

STUDENT ORGANIZATIONS & ACTIVITIES

Planning an Event

Student Organization Meetings, Events & Programs

Registered student organizations (RSOs) and Fraternity & Sorority councils/chapters can use information on this page to find resources, support, guidelines, and policies pertaining to hosting campus events. [Campus Life](https://www.northwestern.edu/studentaffairs/community/students/campus-life.html) (<https://www.northwestern.edu/studentaffairs/community/students/campus-life.html>), advises student organizations to host events accessible to all students, including those who participate remotely.

Information for groups seeking to offer an in-person event experience can find information to get started in the 'Hybrid Events' tab below.

- [Finding a Space](#) ([/#tab-panel1](#))
- [Contracts](#) ([/#tab-panel2](#))
- [Budgeting](#) ([/#tab-panel3](#))
- [Marketing Guidelines](#) ([/#tab-panel4](#))
- [Virtual Events](#) ([/#tab-panel5](#))

Student groups often post their events on Facebook and invite connections to promote their group activities. See [this video about how an officer in a student group can add an event to the Wildcat Connection campus calendar](#) (<https://northwestern.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=d9159963-d430-4d54-8d4d-a92e014af976>).

The [SOA Campus Advertising Guidelines page](#) ([./campus-advertising-guidelines.html](#)), provides a variety of resources for how and where your group can spread the word about your event.

All posters, flyers, leaflets, and other notices must clearly state the name(s) of the sponsoring student(s) and/or organization(s).

- Only members of recognized organizations of the Northwestern community are allowed to publicize events on campus.
- Alcohol and other drugs may not be mentioned or depicted in advertising.
- All advertising must comply with University policies and procedures.
- Violators of the publicity policy may be fined and have their publicity privileges suspended.
- More policies and procedures:
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- [The SOURCE](#) (<http://www.northwestern.edu/campuslife/about-us/source/index.html>), hosts a copy/print program for groups with active SOFO accounts
- [The SOURCE](#) (<http://www.northwestern.edu/campuslife/about-us/source/index.html>), also has a vinyl banner printer with discounted use for student groups.
- [ARTica](#) (<http://www.northwestern.edu/norris/arts-and-recreation/artica/index.html>) in Norris has more design and promotional supplies including bedsheet/painted banners.
- Campus Life manages a database of flags for student organizations to use for their events as well. Fill out a [Flag Request Form](#) ([/flag-services/index.html](#)), to get started.

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