

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

- Indoors, in person: Max of 25 individuals in attendance.
- Outdoors, in person: Max of 50 individuals in attendance.
- Virtual: Max of 50 individuals in attendance.

Small-Scale Events are defined as:

- Events with attendance between 1-50 individuals e.g. general body meetings, tabling, board game night, etc.
- The event budget and/or expenses does not exceed \$300.
- The complexity of the event does not require a Certificate of Insurance.

Minimum of 1 week required for small-scale event proposals.

Mid-Scale Events

- Indoors, in person: Will not be sponsored at this time for the well-being of the campus health & safety.
- Outdoors, in person: Max of 100 individuals in attendance.
- Virtual: Max of 100 individuals in attendance.

Mid-Scale Events are defined as:

- Events with attendance between 50-100 individuals for Outdoors and Virtual only.
- Virtual Conference/Webinar attendance up to 10 individuals
- The event may have aspects of risk associated with certain activities ex. Alumni and/or guest speaker events, End of Year banquets, dance rehearsals, 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.

Minimum of 2 weeks required for mid-scale event proposals. 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.

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

EVENT SCALES (CONTI.)

Large-Scale Events

- Indoors, in person: Will not be sponsored at this time for the well-being of the campus health & safety.
- Outdoors, in person: Will not be sponsored at this time for the well-being of the campus health & safety.
- Virtual: More than 100 individuals in attendance.

Large-Scale Events are defined as:

- Events with attendance with more than 100 individuals for Virtual only.
- Virtual Conference/Webinar attendance up for 10+ individuals.
- The event will have aspects of risk associated with certain activities ex. Guest speaker events, Cultural Show, Theater Production, etc.
- Event sponsored by more than 1 student organization.
- The event budget and/or expenses exceeds \$1,000.
- Complexity of the event requires a certificate of insurance.
- May have additional requirements based on the [Division of Student Affairs & Success Major Event Policy](#).

Minimum of 3 weeks required for Large-Scale event proposals. 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.

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