters and notices that are in violation of Florida Atlantic University regulations will be removed by the Physical Plant Department and reported to the Office of Student Development & Activities. Any student group in violation of these regulations shall be held responsible for any damage to Florida Atlantic University property and may receive additional sanctions.
5. Information and questions concerning placement or erection of signs, posters or notices under conditions not specifically covered in these regulations should be directed to the Office of Student Development & Activities.

C. Designated Locations

All signs, posters and notices will be placed on these designed bulletin boards by Office of Student Development & Activities and Student Government student assistants or designee at the following location:

1. Davie campus: Student Activities Center (housing, jobs, club activities, local/community activities sponsored by club or department), Liberal Arts Building stairway area and information desk area (campus events), 3rd floor of Liberal Arts Building near soda machines (campus events), 4th floor of bulletin board (campus events & academics), and Education and Science Building 1st floor bulletin boards located in north and south corridors near classrooms and bulletin boards located in every classroom.
2. Downtown campus: All notices are placed only in designed bulletin boards in the Student Activities Center and 2nd floor of Askew Tower. Multi-media advertisement will be placed onto the Plasma screens by the appropriate staff.
3. SeaTech campus: Entry area of the campus building and bulletin boards in the student activities area.

D. MyFAU

Posting on MyFAU must be approved by the Office of Student Development and Activities. Please give a written proposal of why and what will be placed after completing a program registration form.

Placement of Temporary Ground Signs and Banners Banners

In the interest of keeping our campus as attractive as possible and to avoid costly repairs, the following regulations are defined for erecting and removing temporary ground signs, banners, posters and notices on campus facilities and grounds. These regulations are required, not only in consideration of the appearance of the campus, but also to avoid marring or damaging building surfaces, signs, trees, and landscaping. Commercial advertisements are not allowed on campus except in conformity to **Presidential memorandum #80**.

- a. Walkways and campus grounds locations: Temporary ground signs and banners may be placed only at the locations approved in the attached Banner & Temporary Ground Sign Installation procedure. Posters should not be larger than 2' feet by 3' feet. If the poster is larger, it will be up to the discretion of the Associate Director for Student Affairs.

- b. Coordination: Final plans will be submitted to the Office of Student Development & Activities for approval in accordance with these policies. Temporary ground signs and banners may not be attached by any method to trees, shrubs, plantings or any existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting ground signs or banners is also prohibited. Small temporary ground signs (in compliance with the Physical Plant department may be erected by the sponsor of special events, not more than 14 days before the event.
- c. Removal of Temporary Ground Signs: All temporary ground signs or banners must be removed by the sponsor within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired by the sponsor.
- d. Removal of Banners: All banners will be removed by the University Physical Plant Department within 24 hours after the event has taken place. Banners that are torn or disfigured will be removed or the sponsor will pay for the cost to have them repaired.
- e. Violations: Temporary ground signs and banners that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to the SGA; violations by University departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.
- f. Information: Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the student activities center.

Speech Forum for FAU Students, Employees and Off-Campus Groups

Policy Memorandum # 89

Each FAU campus has a University speech forum. These areas may be used for free expression of ideas as long as there is no disruption of the normal operation of the University. For gatherings of more than 50 participants, the applicable campus police department must be notified 72 hours in advance. Mechanical amplification will not be permitted. Speakers who are not FAU students may use the speech for a after they register with the Student Activities and Development Office 72 hours in advance and abide by this policy and all FAU policies and rules.

The following areas are designated as University Speech For a:

| | |
|--------------------------------|--|
| Campus | Speech Forum |
| Downtown/Ft. Lauderdale Campus | North side Patio |
| Davie Campus | Central quadrangle area of the modular units |
| SeaTech Campus | South parking lot |

Catering and Food Procedures

Due to state and local food and beverage laws and Florida Atlantic University policies, no food, beverage, or alcohol from outside sources may be brought on campus without expressed permission of the Office of Student Development and Activities and Environmental Health and Safety Department. You must complete the Temporary Food Service Form each time you plan on having food at your event. The form is available at (<http://uavp.fau.edu/info/ehs/Temp-Food-Service-Application.pdf>) also read the policy.

1. **Steps in Planning Catering** – 1-Fill out a program registration form.
2. **Self Catering** - Student Groups and University Departments are welcome to bring soft-drinks, coffee, juice, etc. and **non-perishable** packaged food items (chips, pretzels, crackers, cookies, etc.), as long as the total value does not exceed \$75.00 or a 30 person limit. For any events where food is donated by a vendor, a completed Event Donation Form (EDF), or a letter from the vendor on company letterhead must be submitted to the Reservations Manager. This

form/letter must include a description of the donated items, a price of the donation, and be signed and dated by both the vendor's manager and the event sponsor.

