



FSPS EVENT PLANNING GUIDE

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This Event Planning Guide will help aid fraternities and sororities at the University of Oklahoma in planning safe and compliant events as Registered Student Organizations (RSOs). This document should be used when planning any event regardless of location. For questions or support, contact your [FSPS Chapter Coach](#).

Organizational Events

Before planning an event, it is important to take the time to identify what can be classified as an organizational event. Organizations, including fraternities and sororities, are made up of individuals who have connections with each other regardless of their organizational membership. This can blur the line between what is classified as an organizational event versus an independent event or individual action. Using the points below, chapters should assess their events and plans to ensure policy compliance. In addition, event organizers should consult with chapter advisors and international/national organization to ensure compliance with any policies from at the international/national level.

To determine if an event is classified as an "organization event," members should review the following points:

- **Funding.** The event is funded or sponsored, in part or whole, by the University and/or the RSO.
- **Location.** The event is hosted at or on University and/or RSO-managed property, facilities, or spaces (owned, controlled, leased, rented, or reserved by either the University and/or the RSO).
- **Promotion.** The event is promoted by the RSO through any official RSO communication channel (announcements, websites, newsletters, social media, at meetings, flyers/posters/graphics, and any other medium that identifies the event as being connected to the RSO and/or the University).
- **Coordination.** The event is hosted, coordinated, and/or facilitated by the RSO, its leaders, alumni, members, or representatives.

Students can use these guiding questions to determine if the event could be considered an organizational event:

- *What is the event's purpose? Does it relate to the purpose, mission, or aims of my student organization?*
- *Is the leadership of my organization aware of this event or helping carry it out?*
- *Who will attend this event and why will they attend it?*
- *Was it financed in any way by the organization or organization members?*
- *How was the event advertised, promoted or communicated?*
- *Would a reasonable outside observer or the media associate this event with my organization?*
- *Does the event meet the requirements to be considered an organizational event by my national/international organization?*

Registering An Event

All events hosted by a Registered Student Organization (RSO) at the University of Oklahoma should be registered using [ENGAGE](#). Events should be registered using the "events" tab of your organization's ENGAGE portal. If you do not have administrative access to register an event, contact your [Chapter Coach](#) for support.

The event registration form on ENGAGE uses logic to ensure your organization is completing all the necessary university forms for compliance. **All event forms required by OU are built into this single form.** Depending on the type of event, none, some, or all of the below forms might be prompted through the event registration process:

- [Special Events Request Form \(SERF\)](#)
 - **Pro tip:** Special Events are considered high risk and require 15 days minimum approval time. If your event could be considered a "special event" by the University, you'll want to make sure you are completing

your event registration 15 days in advance. "Special Events" are events happening on-campus with the following scenarios:

- Third parties (A third party is defined as any non-OU entity that will be on campus for the event, including a vendor, sponsor, or someone contracted to do work on campus for the event)
 - **Pro tip:** A certificate of insurance (COI) will be an item you'll need from the vendor to complete this form. Asking for that on the front-end will save you time!
 - Contracts
 - Large structures or inflatables
 - Animals
 - An outdoor tent larger than 10'x10'
 - Any other risk factors like large event attendance, minors on campus, closure of streets, etc.
- Alcohol Event Registration Form
 - Student Travel Registration Form

Any RSO event must be registered no later than five (5) business days prior to the event. (With the exception of Special Events, which must be registered fifteen (15) days in advance).

Steps to Register an Event

1. Visit your organization's portal on [ENGAGE](#) and click "Events."
2. Click "Create Event" button to begin event registration process.
3. Follow the guided module to enter event information. Use the listing below to gather all information prior to beginning the form (although it will save your progress if you need to revisit it later).
4. Review event submission and be sure to select "Submit" on the final page of the form.

Page 1 | Basic Details

- Event name
- Event categories
- Event description
 - **Pro tip:** This is where event organizers should explain the purpose of the event. The event description is public after the event is approved.
- Co-hosting organizations (required for co-hosted events)
 - **Pro tip:** Co-host with [What To Do](#) for additional traction for a public event
- Event time and place
- Event visibility
 - **Pro tip:** marking the correct visibility can help you control a guest list or event attendance

Pages 2 – 3 | Additional Settings

- The items on pages 2 and 3 of the event registration process are not required. Users are able to further customize their event or add post-event feedback options if they so choose.

Page 4 | Event Photo

- Upload a cover photo for your event
 - **Pro tip:** image should be horizontal in orientation and sized to 1300px by 780px. JPG or PNG files are best.

