

# RSO LARGE EVENT GUIDELINES

## Purpose

Large Social Events are events typically held in Memorial Union (MU) Great Hall, (MU) Tripp Commons, (US) Varsity Hall and the Red Gym On Wisconsin Room. A Large Social Event is generally defined as a dance, party, concert, performance or similar event that has approximately 100 attendees or more and occurs between 8:00pm and 2:00am in the Wisconsin Union.

## General Expectations

UW-Madison and the Wisconsin Union expect that the Registered Student Organization (RSO) submitting a request for facility use will actively participate in all aspects of the event's organization and execution. For additional information, see Night Of Event.

## RSO Large Social Event Planning Guide

Please let the experienced Campus Event Services Staff help you in planning a fun, safe event. Pre-planning is important because it helps you avoid overcrowding and miscommunication while having a successful event. Below is a step-by-step guide as well as some helpful suggestions and ideas to keep in mind when planning your event.

## Available Dates

RSO large room reservations on Fridays and Saturdays are determined via a lottery. Each fall and spring, a lottery will be held to determine large room space allocations for the following semester. To participate:

- 1) RSOs must read this document.
- 2) Have one member of the RSO attend the lottery drawing.
- 3) Only one entry per RSO per lottery.
- 4) RSO must be a currently registered organization with the Center for Leadership & Involvement (CfLI) office.
- 5) One large room reservation per RSO per month maximum.

## Deadlines

- Sound system and sound & light tech requests - minimum 2 weeks
- Full service catering menu choices - minimum 2 weeks
- Pre-event meeting - minimum 2 weeks
- Catering takeout orders - 5 business days
- Confirm final room set-up, A/V and catering guest count - 5 business days



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## Cancellations

Cancellations of large event spaces must be made a minimum of one month in advance. RSOs that cancel less than one month prior will be charged a \$200 fee.

## Roles

Members of your RSO should discuss the roles and responsibilities of each member.

Keep in mind the following:

- Number of people needed to safely run the event
- Splitting up the shifts during the event (i.e.: have members pick one dance to work or sign-up for a number of hours during the dance). Please emphasize how important it is for members to stay at their assigned station.
- Determine who will be the main contact at the event.
- Placement of staff in the room and in the hallways.
- Placement and roles of UWPD and private security (if required).

## Attend a Pre-Event Meeting with Union Staff

In order to determine any security needs, you must meet with your Event Planner and the Wisconsin Union Assistant Facilities Director, to discuss your plans for your upcoming event(s). Meetings take place on Friday afternoons between 2 to 3 pm. Please email Campus Event Services ([events@union.wisc.edu](mailto:events@union.wisc.edu)) with your Friday availability to determine a meeting time. All groups must meet at least two weeks prior to the event or the event will be cancelled.

The following will be discussed at your meeting:

- Event details
- Advertising
- Max event capacity
- Number of volunteers and additional security needs (if needed)

## Criteria used to determine security needs include, but are not limited to:

- Any record of security problems at events sponsored by the same organization over the past 2 years
- Size of event
- Event marketing plan and advertisements
- Venue where event is held



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- Popularity of band, DJ or performer
- Alcohol service
- Type of event: dance, fundraiser, competition, dinner, reception, etc.
- Audience: open to RSO members only, UW-Madison students, UW- System students and guests
- RSO plans for the dance, including the number of event staff

## Meet with the Building Manager the night of your event

30 minutes prior to the start time of your event, you and your volunteers should meet with the Union Building Manager and UW Police/private security (if needed). This is useful and necessary for clear communication between your group and the building staff. If you have any last minute changes or needs, this is the time when those can be fulfilled. Building Managers can call for more tables, staff to clean-up bathrooms, get more water, etc.. They are also there to help in case of any emergencies, problems and to ensure that you have a successful event.

## Event Promotion

Promotional materials (including electronic: Facebook, website, email etc...) must include the following:

- The full name of the sponsoring organization.
- The date, time, and place of the event.
- Any admission fees.
- All event promotional material must clearly indicate admittance to the event is restricted and not open to the public with the following phrase:  
*Event is open to UW- System students, faculty, staff, and their guests. Must show valid UW-System photo ID. All guests must be 18 years or older with proof of age.*
- All RSO events are for UW- Madison Students, Faculty and Staff. Advertising should be primarily on the UW-Madison campus.
- The general public may ONLY be invited to RSO events when a UW- Madison Department is the primary sponsor or co-sponsor of the event. To gain sponsorship of a UW- Madison Department, the RSO must submit a sponsorship letter, signed by the Department Chair, to Campus Event Services at least two weeks prior to the event date.



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Contact Campus Event Services directly for further information. The UW-Madison Department (as well as the RSO) is responsible for all aspects of the event including financial, administrative, and liability. All revenue generated from the event must be deposited in the appropriate UW-Madison Department State account. Failure to file the sponsorship letter by the two-week deadline will result in the general public not able to attend the event.

## Admission Requirements

Following is a list of admission requirements for those attending a large social event sponsored by a RSO.