3. **Outside Catering** - For any events where food is catered by an outside caterer, this caterer must be approved by the vendor's lists. The list is available at <http://uavp.fau.edu/ehs/?div=PublicHealth>. If the vendor wanted is not on the list you must visit (<http://uavp.fau.edu/ehs/>) to get vendor approved.
4. **Clean up**- The sponsoring organization and/or individual will be held responsible for the equipment and its condition. Clean up is the responsibility of the sponsoring organization. Groups will be billed for any missing equipment or additional cleaning. Any organization that brings in food that exceeds the limits, was not donated, or does not have prior approval, will be charged \$25.00 and have reservation privileges suspended for a thirty (30) day period. For the second offense, there will be a \$50.00 charge and reservation privileges suspended for one full semester. Student groups will also be turned over to Student Development and Activities for further disciplinary procedures. Additionally, it is the responsibility of the sponsor to ensure that the room is cleaned at the end of all self-catered events. There will be a clean-up charge of \$15.00 per hour if it is determined that additional cleaning is necessary.
5. **Removal of Food** - Due to health regulations and liability, any food not consumed during the event may not be removed from the serving location and remains the property of the University.
6. **Linen Service** - Linen and table skirts are provided at an extra charge for all service tables and for all dining tables. However, if there is a request for linen on non-food service tables (such as registration tables or head tables) where food will not be served, there will be an additional charge of \$15.00 for linen and \$15.00 for skirting per table. Cloth napkins are \$.50 per person. Specific colors are available at an additional cost. Please allow seven (7) days notice. Head tables or specific table sizes should be specified for the linen order.

FAU Trademark

Student organizations are allowed three options for logo use: 1) use a version of the FAU athletic "Owl" logo that has been adapted for their organization by the publications office, 2) use a version of the University logo that has been adapted for their organization by the publications office, or 3) use an approved mark that does not relate to nor infringe upon existing FAU trademarks.

If a student organization's logo includes an image of an owl, that image must be the official FAU owl, as approved by the publications department. Any existing logos with old owl images may not be used. The student organization must either redesign their logo to include the new owl mark or remove the owl image completely. (Detailed guidelines on how to use the new FAU marks can be found in the Visual Standards Manual at <http://wise.fau.edu/branding/VSTManual.pdf>.)

APPENDIX I

Programming Checklist

Check when completed:

To be completed at least 6-8 weeks before event

_____ Discuss event with advisor (for clubs)

_____ Check dates against Student Development and Activities calendars

- _____ Contact campus security/life safety about security concerns via Associate Director of Student Development and Activities
- _____ Check costs of other event needs (food, etc)
- _____ Receive event approval from Student Development and Activities
- _____ Complete contract if needed, consult Associate Director of Student Government and Activities
- _____ Notify advisor of intent to request contract [for clubs and agencies]
- _____ Develop comprehensive promotion plan
- _____ Place event on campus calendar by completing a Program Registration
- _____ Finalize reservation of facility
- _____ Complete Purchase Requisition, SSI and other forms needed

To be completed at least 4 weeks before event

- _____ Notify the Chief of Staff for staff assistance with event
- _____ Notify Broward Student Government about appropriate events and invite them to the event
- _____ Finalize reservation of rooms, etc
- _____ Finalize reservation of event media / equipment set up needs
- _____ Finalize reservation of event catering needs
- _____ Identify and secure any special needs of performer (parking, directions/map, travel)
- _____ Identify and secure any items for event atmosphere (decorations, plants, candles, etc)
- _____ For trips-reserve vehicle
- _____ Secure trip advisor for any off campus trip
- _____ For trips – Meet with Associate Director of Student Development and Activities
- _____ Reserve tables from Physical Plant
- _____ Drop off copies of promotion for advisor proofing and approval
- _____ Receive approval from campus mail service for mailer distribution
- _____ On campus events purchase Parking Decal for visitor's parking

To be completed at least 3 weeks before event

_____ Receive promo approval from Associate Director of Student Development and Activities

_____ Sign up extra event staff at club meeting (tear down/ set up)

To be completed the week of the event

_____ Verify that artist check is picked up a week before event

_____ Turn in day of show timeline to advisor

To be completed the day of the event

_____ Make sure appropriate personnel are ready for performer

_____ Make sure ser goes up on time

_____ Adjust environment for show (lighting, etc)

_____ Prepare show emcee announcements

To be complete immediately after the event

_____ Make sure appropriate tear down and clean up is happening

_____ Deliver check to performer

_____ Return all equipment and leave facility better than you found it

To be completed at MOST 1 week following the event

_____ Take down old promo

_____ Return all borrowed equipment within one day of event

_____ Complete event evaluation and turn into club secretary and advisor

_____ Send out event thank you notes