

**ON-CAMPUS EVENT
TRAINING FOR STUDENT
ORGANIZATIONS**

**PRESENTED BY THE
OFFICE OF STUDENT INVOLVEMENT**

WELCOME!

As was announced in the 7/15 edition of Newslines, DePaul created guidelines for on campus events and activities as Chicago is now firmly in Phase 4 for reopening. In supplement to those guidelines, Student Involvement has developed an In-Person Events Plan that will guide on-campus experiences. Student organizations will be expected to abide by DePaul's guidelines.

In this training, you will learn about the adjusted process for reserving space on campus, recommendations for planning events, resources available, and more. At the conclusion of this training, you will be asked to verify your participation. This verification is required before you will be able to reserve spaces on campus.

AVAILABLE SPACES FOR MEETINGS & EVENTS

- Student organizations are encouraged to continue to meet virtually to maximize accessibility for their members. Student Involvement has a number of resources to assist with creating virtual meeting agendas, facilitating ice breakers, and more. These resources can be found at go.depaul.edu/campuslife under resources.
- Any student organization looking to have an in person meeting or event will be required to complete the On-Campus Event Training for Student Organizations (this training).

AVAILABLE SPACES FOR MEETINGS & EVENTS (CONT.)

- For those organizations that meet in person, there are a number of changes with reservable spaces. Some of these changes include:
 - Any in person event or meeting needs the Phase 4 Event Application completed at least five days before the scheduled event. Events may not take place unless the Phase 4 Event Application request has been approved. The form can be found at go.depaul.edu/phase4event.
 - All spaces- including the Student Center and the DePaul Center- have a significantly reduced capacity. If spaces are available for reservation, they typically have at least a third of their traditional capacity or less. Please verify the capacity for your space when making your reservation.
 - Some spaces- including all academic spaces- are unavailable for reservations at the return of the school year.
 - *Additional changes on next slide*

AVAILABLE SPACES FOR MEETINGS & EVENTS (CONT.)

- Changes to Space (continued)
 - All Student Center meeting requests will be canceled and will need to be rebooked by student organizations. Prior to 9/30, student organizations will be allowed to make two meeting reservations for anytime throughout the fall quarter to allow all organizations the opportunity to reserve space. On 10/1, all remaining spaces will become available for reservation.
 - The Student Center space reservation process will continue to be managed via the EMS reservation system.
 - Any indoor, in-person event is limited to 50 people per City of Chicago Phase 4 reopening guidelines. Physical distancing should still be practiced in these venues.

AVAILABLE SPACES FOR MEETINGS & EVENTS (CONT.)

- For in-person meetings, the following guidelines will be in place:
 - All meeting attendees are required to wear masks for the duration of their meeting.
 - Singing and dancing groups will not be able to meet in the Student Center. These organizations are encouraged to meet virtually or outdoors and increase physical distancing.
- If organizations decide to meet outdoors, meetings and gatherings should still practice physical distancing and have attendees stay at least six feet apart from one another.

AVAILABLE SPACES FOR MEETINGS & EVENTS (CONT.)

- Additionally, student organizations are encouraged to consider the following:
 - Virtual gatherings remove barriers for participation.
 - There are a number of digital resources available to assist with your virtual gathering needs. (ex. - Zoom, Google Hangout, UberConference, Microsoft Teams, Skype)
 - Outdoor experiences (events and other gatherings) are strongly encouraged.
 - Remember to keep your distance (6 feet apart), wear a mask, and utilize hand sanitizer if restroom facilities are not available to wash your hands.
 - Outdoor event capacity of no more than 100 (per Chicago's Phase 4 of Reopening Plan)
 - In-person space availability will be limited.
 - Student organizations should consider meeting with Student Center staff to ensure that all guidelines and safety precautions are being met. Virtual consultations are available.

