

Spring 2025

Rollins School of Public Health

Student Organization

Event Planning Requirements

The requirements in this document apply to the following groups, including but not limited to:

- Recognized Emory University Student Organizations, including GSGA
- Recognized RSPH Student Organizations
- Student Interest Groups with Recognition Under Consideration
- Unrecognized Student Interest Groups

Rollins School of Public Health Building Policies

All individuals, regardless of affiliation, are expected to follow Rollins School of Public Health Building Policies. When planning for events, all individuals are expected to review and follow the policies in this document and below:

- RSPH Building Operations Policies
- RSPH Physical Signage Policies
- RSPH Room Reservation Policies

IMPORTANT

The Office of Student Involvement, Leadership, and Transitions requires students to submit their events 30 days in advance. [Click here for more information about this policy.](#)

1

Complete the RSPH Student Organization Event Registration & Advisement Form + Submit Your Event to the Hub

STEP 1A: [Click here](#) to DOWNLOAD, EDIT, and SUBMIT the RSPH Student Organization Event Registration & Advisement Form by the following due dates.

- Student Organizations should submit one form each month.
- Late submissions will not be accepted.

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IMPORTANT

Submission of forms to the RSPH Office of Student Affairs does not mean approval of events until a confirmation is received. An RSPH Advisor will be in touch with each student organization with approvals and advisement for each event via e-mail.

STEP 1B: When you complete the RSPH Student Organization Event Registration & Advisement Form, [click here to register your events on the Hub](#). As you await advisement and confirm details with the RSPH Office of Student Affairs and RSPH Fulfillment Services, please include tentative information when you submit your event.

For Approval Of:	Student Organizations complete Steps IA and IB by:
January and February Events	Tuesday, January 21 (Grace Period)
March Events	Tuesday, February 3
April Events	Tuesday, March 4
May Events	Tuesday, April 1

SP25: Student Organization Event Planning Requirements at RSPH

2

Obtain PASE Advisor Approval For Your Events

STEP 2: Your PASE Advisors will be in touch with each student organization that submits a form via a OneDrive notification, and will notify Fulfillment Services of all event approvals by the following dates.

Please note that for large-scale events (On-campus events with more than 50 people) and all off-campus events will require an advising meeting prior to approval.

- For on-campus events, you will meet with a PASE Advisor and Fulfillment Services Representative to discuss your ideas, set-up, risk mitigation, and areas of support.
- For off-campus events, you will meet with a PASE Advisor to discuss your ideas, areas or support, and risk mitigation.

IMPORTANT

Student organizations will not be able to complete Step 3, 4, 5, and 6 until Student Affairs submits all approvals to Fulfillment Services. Fulfillment Services will match PASE Advisor approvals to each student organization request they receive.

For Approval Of:	Student Organizations complete Steps IA and IB by:	Student Affairs Complete Step 2 by:
Jan / Feb Events	Tuesday, January 21	Friday, January 24
March Events	Tuesday, February 3	Friday, February 7
April Events	Tuesday, March 4	Friday, March 7
May Events	Tuesday, April 1	Friday, April 4

LET'S REVIEW:



STEP 1A:

[Click Here to Submit:](#) Student Organization Event Registration & Advisement Form



STEP 1B:

[Click Here to Register:](#) Hub Event Registration



STEP 2:

Obtain Approval from the PASE Center for Your Events

3

Complete RSPH Fulfillment Services Requirements & Secure Catering and Supplies

RSPH Fulfillment Services Support:

STEP 3A: Room Reservations: Use the [Room Reservation Form](#) or [25LivePro](#) to reserve rooms at the Rollins School of Public Health. Please note that the following rooms require special permissions and/or collaborations with RSPH Departments:

- Margaret H. Rollins Room (RPO1)
- Lawrence P. and Ann Estes Klamon Room (CNR 8th Floor)
- R800 (RRR 8th Floor)

STEP 3B: Submit a Fulfillment Services Service Request Form: Use the Service Request Form to communicate all of your set-up needs for each approved event. Be sure to include: Set-Up / Table Requirements (Event Tables and Catering Tables), Signage Needs, Linen Requirements, Bartending Services & Coolers, etc.

STEP 3C: Marketplace Orders: Your treasurer may use the Fulfillment Services' Marketplace to order alcoholic and non-alcoholic beverages, as well as any supplies that you might need for your event. If you purchase items from the marketplace, all Treasurers must provide the following written approval via e-mail to Fulfillment Services:

I authorize the use of {Student Organization Name} speedtype, [XXXXXXXXXX], to be used for the purchase of [X] from the RSPH Marketplace. The total cost is approved: [\$XXX.XX].

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University-Level Requirements for Catering

STEP 3D: Catering: For each event, your event-planner and treasurer should work with Student Governance Services (SGS) to order food through America To Go (ATG). ATG is required for all on-campus events.

