

Dear Student Leaders & Advisors,

The quality, variety and number of events sponsored by student organizations continues to inspire both the Cornell and Ithaca communities. We look forward to continuing our work together to plan and manage campus programs. Some important changes are coming in the fall that we want you to be aware of so there are absolutely NO SURPRISES! Please be sure to share this message with incoming officers or others within your group.

The changes have the potential of impacting all groups, so please read this entire email, ask questions, and attend the planned forums (May 3, May 5 and May 11; see below). The new practices will apply to you and your group, even if you don't take the time to become informed.

Planning Ahead Is ESSENTIAL - Events Will Be Cancelled Without Proper Planning We don't generally like to start with the "bad news," but we don't want you to quit reading and miss it. Certain events require Event Registration Forms and deadlines will be enforced. Here are some important deadlines:

File Event Registration Forms (ERF). Beginning July 1, ERFs will need to be started no later than four (4) weeks prior to the event; earlier is better! More events require ERFs than you think. And some events that did not require ERFs in the past now need one! Better to file and be safe, not sorry.

Organizers must meet with CUPD regarding security no later than three (3) weeks prior to the event. Even if you think attendance will be lower than the room size or you don't think there will be a protest or you think your event is low key, check in with the police to confirm. It is not an excuse to say, "This event in the past didn't require security" or "This speaker is chill and doesn't want security." The Cornell Police, not past history and not the speaker, makes the decision about security needs.

Organizers must sign a contract for security and pay the security price no later than 1 week prior to the event.

Failure to meet these deadlines will result in the event being cancelled at Cornell University.

Security Costs: predictable and some help from Cornell Now, some good news: security costs have become predictable! Students are sometimes surprised by the need for security, but every good event planner knows this is a critical part of a good event. Having a big crowd? Maybe someone trips and needs medical attention. Having an event that attracts a wide range of people, even if a smaller location? Maybe someone shows up tipsy and gets snarky with another audience member. Or, maybe you know your event has a politician or other type of dignitary and some audience members might be outspoken critics. There are many factors the police consider when assessing security needs: it is up to CUPD (the experts!), not the host of the event, to determine the security needs.

At the request of students, we are starting a "fixed price" system for security. The new system, which goes into effect July 1, gives student groups a sense of what the price for security might be in advance, based on the size of the venue, the type of activity and overall risk. While the chart will help groups predict the security costs, the Cornell Police will be the final decision makers (hence the need to meet with them).

If something does not go to plan and the costs are higher than predicted, Cornell will pick up the first \$1,000 extra; the rest is on the host-group.

Promoting Free Speech and Promoting Safety Some of you may be following the national debate around free speech. While, as a private institution, Cornell doesn't have to follow constitutional requirements about free speech, it has chosen free speech as a core value, articulated in the Campus Code of Conduct.

We have established new protocols that promote both speech and safety. These protocols provide opportunities both for the speech of a speaker and the speech of protesters to that speaker. In a nutshell, in the space with the speaker, we have more robust procedures to ensure the speaker may be heard. Additionally, there will be designated protest spaces to allow the voices of protesters to be heard. More speech; more safety. Mic drop.

We are excited to implement these changes in our event management system because they will result in more organization, productive planning and, ultimately, amazing events and programs. We are aware that there may be questions. Please join us at one of the following three forums to discuss, ask questions, and provide ideas around promotion:

Thursday, May 3 - 5:00 pm - Goldwin Smith G22 Saturday, May 5 - noon – International Lounge Willard Straight Hall
Friday, May 11 - 3:30 pm – Music Room, Willard Straight Hall

In community,

*Mary Beth (MB) Grant, Senior Associate Dean of Students Joe Scaffido, Director of Campus Activities
Co-Chairs of Event Management Planning Team (EMPT)*

You are receiving this message because you are listed as an officer or advisor with a Registered Student Organization at Cornell University.