



## Events and Program Planning Guidelines

+ Program Planning Checklist

+ Chalking on Campus

+ Event Security

- Large Events

### Large Events

Rutgers University Division of Student Affairs defines large events as programs with many complex variables regarding event type, attendance size, and facility limitations and use. Factors considered in implementing Large Event policies include:

- Type of Event (concert, dance, fashion show, talent show, party, etc.);
- Day, time, of event as well as University calendar (e.g. Alumni weekend, home football games, Halloween, and other major holidays, etc.);
- Location and event setup;
- History of sponsoring group and performers or act;
- Number of attendees;
- Attendance open or closed to non-University community.

Depending on the scope of the event, the following policies may apply:

## Student Involvement and Leadership

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Student Activities Center (SAC)  
613 George Street  
New Brunswick, NJ 08901  
Phone: [848-932-6978](tel:848-932-6978)  
Fax: [732-932-1080](tel:732-932-1080)  
[osi@echo.rutgers.edu](mailto:osi@echo.rutgers.edu)



### Helpful Links



Guest Policy:

· Rutgers University students, faculty, and staff are limited to one guest and are responsible for their behavior and actions. This responsibility extends to the areas immediately surrounding the event location, both during and after the event. All hosts must register their guests in advance. Guests and hosts must arrive at the event together, present valid ID for admittance, and depart the event together. All guest names are recorded along with the names of Rutgers University hosts.

Metal Detector Policy:

· Metal detectors will be used for large events as deemed appropriate by the scope of the event criteria as assessed by Student Centers'/Recreation/Athletics staff members and Rutgers University Police Department.

Security Policy:

· The Student Centers, in consultation with Rutgers University Police Department, determine security for large events. Depending on event scope determine by the event factors listed above, security may include one police or security officer for cash collections, one police or security officer per 100 attendees, and additional security for metal detectors. Student Center staff may also be required. The sponsoring organization, department, or client is responsible for the cost of police and other staff required for security. Student organizations are required to provide event monitors as specified by the facility. Wristbands or another tracking system may be required.

Ticket Sale Policy:

· Student organizations are encouraged to have advanced ticket sales through SABO (Student Activities Business Office)

Allocations

Student Organization Management Workshops

Commuter Involvement

Organization Officer Materials

getINVOLVED.rutgers.edu Organization Management

Quick Links for Rutgers Student Organization Officers



the event is to take place. Large, outside events are approved on a case by case basis.

+ Off-Campus Events

+ Public Viewing of Films/Movies

+ Raffles & Games of Chance