

Recognized Student Organization Event Protocol and Planning

Student Leadership and Involvement, along with Student Affairs and University partners, is committed to helping all recognized student organizations (RSOs) plan and implement successful programs that enhance the out-of-classroom experience for students at University Park.

All recognized student organizations are required to complete the Event Registration in 25Live, RSO Event Consultation, and the Contracting Process. Processes outlined below may happen concurrently dependent on the scope and timeline of the event process.

Event Scheduling and Registration

The information provided in any RSO's 25Live space reservation is reviewed by staff in the HUB Event Management Office and may prompt additional questions. Student Affairs staff are informed of event registrations that may impact operations based on scale, scope, and historical impacts of similar events. This is meant to inform discussions between Student Affairs staff and student organizations to ensure a successful event and does not impact the event process outlined below. In these instances, RSOs are expected to initiate an RSO Event Consultation.

Events involving guest speakers/performers, student fee allocations, large crowds, explicit material, or other extenuating factors are required to have an additional conversation with Student Leadership & Involvement staff).

Student Organization Officer Training

Student organization officers must complete mandatory training on processes, timelines, and expectations for event planning and management. Details reviewed during the Canvas-based Event Planning and Marketing [training](#) include:

- Role of an event planner
- Meetings and reservations
- Timelines and deadlines
- Events and activities
- Logos and University marks
- Advertising and marketing

Central to this training is a distinct overview of event planning and management timelines. Student organizations are expected to adhere to the following:

Deadline Time	Deadline Type
40 Academic Days*	UPAC Requests are Due
30 Academic Days	Contracts issued for non-UPAC funded events
30 Academic Days	UPPS Staffing Request
10 Academic Days	Contracts returned for University Signature

10 Academic Days	Venue Cancellation
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Additional deadlines to ensure the best opportunity for successful programming:

15 Academic Days	Venue Setup Request
14 Academic Days	OPP work orders for outdoor events
10 Academic Days	Contracts returned for University Signature
4 Academic Days	Paper ticket request submission for day-of sales

Student event planners should refer to information in 25Live or to specific facility managers for deadlines related to venue setup, staffing, or cancellation. *Please note that deadlines are expressed in "academic days," which are defined as days in which class is in-session.*

Failure to adhere to the deadline process may result in the cancellation of an event or the cancellation of other components of an event.

Event Scheduling

An online facility request must be submitted by going to [College Net/25 Live](#).

Event Definition

Processes that refer to "events" use the following criteria to determine a program's status as an event:

- presence of guest speakers, performers, vendors, OR
- the presence of non-students/group-members at the program, OR
- production or technical equipment that requires additional venue setup needs, OR
- an evaluation of requested location or anticipated attendance.

HUB-Robeson Event Requests

If the program is registered for event space in the HUB-Robeson Center, a meeting with the HUB Event Management office must be scheduled at least 15 academic days prior to the event. As student organizations complete the process, the reservation in 25Live will be updated and confirmed by the HUB Events Management office. HUB-Robeson Center event spaces are Alumni Hall, Heritage Hall, Flex Theater, Freeman Auditorium, Lion's Lair and rooms 232, 233, and 304 (depending upon setup).

Outdoor Events

An outdoor event registration in 25Live immediately prompts a consultation with the Outdoor Event Coordinator via the Office of Physical Plant. Work orders for any support or needs outdoors must be submitted 15 academic days prior to the event.

Nonregistered outdoor events can take place in accordance to [AD51](#).

RSO Event Consultation

The RSO Event Consultation process follows a group's 25Live space reservation. The process may involve electronic or in-person communication to advise students on relevant University policies, facility use guidelines, safety and security measures, contract and funding request processes, and event planning best practices.

UPAC Funding

Once the initial RSO Event Consultation meeting is complete, student organizations can submit a request for UPAC funding for their event up to 40 academic days prior to the event date. Funding awards are governed by the [UPAC Handbook](#) which outlines their processes, limitations, and guidelines.

