

EVENT SCALES '21-'22

Events are defined by their size, complexity, and impact on the campus and campus units. Below are elements that are considered in defining Registered Student Organization (RSO) events.

Small-Scale Events

Small-scale events require a minimum of 1 weeks of advance planning. Small-scale events are defined as events to be general body meetings and low risk activities for which one or more of the following conditions apply:

- Outdoor/virtual events: Max of 50 individuals estimated to attend.
- Indoor events: Max of 25 individuals estimated to attend.
- The events will be general body meetings, fundraisers, tabling, board game night, etc.
- No conference/webinar.
- The event budget and/or expenses does not exceed \$200.
- Complexity of the event does not require a Certificate of Insurance.

SOMeCA does not have a limit on Small-scale events per week.

Mid-Scale Events

In-person Mid-scale events will not be sponsored at this time for the well-being of the campus health & safety.

If your organization is considering a Virtual Mid-scale event with more than 50 individuals, please discuss the event with your SOMeCA advisor. Virtual Mid-scale events require a minimum of 4 weeks of advance planning. Mid-scale events are defined as events to be meetings and other activities for which 1 or more of the following conditions apply:

- Max of 100 individuals will attend.
- Virtual Conference/Webinar attendance up to 10 individuals.
- The event may have aspects of risk associated with certain activities ex. fall receptions, Alumni speaker events, End of Year banquets, etc.
- Event sponsored by more than 1 student organization.
- The event budget and/or expenses does not exceed \$1,000.
- Complexity of the event may require a certificate of insurance.

SOMeCA sponsors up to 4 Mid-scale events per week.

Large-Scale Events

In-person Large-scale events will not be sponsored at this time for the well-being of the campus health & safety.

If your organization is considering a Virtual Large-scale event with more than 100 individuals, please discuss the event with your SOMeCA advisor. Virtual Large-scale events require 6 weeks of advance planning. Large-scale events are events where more than 100 individuals will attend and/or 1 of the following conditions:

- Virtual Conference/Webinar attendance for 10+ individuals.
- The event will utilize multiple online platforms (ex. Zoom, Facebook Live, YouTube, Twitch, etc.) to stream.
- The event budget and/or expenses exceeds \$1,000.
- Some large-scale events may have additional requirements based on the [Division of Student Affairs & Success Major Event Policy](#).
- The complexity of the event requires a Certificate of Insurance.

SOMeCA sponsors up to 3 Large-scale events per week.