- **Cultural Vendors:** If there is a similar vendor offered through ATG, they should use the ATG vendor. If they are not offered through ATG, students should work with SGS to assess their options (sgs@emory.edu).
- **Students must schedule a P-Card / ATG Appointment for purchases they plan on making.** Students should [schedule an appointment](#) with Student Governance Services **2-4 weeks in advance**. Students should not schedule an appointment on the same day of their event.

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ATG Exceptions:

Dominos, Krispy Kreme/Dunkin Donuts, Grocery Stores, and Cultural Vendors

[Click Here to access the ATG Vendor List on Canvas](#)

3

Secure Catering and Supplies (Continued)

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University-Level Requirements: Contract Review & Signature Policy

STEP 3E: Contracts: If you are working with a vendor (e.g. DJ, off-campus venue, paid speaker, etc.) that requires a signature on a document or contract, you are required to initiate the Contract Approval Process via the Office of Student Involvement, Leadership, and Transitions (SILT). [For more information about this policy, click here.](#)

IMPORTANT

- Please note that student organizations should submit contracts **6-8 weeks in advance**. Contracts that are submitted less than 30 days prior to the event date will be rejected.
- The contract process may not be expedited, and late submissions will not be permitted by SILT.

Due to liability, students are not permitted to sign contracts, and contracts may only be signed by a university administrator through this process.

To initiate this process, [login into the Hub](#), [navigate to Forms](#), and search for “**Contract Submission for Review and Signature**.” To submit this form, you will need:

- Unsigned contract
- [Supplier Information Form](#)

Once the contract is executed, students should submit a **SGS Payment Request Form**. Students may also login to the Hub and navigate to Forms to access this item.

4

Submit a RSPH AV Team Request Form

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STEP 4: [Submit an AV Team Request Form](#) at least two weeks in advance of each approved student organization event. Use this form to request music / speakers, panelist microphones, and hands-on AV support for your event. The following rooms require AV support:

- Margaret H. Rollins Room (RPO1)
- Lawrence P. and Ann Estes Klamon Room (CNR 8th Floor)
- R800 (RRR 8th Floor)
- CNR Auditorium

5

Update Your Hub Event Registration Pages & Market Your Event

STEP 5: Remember, student organizations are required to register all events, programs, and meetings at least 30 days in advance. As details are confirmed by your student organization and Fulfillment Services, please remember to [update each event on the Hub](#). The person who submitted their event to the Hub will be able to edit their submission as needed. At this time, you may market your event on social media, flyers, etc. You can also request to have your fliers displayed on digital signage by e-mailing your flyer to help@sph.emory.edu.

6

Use Corq for Event Check-In & Attendance Tracking

[CLICK HERE](#)

STEP 6: When it is time to host your event, be sure to use Corq to check-in students. Click on the instructions and tutorials below:

- [Event Check-In for Attendees](#)
- [Event Check-In for Hosts / Event Planners](#)

LET'S REVIEW:

STEP 3A – STEP 3E (Click the Links Below)



[Submit a Room Reservation & Service Request Form](#), [Shop the Marketplace](#), [Secure Catering/Supplies](#), [Contracts](#)



STEP 4:

[Click Here](#): [RSPH AV Team Request Form](#)



STEP 5:

[Click Here](#): [Update Your Hub Event Registration Pages & Market Your Event](#)



STEP 6:

Use Corq for Event Check-In



Next Page:

Additional Event Planning

Requirements & Considerations

IMPORTANT: Before Proceeding...

You are responsible for understanding all policies outlined by the Office of Student Involvement, Leadership, and Transitions. Please note that university policies may be enforced in addition to policies outlined in this document according to your school's respective honor and conduct code policy.

- Alcohol and Other Drugs Policy
- Anti-Hazing Policy
- Branding / Copyright / Trademark Policy
- Contract for Review & Signature Policy
- Emergencies
- Student Vehicle Use Policy
- Travel Policy
- Event Registration Policy
- Financial Policies
- Fronting Policy
- Non-Discrimination Policy
- Respect for Open Expression Policy
- Sex and Gender-Based Harassment & Discrimination Policy

[CLICK HERE](#)

Additional Event Planning

Requirements & Considerations

Student Group Accountability Framework (SGAF)

[CLICK HERE](#)

At Emory University, student groups are vital to fostering a dynamic, inclusive, and engaged campus community. The [Student Group Accountability Framework \(SGAF\)](#) is designed to ensure that all student groups uphold the highest standards of conduct, consistent with the university's values and policies. Through this framework, Emory supports student groups in their development; while ensuring they contribute positively to the university environment.