After UPAC funding has been granted, student organizations are to schedule a contract meeting according to the instructions provided in the UPAC allocation letter.

Event Planning Considerations

Contracts

Contracts (University Standard Agreements) must be used whenever an organization/department is requesting a service from a 3rd party vendor (ex: Performer, DJ, Band, Comedian, Lecture, Sound Company) or whenever an organization is selling anything on consignment on Penn State property.

If an event is going to be held off-campus (on non-University property), recognized student organizations cannot use the University Standard Agreement. However, to process payment to the vendor or artist, the organization should have a written agreement between both parties (i.e., an invoice).

All University agreements must be issued at least 30 academic days prior to the program date, unless the organization requests UPAC funds, in which case they need to follow the timeline communicated in the UPAC allocation letter. Details regarding this process can be found below.

Issuing a contract

1. Student organizations must register their event in 25Live.
2. RSOs must schedule a RSO Event Consultation meeting using the link provided in the reservation comments. The Event Consultant will discuss program elements that require a contract and may be able to issue the agreement during that meeting. They may be required to schedule a follow-up meeting with a Contract Advisor if the organization is requesting UPAC funds, needs more information about the contracted services or vendor, or needs to speak with a different advisor.
3. A RSO Event Consultant/Contract Advisor will issue a University Agreement(s).
4. Complete Contract(s). Steps to complete a fully executed contract can be found below.

Completing a contract

1. Sponsor (student organization) emails a copy of the contract to the artist/vendor for signature. During this step, the sponsor will communicate with the vendor/artist that they will need to [register in SIMBA](#) through the Payment Works portal. This step must be completed for the University to successfully process payment for the service provided. The artist/vendor will then scan the signed agreement and e-mail it back to the student organization.
2. Sponsor (student organization) obtains the signature of an officer of the organization (usually the President or Treasurer) on all contracts. The Treasurer must complete and sign the [Payment for](#)

[Services Request Form](#) as [ASA \(Associated Student Activities Office\)](#) will not accept any other signatures. The Treasurer, or authorized delegate, must obtain a Purchase Order from [ASA](#) and have the contract stamped.

3. Sponsor obtains the Facility Manager signature on all contracts. Most often obtained in 125 HUB. If an event reservation is not managed by the HUB, signature needs to be obtained from another building representative (check front of contract for the "Location of Engagement" to determine.) If they are hosting a virtual event on a Penn State Zoom platform, a Facility Manager Signature is not needed.
4. Sponsor obtains the Authorized University Signature on all contracts. To obtain this final signature, the completed contract with all supporting documents (i.e. [Payment for Services Request Form](#), [NEI](#) form, and the Purchase Order from [ASA](#)) must be turned into 209 HUB 10 academic days prior to the event.

Once all signatures are obtained

- One original contract is retained for University records.
- Sponsor is responsible for returning a copy of the original agreement to the artist/vendor.

Important Notes for Contracting Process

- If hosting a virtual event on a PSU virtual platform, the streaming link must be provided when the contract is being turned into 209 HUB.
- If an event is UPAC funded, the student organization must meet with the Event Consultant prior to submitting your budget. If the event will require contracts, notification will be made within your allocation letter to prompt the scheduling of a meeting with a Contract Advisor. Contracts will not be issued prior to funds being secured in the organizations' ASA account.

Event Ticketing

If there are entrance fees associated with the event, student organizations must request tickets via the Student Affairs Marketing and Communication office at no cost if printed tickets will be used. Student organizations also have the option to utilize an online ticketer if the ticketing vendor can remit payment to the student organization's ASA account. Events taking place in athletics or performing arts spaces will be required to utilize the venue's ticketing solution.

