



EVENT SCALES: '24 - '25

Events are defined by their size, complexity, and impact on the campus and campus units for Registered Student Organization (RSO) events. To determine the scale of your event, please take a look at our definitions below and meet with your SOMeCA advisor.

Please note, all RSO events on campus property require an event proposal and approval from our office.

Small-Scale Events

Small-Scale Events are defined as meetings, events, and low risk activities for which one or more of the following apply:

- » Event attendance does not exceed 50 individuals.
- » The event budget and/or expenses does not exceed \$500.
- » The complexity of the event does not require a Certificate of Insurance.
- » Examples of these are: general body meetings, fundraisers, tabling, board game night, etc.

You are required to schedule a meeting with a SOMeCA advisor (Peer or Staff) a minimum of 1 week before your proposed event date to review and complete an event proposal.

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

Mid-Scale Events

Mid-Scale Events are defined as meetings, events, and other activities where one or more of the following conditions may apply:

- » The event may have aspects of risk associated with certain activities ex. Alumni and/or guest speakers, End of Year banquets, dance rehearsals, etc.
- » Event attendance does not exceed 100 individuals.
- » Out-of-state conference travel involves no more than 2 students.
- » In-state conference travel involves no more than 10 students.
- » Event sponsored by more than 1 student organization.
- » The event budget and/or expenses does not exceed \$1,200.
- » Complexity of the event may require a Certificate of Insurance.

You are required to schedule a meeting with your SOMeCA advisor a minimum of 2 weeks before your proposed event date to review and complete an event proposal. Please keep in mind that financial transactions including 204 form processing, contracts, and service purchase orders can require planning between 4 to 6 weeks in advance for any event.

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



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Major and Large-Scale Events may have additional requirements based on the [Division of Student Affairs & Success Major Event Policy](#). SOMECA sponsors up to 3 Major or Large-Scale events per week.

Large-Scale Events

Large-Scale Events are defined as meetings, events, performances and other activities where one or more of the following conditions are met:

- » The event will have an aspect of risk associated with certain activities e.g. high profile guest speakers, cultural shows, theater productions, etc.
- » Event attendance is more than 100 individuals.
- » Out-of-state travel includes no more than 10 students.
- » In-state travel involves no more than 24 students.

The following may also be considered:

- » Past history of the event or similar event.
- » Event sponsored by more than 1 student organization.
- » The event budget and/or expenses exceeds \$1,200.
- » Complexity of the event requires a Certificate of Insurance.

You are required to schedule a meeting with your SOMECA advisor a minimum of 4 weeks before your proposed event date to review and complete an event proposal. Please keep in mind that financial transactions including 204 form processing, contracts, and service purchase orders can require planning between 4 to 6 weeks in advance for any event.

Major-Scale Events

The Major Events Policy defines major events as public meetings, performances, rallies, social gatherings, concerts, sporting events, and other activities for which one or more of the following conditions apply:

- » The event requires the involvement of more than one campus administrative unit.
- » The event affects public safety or general operations on campus or significantly affects campus services (including service roads or parking).
- » The event may interfere with other campus academic or business functions or activities.
- » All dances and concerts (regardless of attendance).
- » When over 150 individuals are estimated to attend.
- » Outdoor amplified sound is requested.

The following may also be considered:

- » Past history of the event or similar event.
- » Breadth of distribution of advertising.
- » Location/capacity of facility where event is held.
- » Anticipated ratio of UCSC to non-student participants.
- » Time of day or night.

You are required to schedule a meeting with your SOMECA advisor a minimum of 6 weeks before your proposed event date to review and complete an event proposal. Please keep in mind that financial transactions including 204 form processing, contracts, and service purchase orders can require planning between 4 to 6 weeks in advance for any event.