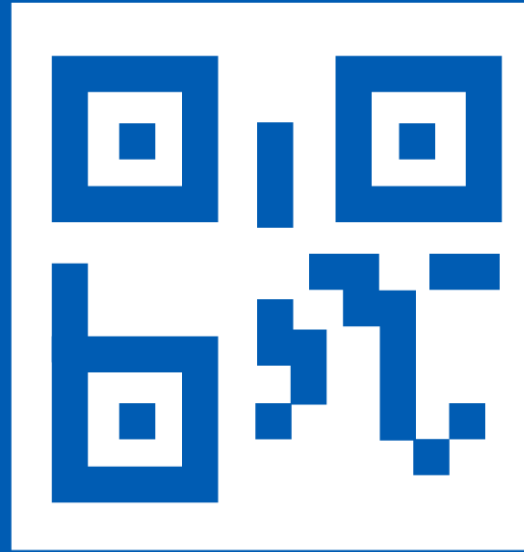
RESERVING STUDENT CENTERS SPACES

- The reservation systems for the Lincoln Park Student Center and Loop DePaul Center remain the same. As previously noted, student organizations are required to complete the Phase 4 Event Application prior to reserving a space.
- Student organizations can find out more about the reservation process by visiting the [Student Centers website](#).

OUR IN-PERSON EVENTS PLAN

**MAKING THE SAFETY OF OUR STUDENTS, STAFF,
FACULTY, AND VOLUNTEERS A PRIORITY.**

1



CONTACTLESS EVENT CHECK-IN

DePaul has developed a contactless check-in procedure for events. When attending an event, you will utilize your smart phone to check in via a QR code.

CONTACTLESS EVENT CHECK-IN

- All on-campus events are required to maintain an attendee list through DeHub in the event the list is needed for contact tracing.
- To promote physical distancing, event organizers should utilize contactless event check-in. Please watch the instructional video on the next slide or [click here](#) to learn more about how to manage Contactless Event Check-In.
- Using the QR code feature will be the ideal format for conducting Check-In, as the code can be scanned at a distance.

**INSTRUCTIONS FOR
CONTACTLESS EVENT
CHECK-IN**

DEPAUL UNIVERSITY
OFFICE OF STUDENT INVOLVEMENT
INVOLVEMENT@DEPAUL.EDU

Click [here](#) to watch the Contactless Event Check-In Video.

RESOURCES AVAILABLE TO ASSIST

- The following resources are available for check out from the Office of Student Involvement to assist with contactless event check-in:
 - PVC plastic signage to instruct attendees on the process for contactless event check in.
 - Swipers for use for those who cannot utilize the contactless event check in process.
 - Easels to display the signage.
- Find the form to request these supplies [here](#).

2



PHYSICAL DISTANCING

Departments at DePaul are developing events that minimize movement and promote physical distancing. We will be reducing capacity at events to ensure attendees can attend at a safe distance. If a queue is needed for an event, lines will be managed digitally.

PHYSICAL DISTANCING DESIGN PRINCIPLES

- When designing your event, there are a few design principles to keep in mind:
 - Events should be designed to minimize movement. Events like movie nights, outdoor coffeehouse performers, and speakers are good because attendees are able to sit in one space for an extended period of time. You should avoid activities that involve rewards for visiting multiple stations.
 - Seating or designated standing areas for attendees should be marked at least six feet away from each other.
 - If you have multiple performers, you should ensure that the mic being used does not require a speaker's mouth to be on it in order to be effective.
 - If you are having a give away, consider how you can distribute the item without the need to make direct contact with attendees.

PHYSICAL DISTANCING DESIGN PRINCIPLES

- If you are designing an event that does have participants move through it, there are some additional proactive steps you can take to promote physical distancing.
 - Consider the flow of traffic during your event. Does it make sense to have one single point for entry and a different point for exit? Do you need arrows to manage flow of attendees?
 - Consider placing markers on the ground to designate how far six feet is for attendees to stay apart from each other.
- If your event has items that need to be used to participate (IE: mini golf course with putters and balls, Frisbee golf with Frisbees, etc.), ensure that you have a plan for disinfecting items between use for attendees).

