

# Event Considerations

Regardless of the type of event your club is hosting, it's going to require some planning and commitment. Below are various considerations for planning any event, including University policies and timelines. **The most important take away is to get in contact with Sport Club Administration for assistance as soon as you have an idea for an event!**

**Club Activity Definitions:** The Sport Club Handbook provides guidance on classifications of different club events. **Start there to classify your event and know what paperwork requirements there based on event.** If there is an activity that is not listed in the Handbook, officers should direct questions to Sport Club Administration *before* proceeding with the activity in question. Failure to adhere to the policies listed here and the Handbook, as well as local, state, and national laws could result in discipline as detailed in the Sport Club Compliance Program.

**Facility Requests:** There aren't many places you can expect to host an event without reserving the space first. Below are some notes on reserving space on campus. For off-campus events, it's recommended that you give the venue as much notice as possible – we recommend at least a month in advance to avoid conflicts.

- Student Fitness Center and McCormick:
  - Requests come through Sport Club Administration and the form is located on the club website under '[Facility Reservations](#)'.
    - Kinsey Wirtz is listed on the website, but your requests will work through Sport Club Administration first
    - Electronic signatures are not accepted, but you can sign and scan
- [Non-Academic Scheduling:](#)
  - Academic Buildings, Quad, Milner Plaza, Turner East Lawn, People's Park, University High School, and Metcalf
  - For these spaces, please follow the procedures listed at the above link.

**Sales at Your Event:** See Sport Club Administration for guidance

- On-Campus:
  - If you're planning on holding a raffle, there is a process for approval that is outside the University and works through McClean County – see Sport Club Administration for guidance
  - There is no additional approval process for door prizes
- Off-Campus:
  - Ensure you have talked with the scheduling agent for the venue to ensure all facility policies are met

### Food at Your Event:

- On-Campus:
  - No outside food is allowed in the Student Fitness Center or McCormick Hall
  - For Gregory events, the club will need to apply for a [temporary food permit](#)
    - Once approved, the club will need to display the approval at the event
- Off-Campus:
  - Ensure you have talked with the scheduling agent for the venue to ensure all facility policies are met

### Home (On-Campus) Event Insurance:

- Any event that has three (3) or more visiting teams, regardless of where those teams are from, **needs insurance**.
  - Example: women's rugby hosting Northern Illinois, Bradley, and Southern Illinois State University
- Any event with two (2) or more teams, where at least one of the teams is from out of state, **needs insurance**
  - Example: women's lacrosse round robin with Indiana and Bradley
- Any single game event **does not need insurance**
  - Example: Men's Soccer plays Marquette

Link: [http://deanofstudents.illinoisstate.edu/involvement/organizations/event\\_planning/](http://deanofstudents.illinoisstate.edu/involvement/organizations/event_planning/)

- **(Tulip Recommended)**
- If you don't see your sport listed on the TULIP Quick Quote feature, use the "Sporting events – indoors – non-professional" option
- 'Average Daily Attendance' must include the estimated figure of all attendees to that event, regardless of whether or not they are spectators
- TULIP verifies that they do not provide coverage for injury to athletic participants during their athletic activities

### Safety Personnel for On-Campus Home Events:

- If a high-risk sport club is competing on campus, there must be either EMT or Athletic Trainers (AT) present. Clubs should consult their NGB to confirm if there's a requirement for ATs to be present instead of EMTs.
- If an AT is needed/preferred by the club, the club will need to contact Athletico directly (see Teams for contact info). Concurrently, Sport Club Administration will coordinate the scheduling of EMTs on behalf of the club once a facility request has been submitted. If Athletico is confirmed for event coverage, EMT coverage will be cancelled.
- If a non-high risk sport is hosting an event that requires event insurance (see above), EMTs will be contracted by Sport Club Administration.
- **There is a shortage of safety personnel currently. The sooner you schedule your event, the better chance you have of obtaining coverage.**
- Speak with Sport Club Administration about how payment for EMT/AT takes place.

## Marketing Your Event On-Campus:

- Social Media:
  - FREE, FREE, FREE
  - Not limited to specific location on campus
- Tabling:
  - Student Fitness Center – Sport Club Administration
  - Tables on the Quad – Non-Academic Scheduling Office, 309-438-2403
- Fliers: check the [posting guidelines](#)
  - **TIP:** RSOs are able to print 15 black/white copies a day in the Student Activities and Involvement Office (130 Student Services Building)
  - **TIP:** use quarter-sheet fliers to save resources. Try taping a small piece of candy to the sheets for added incentive.
  - Taping fliers to sidewalks, poles, trees, windows of campus buildings, or artwork is PROHIBITED
- Chalking:
  - Only chalk in open-air places where rain will eventually wash it off (not under eaves or covered walkways)
  - Never chalk art creations, such as the project in front of Stevenson Hall
  - Never chalk vertical surfaces. Use the rule, 'if you can't walk it, you can't chalk it'
  - Spray chalk last a very long time, so it should not be used for date-specific advertising
- Newspaper:
  - RSOs get a discount in the Vidette – call 309-438-2883 for more information
  - Press Releases: the newspaper writes an article about your RSO event
- Radio:
  - For free, live on-air announcements, contact WZND News at 309-438-5499 or [newsroom@WZND.com](mailto:newsroom@WZND.com)
  - For assistance promoting your event using ticket giveaways, a guy in a gorilla suit, and/or the WZND Street Team, contact WZND Promotions at 309-438-5486 or [promotions@WZND.com](mailto:promotions@WZND.com)
  - To make arrangements for an emcee, a DJ, and/or other talent or hosting personnel, contact the WZND program director at 309-438-5485 or [programming@WZND.com](mailto:programming@WZND.com)