Collective Responsibility

Student groups may be held collectively responsible for the actions of their members when such actions are reasonably connected to the group. The following ten factors are considered when determining a group's collective responsibility:

- Whether group leaders were acting within their roles and failed to object or implicitly condoned the actions.
- Whether the group or its leaders officially sanctioned or encouraged the actions.
- Whether the actions were directly related to the group's activities or environment.
- Whether group leaders, members, advisors, or guests were involved or condoned the actions.
- Whether group funds or resources were used in the actions.
- Whether the group informed guests of university policies.
- Whether the group took steps to correct the problem after becoming aware of it.
- Whether the group documented and used accountability mechanisms to address the actions.
- Whether other members engaged in similar incidents, indicating a pattern of behavior.
- Whether the group or its leaders failed to complete the terms of any accountability outcome.

If one or more of these factors is present, the group may be held responsible for the behavior of its members under the principle of collective responsibility.

Prohibited Conduct & Reporting

Student group members are expected to comply with all university policies and adhere to the behavioral expectations articulated in the respective Code of Conduct for their school. In acting from a collective responsibility framework, student groups are expected to refrain from engaging in actions of prohibited conduct. [Click here to review what is considered prohibited conduct and how to report.](#)

Investigation & Resolution

Upon receiving a report, the Office of Student Conduct conducts a preliminary assessment to determine the appropriate course of action, including preliminary information gathering and consulting relevant campus partners. [Click here to read more about the investigation and resolution process.](#)

Additional Event Planning

Requirements & Considerations

Alcohol & Inclusivity

Emory University is committed to the health and well-being of its faculty, staff, and student body. The university supports individuals who chose not to use alcohol, and supports and expects individuals who choose to use alcohol to do so legally and in moderation.

- Student Organizations are required to abide by the [Emory Alcohol and Drug Abuse Policy](#), and requires that all student organizations complete Officers Compliance Training.
- During the event registration process on the Hub, student organizations will also be able to submit their event and risk mitigation plan for approval of alcohol use.

The Rollins School of Public Health only permits beer, wine, and seltzer at all on-campus and off-campus events hosted by student organizations. Liquor is not permitted.

Accessibility: To increase access to programs, events, and other opportunities, please review the Emory [accessibility checklist](#) for events, or contact the [Department of Accessibility Services](#) at 404-727-9877.

Open Expression / Fronting Policies

[CLICK HERE](#)

As a community of scholars, Emory University is committed to an environment where open expression of ideas is valued, promoted, and encouraged.

- Recognizing that the educational process of our institution requires diverse forms of open expression (including freedom of thought, inquiry, speech, activism, and assembly) the university affirms the rights of members of the community to assemble and demonstrate peaceably within the limits of this policy.
- The university must simultaneously maintain the right of community members to pursue their day-to-day activities and to be protected from physical injury or property damage.
- The [Respect for Open Expression Policy](#) was therefore implemented in 2013 to affirm Emory's unwavering commitment to open expression, while acknowledging the challenges and tensions these actions could create in an ever-changing community.
- All student organizations must also abide by the [SILT Fronting Policy](#).

Student Organizations can request an [Open Expression Observer for their event here](#).

All individuals are required to abide by the RSPH Policies linked on Page 1 and SILT Policies on Page 5 of this document.

Additional Event Planning

Requirements & Considerations

Event Scheduling

Students can use [Course Atlas](#) to view when courses are taking place at RSPH. In the search bar:

- Click “Any Career” and select Public Health
- Under Advanced Search, select Regular Academic Session
- Select “Search” and click the calendar icon at the top right-hand corner of “Search Results” to view the PUBH course heat map.

As you plan your student organization events, please consider other events that the Office of Student Affairs is hosting. All events may be found on [12Twenty](#).

The Office of Spiritual and Religious Life [compiled a list of major religious holidays](#) that occur while Emory University is in-session.

Partnership Requirements

PASE Center Partnership Requests: Before planning a professional development event with your organization, please [review 12Twenty](#) to see all events that the PASE Center is hosting:

- **Event Collaboration:** If you see an event that your student organization is interested in and want to collaborate with their staff, please reach out to [Jennifer Ducksworth \(jducksw@emory.edu\)](mailto:jducksw@emory.edu) at least 30 days in advance.
- **Professional Development Session Request:** If you would like to request a tailored Professional Development Session for your student organization, please reach out to [Roger Presswood \(roger.presswood@emory.edu\)](mailto:roger.presswood@emory.edu) at least 30 days in advance.
- **Networking Nights:** Networking Nights require communication and collaboration when working with the RSPH Office of Student Affairs, employers and partners, and alumni. If you would like to plan a Networking Night, please reach out to [Jennifer Ducksworth \(jducksw@emory.edu\)](mailto:jducksw@emory.edu) at least one semester in advance of when you would like the event to take place.

Working with Alumni for Events: If you plan on having alumni present at your events (as attendees, panelists, or speakers), Student Affairs will notify Michelle James (michelle.james@emory.edu) from the RSPH Alumni Office. Their office may be able to provide additional support and resources, including identifying alumni to speak, inviting alumni to attend, etc.

Note: You will be required to meet with your PASE Center Advisor and sign a partnerships agreement prior to event approval.