



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Student Organization Complex Event Advising Process 2010-2011

Student Organizations at Virginia Commonwealth University that are planning programs that are defined as **Complex Events** are required to receive specialized advising from a team of event advisors including the Student Events Planner, the Complex Event Advisor, the Technical Services Supervisor and the Fiscal Account Specialist assigned to the organization. The following is the process by which Complex Events will be advised to ensure the success of the event, the safety of property, and the financial management of the event.

Complex Event Definition:

When any combination of the following are present, or at the discretion of the Student Events Planner, a student organization event will be defined as **complex** when:

- More than 100 people are expected to be in attendance, or have historically been in attendance at the program
- Contracted services (Performance Contract, Independent Contractor Agreement, etc.)
- Ticketed events
- Police and/or Security request or requirement
- Audio Visual support requested
- Alcohol will be present at the event
- Event Title includes: Social, Festival, Carnival, Dance, Fashion Show, Pageant, Auction, "Week", Open Mic, Concert, or Culture Show.

Complex Event Planning Calendar:

Each year USC&A will establish a Complex Event Planning Calendar for the following year. This calendar will include all dates for establishing and entering Complex Events into EMS, the Complex Event Advising schedule, and all other dates related to the process. This calendar will be maintained on the USC&A Event and Conference Services and Student Programming webpages.

Complex Event Advisors

Complex Event Advisors will be established at the beginning of each Complex Event planning cycle. This list will be made available to USC&A staff, related student organizations and faculty advisors.

Event Advising Process:

1. The student organization plans a calendar of events and determines if it is going to hold a Complex Event in the academic year. If the group determines that they are planning a Complex Event or any event that might be determined to be a Complex Event, the organizations leadership is REQUIRED to participate in the **Complex Event Planning Workshop**. This workshop will be offered during the Student Organization Officer Training and during the fall and spring semesters as needed.