## University Affiliation

All UW students, faculty and staff may gain admittance to the RSO event by presenting a valid UW I.D. Card.

## RSO Member (non-university)

Current members of the RSO, who are not affiliated with the UW, may gain admittance to the RSO event if they are 18 years of age or older. The RSO member must present a valid government-issued picture I.D. as proof of age. The RSO must provide a membership list at the start of the event, and all non-student RSO Members admitted into the event must be on the membership list.

## Accompanied Guests

UW students, faculty, staff and RSO members 18 years of age or older, who have valid I.D., may sponsor a maximum of two (2) guests (18 years of age or older). The sponsor will be responsible for ensuring that their guests adhere to UW and Union policies. The guest(s) must provide a government-issued picture I.D. Both guest(s) and sponsor will be required to sign a Guest Register, provided by the Union, indicating the willingness of the sponsor to assume responsibility for the guest(s).

The Event Sponsor is responsible for maintaining the Guest Register in a legible manner. If Private Security is required for the event, then the Private Security staff is responsible for maintaining the Guest Register. For reasons of confidentiality, the Register will remain in possession of the Event Sponsor unless it is required by UW Police & Security and Dean of Students to investigate a disturbance. The Event Sponsor must maintain the Guest Register for a period of two months

## Unaccompanied Guests

Unaccompanied Guests will not be allowed admittance to the event.



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## Inviting the public

The general public may ONLY be invited to RSO events when a UW- Madison Department is the primary sponsor or co-sponsor of the event. To gain sponsorship of a UW-Madison Department, the RSO must submit a sponsorship letter, signed by the Department Chair, to the Campus Event Services Office at least two weeks prior to the event date. The sponsorship letter must be in the campus sponsorship template (link to template) format obtained from the Campus Event Services office. The UW-Madison Department (as well as the RSO) is responsible for all aspects of the event including financial, administrative, and liability. All revenue generated from the event must be deposited in the appropriate UW- Madison Department State account. Failure to file the sponsorship letter by the two-week deadline will result in the general public not able to attend the event.

## Event Capacities

- Event capacities will be discussed at your pre-event meeting and are based on both room fire capacity for the event type and number of staff for your event.
- Attendance at the event cannot exceed the maximum event attendance agreed on at the pre-event meeting.
- The event sponsor or private security (if required) will keep an accurate count of attendance and is responsible for ensuring that event capacity is not exceeded.
- If an event exceeds capacity, Union management will take steps to bring the event back into compliance with fire codes, including shutting off the music, turning on the room lights, and/or shutting down the event.

## Event Staffing

- The RSO is required to provide volunteers to staff the event. Depending on the history of the event, one RSO staff volunteer will be required for every 20 - 30 event attendees.
- All required RSO staff must be on site 30 minutes prior to the event start time.
- Failure to provide the required number of staff, as indicated in the pre-event meeting, will result in the reduction of the total number of attendees.
- Police Officers and/or Private Security may be required at any event using University facilities.
- The RSO is responsible for costs associated with required Police and Private Security service



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## Responsibilities

RSO event staff will follow all event staff duties detailed in the RSO Event Staff Duties and Instructions.

- Walk through prior to event (time determined at Pre-Event meeting)
- Checking and verifying I.Ds, both University affiliation and age requirements\* (See Admission Requirements).
- Monitoring attendance\*
- Assisting Union Staff in enforcing Union Policies and Procedures including:
  - (1) No carry-in alcohol
  - (2) No smoking
  - (3) Music off 30 min prior to building close

\*If Private Security is required, the Private Security staff is required to check and verify IDs and monitor attendance.

Private Security staff work under the direction of Union management and UW Police. Their primary responsibilities include, but are not limited to:

- ID checking
- Perimeter control
- Prevention of contraband
- Searching of all items and attendees
- Monitor attendance capacity
- Other functions requested by Union Management or UW Police

## Alcohol Service

- For any event where a significant number of participants are expected to be under 21 years of age, alcohol service (if any) will be provided only in a "beer garden." Only participants 21 years of age or older will be admitted to the "beer garden", and all alcohol must be consumed in the "beer garden." Catering staff will check identification at the entrance to the "beer garden" and issue a wristband to those 21 years of age or older. Participants must show a US government-issued picture ID



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- No alcohol may leave the “beer garden” area. Union Catering staff will keep an accurate count of beer garden attendance and is responsible for ensuring that beer garden capacity is not exceeded.
- The RSO is responsible to cover the labor charges of a minimum of three [3] Union Catering ID checkers.
- In addition, there is a \$100 per hr. /per bartender sales guarantee. If the sales do not equal the guarantee, the RSO is responsible for the difference. The number of bartenders on an event is determined by the Wisconsin Union.
- Bar service closes 1/2 hour prior to event ending time or 1:00 am, whichever is earlier.
- No carry-in alcohol is permitted at RSO events (includes alcohol purchased both on and off premises)
- According to University Policy, where a predominant number of participants are expected to be under 21 years of age, no alcohol will be provided.
- Bar service must be arranged a minimum of two weeks prior to your event, please contact your Event Planner.



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