Student Meeting and Event Guidance

With resumption of spring semester, new opportunities are available for clubs and organizations to resume face-to-face meetings and events. While students are encouraged to meet virtually, in person activities may be held with the following stipulations.

- All meetings must be scheduled through the scheduling office in rooms that allow for social distancing and the proper capacity.
- A business plan must be completed and submitted to the scheduling office for events.
- Any food served must be individually packaged items and cannot be open box, serve yourself, or buffet style.
- Arrangements should also be made to allow for virtual attendance of events if possible.
- Club and organization advisors are encouraged but not required to be present for in person meetings to assist in making sure masking and social distancing occurs.
- Clubs and organizations are encouraged to communicate with the Communications & Marketing Office in a timely manner if the meetings or events are to be promoted to any external audiences.

For further information regarding guidelines and business plan preparations please contact the Scheduling Office, FH 118 (7110) or Student Activities, SC 229 (6394).