SAMPLE VENUE LAYOUTS

- Need a head start on designing a physically distant event? The Student Center and Office of Student Involvement have created sample layouts that can be used as you design your event.
- To download sample layouts, please visit go.depaul.edu/campuslife. Sample layouts can be found under the Resources tab.

VIRTUAL QUEUE

- If you are anticipating more than 50 people will show up for your event, you should preemptively set up a virtual queue. A virtual queue will allow attendees to provide contact information and then be notified when they are able to attend your event.
- [WaitWhile](#) is a quick and easy way to manage a virtual queue. The free version of the software allows you to waitlist 100 guest per month. If you are anticipating a need that would exceed the free version, please reach out to Student Involvement at involvement@depaul.edu.
- The WaitWhile Tutorial video can be seen [here](#).

RESOURCES AVAILABLE TO ASSIST

- The following resources are available for check out from the Office of Student Involvement to assist with creating a physically distant event:
 - 50 rubber dots to designate physically distant markers for event attendees.
 - Tape measurers.
- Find the form to request these supplies [here](#).

3



SANITIZER STATIONS

Sanitizer stations will be placed throughout all events.

SANITIZING STATIONS

- For indoor events and gatherings, sanitizer stations will be placed throughout building and large gathering rooms. Facility Operations has created 700+ sanitizer stations that will be available throughout all DePaul facilities.
- For outdoor events, organizations and offices have the opportunity to reserve a sanitizer station through Student Involvement. The sanitizer station will be on a dolly and organizations are responsible for ensuring the station is returned at the conclusion of their event.

RESOURCES AVAILABLE TO ASSIST

- Student organizations are able to reserve a sanitizer station to bring to outdoor events at Lincoln Park. The only reservable outdoor space in the Loop is the 11th Floor Patio, and sanitizer stations will be placed near that venue.
- Find the form to request the sanitizer station [here](#).

4



MASKS & FACE COVERINGS

Event attendees will be required to wear a mask or face covering while attending a DePaul event- either indoors or outdoors.

MASKS & FACE COVERINGS

- Masks and face coverings are required both in buildings and in outdoors facilities at DePaul University. There are no exceptions to this mandate.
 - If you bring an external vendor or performer to campus, they will be required to wear a mask as well.
- If an event attendee does not have a mask, they can pick one up from the following locations:
 - Lincoln Park – Public Safety (Centennial Hall) or Lincoln Park Student Center Welcome Desk
 - Loop – Any welcome desk
- If an event attendees shows up without a mask, the organizer should tell the attendee where they can pick one up. If event organizers continue to have an event attendee that defies this mandate, they should call Public Safety to provide support.

RESOURCES AVAILABLE TO ASSIST

- The following resources are available for check out from the Office of Student Involvement to remind event attendees to wear a mask or face covering:
 - PVC plastic signage to remind attendees to wear their mask or face covering
 - Easels to display the signage
- Find the form to request these supplies [here](#).

5



SANITIZING

We will use approved sanitizer to spray down areas of our events before, during, and after all events. When bring an external vendor to campus to assist with an event, we will ensure their health and safety measures align with the strict guidelines established by DePaul.

SANITIZING AT EVENTS

- Prior to your event, your organization should consider what the sanitization plan will be throughout the event. There are a few models that you can consider:
 - Ask attendees to sanitize their stations before and after use.
 - Designate volunteers to wipe down stations when an attendee leaves their designated spot.
 - Regularly schedule sanitizing breaks throughout your event (IE: every 15-30 minutes).
 - Take a station or table offline following use from a participant.
- Sanitizer should be included as an event expense when planning for an event on campus. Sanitizer should be at least 60% alcohol.

6



SIGNAGE

Additional signage reminding participants about physical distancing, hand sanitizing, and more will be placed throughout all event venues.