Pages 5 – 9 | Additional Event Information

- RSOs should choose "OU Registered Student Organization" option for event type
 - **Pro tip:** using the links in the RSO Intro Page will help you with items like reserving an event space, using the RSO Purchasing Guide, and more
- Choose whether your event will be held on or off campus
 - **Pro tip:** fraternity and sorority chapter facilities are considered "off campus"
- Event Type (choose all that apply)
 - General meeting / tabling
 - Recruiting new members and/or event is for new members
 - Guest speaker / performer / performing group
 - Social event / date party

- Philanthropy / fundraiser
- Alcohol will be present
 - **Pro tip:** this option must be selected for any event with alcohol. Not properly registering events with alcohol is a violation of the [Student Alcohol Policy](#).
- Virtual event
- Estimated attendance of event
- Will the RSO faculty/staff advisor be present at the event?
 - **Pro tip:** having an advisor present is **required** for Open Socials and events with alcohol.
- Greek governing council affiliation (AC, IFC, MGC, NPHC, PAN)

Page 10 | Risk Assessment

- This page allows the user to conduct a comprehensive risk assessment for this event. The event planner should complete this page thoroughly. Items include:
 - **Physical risks** – involve potential harms to the physical body like food, alcohol, and dangerous environmental conditions
 - **Reputational risks** – include anything that could reflect poorly on your organization, its members, or the University of Oklahoma.
 - **Emotional risks** – pertain to the thoughts and feelings of the organization's members, participants or attendees, and any other constituents of the event or activity
 - **Financial risks** – involve both the budget for the specific event and the overall financial health of the organization
 - **Facilities risks** – include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants
- **Pro tip:** Keep a list of each box you select to ensure your event is in compliance before, during, and after your event. As the event planner, it is your responsibility to ensure these risk items are properly planned for and mitigated.

Page 11 | Off-Campus Events

- **Pro tip:** the items on the page trigger the appropriate forms for off-campus travel events. Types of events that require a registration form include (traveling formals, conferences, any meeting or event happening more than 50 miles from Norman)
 - Will this event be more than 50 miles from the OU Norman campus?
 - Will this event involve an overnight stay off-campus?
 - **Pro tip:** a linked liability waiver is provided in this form for all participants to complete to help protect your organization. In addition, organizers should have a list of attendees and list of emergency contacts in the event something happens while away.
 - Will this event involve international travel by any student participants?

Page 12 | Final Page

- Review whether your event meets the requirements to be considered an “Open Social”

For more support or questions, visit the webpage for student organization resources [here](#). It is recommended that the event planner for your organization is the officer to complete the event registration form.

What Should be Registered?

When thinking about the types of events that should be registered, organizations can use this non-exhaustive list:

- Philanthropic events or programs
- Social programs (date parties, swaps, events with or without alcohol)
- Any kind of RSO travel (regional and/or national conferences, out of state formals, etc.)
- Recruitment events
- Performances, guest speakers, or other open/public events
- Awareness weeks, educational programs, or tabling events
- Co-programed events with other RSOs or community organizations
- Any other RSO event you would like publicized to the larger campus community

Event Planning Support

Planning an event for your organization is an important job that comes with responsibility and liability. Planning ahead for your event will help keep attendees safe and your event in compliance with local and university policies.

Risk Mitigation and Safety Planning

Planning ahead for risk factors at your event should be at the top of your to-do list. It is important to identify all potential risks associated with your event so you can plan ahead for them. Risks include:

- **Physical risks** – involve potential harms to the physical body like food, alcohol, and dangerous environmental conditions
- **Reputational risks** – include anything that could reflect poorly on your organization, its members, or the University of Oklahoma.
- **Emotional risks** – pertain to the thoughts and feelings of the organization's members, participants or attendees, and any other constituents of the event or activity
- **Financial risks** - involve both the budget for the specific event and the overall financial health of the organization
- **Facilities risks** - include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants

Sharing your risk management and safety plans with event attendees and your entire membership is a necessary part of planning for a safe and compliant event.

Financial Considerations

Events sponsored by organization funds are considered "organization events." It is recommended to build a budget prior to your event to ensure you are not overspending. Registered Student Organizations who have been allocated Student Government Association (SGA) funds can use allocated funds for event expenses. To view what expenses are allowable, check out the [RSO Purchasing Guide](#).

Organizational Contracts

Your event might require a contract from a third-party vendor. Like any legal document, it's important to understand what you are signing before signing the document. It is encouraged to have your organization's legal expert review any contract prior to it being signed. [Student Legal Services](#) is a free limited-scope legal consultation service offered to students at OU. This is a free option for students as needed.

Post Event Items

What you do after your event is just as important as what you do before. Below are a list of items for consideration to add to your post-event check list:

- **Leave the space better than you found it.** Make sure you have a plan for event clean up and leave the space clean and tidy. Planning ahead for your clean-up plan will help it move quickly and efficiently.
- **Set up a debrief meeting.** Talking through the event and lessons learned with the core planning team will help the team in the future. Taking notes to include in an officer binder or transition notes file will help the next officer in their planning.
- **Balance budget and ensure payments have been made.** Revisit your budget and ensure all payments have been sent and the budget is finalized. This will help with future budgeting for a similar event.

Please note that this document is designed to aid Greek organizations in planning events. This document does not take the place of any forms or policies. The University Event Registration Process on ENGAGE will have the most updated forms and information.