Event Security

The need for event security, whether it be University Police and Public Safety (UPPS) sworn officers, auxiliary officers, or approved third-party security service, is based on a number of factors. The primary concern is the safe and successful execution of the event, and the need for and extent of event security will be determined at the sole discretion of the University. Some of the other factors that are considered when making this decision are: history of the event at Penn State, history of similar events at other institutions, number in attendance, guests in attendance, venue, and type of event.

- Security costs are determined by UPPS and based on the factors listed above
- UPAC covers standard security costs for events that it funds
- UPAC does not cover security costs for expected demonstrations and other disruptions

- If University policy AD02A applies to the event, costs for security may be passed on to the speaker or sponsoring third party

Event security decisions are made through a consultative process involving UPPS, facility/venue staff, the sponsoring organization, and Student Affairs following the submission of the UPPS Event Request Form 30 academic days in advance of the event. Representatives from the sponsoring organization may be required to meet and/or walk through event details to aid in security determinations. Members of the sponsoring organization will have primary responsibility for event security and security-adjacent tasks like ticket taking, ushering, and audience relations.

The University encourages persons engaging in expressive activity to demonstrate civility, concern for the safety of persons and property, and respect for University activities and for those who may disagree with their message. All persons engaging in expressive activity on University property must comply with University policies.

The right to speak is not a right to speak at any time, at any place, and in any manner that a person wishes. Public colleges and universities have the right to set reasonable time, place, and manner restrictions on the use of their campus facilities to maintain campus safety and prevent material and substantial disruption of the functioning of the universities or infringement on the rights of others. This means that The Pennsylvania State University can delineate the “when, where, and how” of free-speech activities, if it is applied in a content neutral way (in other words, it must apply to all speech, no matter how favored or disfavored) and it leaves ample opportunity for speech in alternative areas or forums.

The University’s time, place, and manner restrictions take into account, among other considerations: environmental, health, and safety concerns; wear and tear on facilities or outdoor spaces; the direct and indirect costs to the institution; appropriateness of the event to the specific facility/outdoor space and the specific building/outdoor use policies; and the overall impact of the event on the campus community, surrounding neighborhoods, and the general public.

For more information about time, place, and manner restrictions, please reference University Policy [AD51](#).

Advertisement and Marketing

Student organizations can advertise their registered event across campus in the following ways:

Fliers

Fliers on general purpose bulletin boards around campus are permitted.

Poster Printing and Display

Student organizations are eligible to print one large (24”x36”) or two medium (18”x24”) posters per event registered in 25Live via the Student Affairs Communications and Marketing office. Student organizations can also order additional posters at a discounted ASA rate.

Student organizations can also reserve a HUB poster space by reserving a HUB poster resource in 25Live at no cost. Any poster placed in a reserved stand that becomes damaged is entitled to one free reprint; additional reprints beyond the initial are billed at the ASA discounted rate to the requesting organization.

Digital Advertising

Student organizations can place advertisements in the HUB Toilet Paper, Elevator Pitch and digital screen displays at no cost using the submission form (subject to availability).

Calendaring

Events funded by UPAC are automatically added to the UPAC calendar. Calendar resources are available for reservation in 25Live for student organizations to select and add. Approval for calendaring is subject to the approval for each calendar.

OrgCentral

Recognized student organizations can use the OrgCentral event tools to create online event pages that can be used to promote and manage events. Event pages can be made public or private with RSVP and other features that can help an organization understand who is planning to attend their event.

Tabling

Student organizations can reserve a table space in the HUB using 25Live.

Resources

- [President Neeli Bendapudi on the value of free speech](#) (VIDEO)
- [Entertainment Contract Guide](#)
- [AD51: Use of Outdoor Areas for Expressive Activities](#)
- <https://policies.psu.edu/policies/ad103>
- <https://policies.psu.edu/policies/ad104>
- [HUB-Robeson Center Policies & Forms](#)
- <https://www.police.psu.edu/event-form>
- [Penn State Free Speech Q&A](#)