**Event Management Plan: General Activities**

Please put “N/A” next to any line items that do not apply to your activity.

Organization Name:

Activity Name:

Activity Type:

Event Location:

Activity Layout

* Primary entrance:
* Primary exit:
* Are there any secondary entrances or exits? (if yes please list):
* What areas of the space are off limits to guests and during the event?
* How will those spaces be restricted?
* Which doors will be monitored?
* How will those spaces be restricted?
* What happens if a guest violates those restrictions (ex. Goes backstage, in dressing rooms, etc.)?

Activity Attendance:

* Who is your intended audience?
* Are off campus guests attending? If so, who and how will they be participating?
* Is your activity attendance restricted? If so, to who?
* What precautions are you taking to ensure attendees are not drinking alcohol during the event? What will you do if this is discovered?

Entrance Procedure

* How many event managers are working the door of your event? Who are they?
* How are you tracking attendance (tickets, clickers, CCC Check-in, etc)?

During/After an Event:

* Who are your event managers? (if you have more than 5, please put a star next to the names of 5 event managers who will be the head event managers)
* What are the expectations of your event managers?
* Do you assign roles to each of your event managers for the evening? What are they? Who is in what role?

COVID-19 Risk Management

* All event attendees will be required to comply with university guidelines on masking, eating and drinking.

Money Management

* Sale of items, outside of tickets and Shops @ Wilco, is prohibited. Any other exceptions would need to be approved prior to the event.
* All tickets from CCC will go through the appropriate channels for our organization to receive the funds in our SOFO account, if tickets are being sold.
* All same-day ticket sales will be accounted for through the appropriate channels for our organization to receive the funds in our SOFO account, if tickets are being sold.

Agreement:

There will be sufficient number of event monitors for the space we are in (ex: at the entrances, exits, and in places where doors need to be monitored).

We will use the university ticket system for all ticketing needs, if applicable and will follow all cash box policies if we are handling cash.

We will follow all current university COVID policies and procedures.

We are aware of venue fire capacity limits and will not exceed those limits.

This event has been fully registered and approved by the university.

Public Safety is aware of our event and will be monitoring, if necessary.

Any vendors we are using have been fully contracted and are fully insured.

We are aware of the fire exits of the area.

We will have the agreed upon amount of event managers required for our venue.

We will make an announcement pre-event about emergency exit locations.

Example of pre-event announcement: ““Welcome to the Sidewalk Studio Theatre’s production of **Milk and Cookies** by Jonathan Dorf. At this time, please turn off or silence any cell phones or electronic devices and refrain from texting and talking. There will be one fifteen-minute intermission during our show. In case of an emergency, please exit through the door through which you entered, or through the (SAY THE EMERGENCY EXIT LOCATION OF THE VENUE). Thank you, and enjoy the show!”