SIGNAGE RESOURCE KIT

- Signage is essential at your event. It can remind attendees about physical distancing standards and wearing face coverings; but also can be used to help with the flow of traffic at your event.
- You can download pre-made signs from the Signage Resource Kit [here](#).



RESOURCES AVAILABLE TO ASSIST

- As noted, there will be some PVC reusable plastic signs for contactless event check-in, masks, physical distancing, and more.
- Student organizations can continue to print oversized posters through Student Involvement. The request process will include an option to have your poster stapled to a foam board if needed. You can submit a request for oversized printing and see pricing [here](#).
- Find the form to request these supplies [here](#).

7



FOOD & DRINKS

All food and drinks will be individually packaged/sealed for attendees at events.

FOOD AT EVENTS & MEETINGS

Upon reopening, the following changes will be in place surrounding food for student organizations events and meetings.

- The exemption surrounding purchasing or bringing food from an off campus vendor will be suspended. Any food provided at a meeting or event must be catered through Chartwells.
- Food provided through Chartwells should be individually wrapped or packaged.
- Pepsi and popcorn machine requests through the Office of Student Involvement will be suspended.
- Bake sales at promo tables are suspended.

To coordinate catering through Chartwells, please visit depaul.catertrax.com.

ADDITIONAL THINGS TO KNOW

PROMO TABLES

- Upon reopening, indoor promo tables will be suspended in the Lincoln Park Student Center and the Loop DePaul Center. In lieu of an in person table, departments and registered student organizations will be able to feature their organization on the media cart with promotional videos and graphics.
- Beginning August 16, DePaul departments and registered student organizations will be able to reserve promo tables on the Lincoln Park Quad. There will be a two table maximum and organizations are required to stay within the designated promo table area.
- External vendor table reservations are temporarily suspended.
- For more information or to request a table or media cart, please visit go.depaul.edu/campuslife.

ORG PURCHASING

- **Direct Purchasing**

- OSI has a number of tax-exempt accounts already in place and can do direct online purchasing for supplies for your organization from vendors such as Amazon, Target, Walmart, Party City, and more.
- Contact the OSI Coordinator, Franco Sambataro-FSambata@depaul.edu, to schedule a virtual appointment.

- **Reimbursements**

- Request a reimbursement through the [Payment Processing Form](#)
 - Must be completed within 30 days of purchase.
 - Save fully paid receipts
 - Do not use cash sharing apps such as Venmo, Cash App, etc. Reimbursements cannot be processed if payment is made through these forms.

ORG PURCHASING

Contracts

- Students must NOT sign contracts themselves. This agreement must be completed by the performer/vendor, and then uploaded by the student organization.
- Contracts should be uploaded to the [Contact Submission Form](#).
[Vendor Agreement](#) (i.e. venues, inflatables, catering)
[Performance Agreement](#) (i.e. D.J., speaker, musician)
- **Contract Submission must be complete 21 days prior to event!**

Invoices

- Invoices should be uploaded to the [Payment Processing Form](#)
- Submit the unpaid invoice and any additional documents provided by vendor.

AVAILABLE RESOURCES

DeHub Resources

- Continue to promote your events to the DePaul community by adding your events to DeHub via your group's DeHub page.
- Share about your events with group members and other students via DeHub using the [newsletter](#) or [email](#) feature.

Additional Registration Steps

- Alcohol Permission Request Form
 - This form is a required step prior to hosting an event where alcohol will be present. There is both an [on-campus](#) and [off-campus](#) request on OSI's DeHub page.
- Guest Speaker Request Form
 - If your student organization is considering hosting a guest speaker during the Fall Quarter, please reach out to involvement@depaul.edu.

FRATERNITY AND SORORITY LIFE POLICIES

Fraternity and Sorority Life has an addendum to this training that specifically applies to groups in the community. Leaders from Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council will need to certify that they read these supplemental guidelines, which can be found after the “Questions?” slide in this training.

