Registered Student Organization (RSO)
COVID-19 Event Planning Checklist
Updated as of January 14, 2021

Events/Activities: Gatherings that are structured around a specific program, practice, or agenda with social distancing and mask-wearing protocols strictly enforced and where unstructured mingling does not occur.

Social Gatherings: This includes parties, events where alcohol may be served, socials, family/parent weekends, dances and similar activities with unstructured mingling.

Checklist for RSO’s facilitating a COVID-19 Compliant Event:
⇒ Appropriate room sets & physical distancing requirements identified
⇒ Masks are required
⇒ Provide masks to attendees who forget to bring a mask
⇒ Provide masks & gloves to anyone working events
⇒ Set up separate entrance & exit doors
⇒ Release audience from the rows closest to the exit first, then row by row to minimize contact.
⇒ Create one-way aisles/hallway lanes when necessary
⇒ Create contained space areas backstage & on stage for acts/people
⇒ Clean musical/tech gear in between acts/speakers
⇒ Clean rooms/equipment between sessions
⇒ Minimize contact with ticket entry/credential pick-up by setting all items out for individual pick-up
⇒ Clean equipment/tech surfaces between use
⇒ Food permitted or not permitted based on process and type of food served
⇒ Use disposable food service with no buffets
⇒ Add crowd control security/enforcement to reinforce physical distancing requirements
⇒ Add language to ticket confirmation/FORUM RSVP to include procedures
⇒ Communicate safety plan/expectations to attendees in advance
⇒ Implement participant tracking through the FORUM
⇒ Submit participant tracking information through the FORUM
⇒ Provide virtual options for attendees who are unable to attend your event or activity
RSO Events and Activities – On-Campus

Organizational meetings, practices, committee meetings and other structured events and activities that don’t involve unstructured mingling are permitted.

- Examples of such events and activities include committee meetings, sport club practices, meetings of a group or organization, new member formal initiations, philanthropic events, service events, sister/brotherhood activities, seminars, lectures or study groups.
- These events will be limited to the protocol-adjusted capacity of the rooms and spaces in which they are held along with the following parameters:
  - at least 6 feet of distance between attendees,
  - mandatory mask wearing for all participants and
  - a point person for the event to ensure protocol compliance.
- Food service at these events is discouraged for now, although it could be offered with the proper protocols in place.
- Student organizations may use the checklist (above) as a guide for facilitating events that are compliant with COVID-19 guidelines.

RSO Events and Activities – Off-Campus

Organizational meetings, committee meetings and other structured events and activities sponsored by academic and administrative units or registered student organizations (RSO) to be held off campus must be submitted for review and approval.

- All aforementioned functions must be registered in The ForUM (olemiss.edu/forum) 15 business days in advance, regardless of how many participants or whether it will take place on campus or off campus.
- Student organizations may use the checklist (above) as a guide for facilitating off-campus events and activities that are compliant with COVID-19 guidelines.

RSO Social Gatherings

As of now, social gatherings will not be registered the first month of the Spring 2021 Semester.

- The University of Mississippi will launch COVID-19 testing available to all students, staff, and faculty.
- This will help the University better understand its positivity rate and make a better-informed decision regarding social gatherings on and off campus.
- The University hopes to allow social gatherings by February 19, 2021. Administrators will be monitoring testing numbers and rates from January 19 - February 19 to make the best decision for campus.
- Please note this does not mean that social gatherings will definitely take place on February 19.

For additional resources, visit: https://union.olemiss.edu/event-registration/