SPIRITUAL AND RELIGIOUS GROUP POLICIES

The Division of Mission and Ministry has an addendum to this training that specifically applies to groups in the community. Leaders from the spiritual and religious category will need to certify that they read these supplemental guidelines, which can be found after the “Questions?” and Fraternity and Sorority Life Policies slides in this training.

COMPLETION CERTIFICATION

REQUIRED FOR STUDENT LEADERS

Upon review of this training, student organization leaders are asked to verify that they have completely reviewed the document.

[You can certify completion of the training here.](#)

QUESTIONS?

**HAVE ADDITIONAL QUESTIONS?
NEED ASSISTANCE DEVELOPING YOUR
IN-PERSON EVENT PLAN?**

**EMAIL US AT
INVOLVEMENT@DEPAUL.EDU
TO CONNECT WITH A STAFF
MEMBER TO ASSIST.**

FRATERNITY AND SORORITY LIFE POLICIES

Fraternity and Sorority Life wants to see that your event is congruent with the values and mission of our Catholic, Vincentian institution, the mission and vision of your organization, and that reasonable measures have been taken to reduce risk related to the event. Some events may require the students involved in planning to meet with multiple campus constituents to help ensure that the event is well-planned. In addition to the general outlines for student organization in-person, on-campus events, fraternities and sororities must follow the following policies.

FRATERNITY AND SORORITY LIFE POLICIES

All events, activities, and meetings planned by fraternities and sororities, whether on or off campus, must be registered through DeHub at least **2 weeks prior to the event.**

Just because an event is submitted in DeHub **does not** mean that the event is approved. The event needs to be approved by Fraternity and Sorority Life and confirmation is sent via email to the event requestor.

The content on this slide only applies to student organizations that are part of fraternity & sorority life. If you are unsure if your organization is categorized in this group, please email involvement@depaul.edu.

FRATERNITY AND SORORITY LIFE POLICIES

- Failure to register events or hosting events that have not been approved will be penalized following the below procedure:
 - 1) After the first failure to register an event a written warning will be issued to the Chapter President and the President must meet with their respective council advisor within 1 week of the notification.
 - 2) After the second failure to register an event a written notification will be given to the Chapter President and Chapter Advisor and all subsequent space reservations on campus will be cancelled for the remainder of the quarter. Space reservations on campus may resume the following quarter.

*During the COVID-19 Pandemic these penalties will occur for in-person events only.

The content on this slide only applies to student organizations that are part of fraternity & sorority life. If you are unsure if your organization is categorized in this group, please email involvement@depaul.edu.

FRATERNITY AND SORORITY LIFE

If you have any questions or concerns, please contact your respective council advisor in Fraternity and Sorority Life and we will be more than happy to assist you with event registration.

Pierrie Jefferson

Interfraternity Council (IFC)

National Pan-Hellenic Council
(NPHC)

pjeffer1@depaul.edu

Mary Osbourne

Multicultural Greek Council (MGC)

Panhellenic Council (PHC)

Mosbour1@depaul.edu

The content on this slide only applies to student organizations that are part of fraternity & sorority life. If you are unsure if your organization is categorized in this group, please email involvement@depaul.edu.

SPIRITUAL AND RELIGIOUS GROUP POLICIES

All registered Student Religious Organizations are required to contact the group's DMM advisor to inform them of in-person meetings. Also, registered Student Religious Organizations may reserve the Lincoln Park Interfaith Sacred Space (ISS) for prayer, study, or reflection (singing, dancing, eating, drinking are all prohibited). All distancing and capacity regulations must be adhered to in the ISS and each participant—both before and after an event-- must wipe down chairs, tables, door handles, light switches or other items with cleaning items provided by the university. To reserve the ISS, contact Diane Dardon: ddardon@depaul.edu.

The content on this slide only applies to student organizations that are part of spiritual and religious groups. If you are unsure if your organization is categorized in this group, please email involvement@depaul.edu.