



Registered Student Organization (RSO) Event Planning Examples & Strategies

Event Planning Example 1 – Off-Campus Formal, Semi-Formal, Philanthropic Event, etc.:

We have 400 people in our organization and we want to try to maximize as many people going to an event sponsored by our organization as possible. How can we work to make this happen and still abide by the University of Mississippi's COVID-19 Guidelines?

Strategy One

Host events based on your membership classes, i.e. First-year member formal, Second-year member formal, etc. and repeat this process until you are able to have all 400 of your members participate.

- *Formal One on 3/1/2021 First-year students* – 25% of randomly selected attendees get tested from each shift.
 - Shift One – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
 - Shift Two – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
- *Formal Two on 3/2/2021 Second-year students* – 25% of randomly selected attendees get tested from each shift.
 - Shift One – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
 - Shift Two – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)

Strategy Two

Host events at multiple locations—this may be more expensive, but would allow you to have two separate events running simultaneously and would help your organization reach all 400 members faster.

- *Formal One – Location One – The Jefferson on 3/1/2021*—25% of randomly selected attendees get tested from each shift.
 - Shift One – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
 - Shift Two – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
- *Formal One – Location Two – The Lyric on 3/1/2021*—25% of randomly selected attendees get tested from each shift.



- Shift One – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
- Shift Two – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
- *Formal Two – Location One – The Jefferson on 3/2/2021*—25% of randomly selected attendees get tested from each shift.
 - Shift One – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
 - Shift Two – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
- *Formal Two – Location Two – The Lyric on 3/2/2021*—25% of randomly selected attendees get tested from each shift.
 - Shift One – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)
 - Shift Two – Up to 50 members + their dates may attend, 100 people total (must be UM Students, must include three (3) event monitors)

Event Planning Example 2 – Outdoor Events On-Campus:

We want to host an outdoor concert and fair on the Grove Stage. How do we enforce social distancing and attendance capacities?

Example Strategy:

- The Grove Stage area would typically allow a capacity of 1,000 individuals. Under Executive Order 1535, we are able to allow 25% capacity—250 individuals—in the Grove Stage area while social distancing is enforced, masks are worn, and all other guidelines are followed, i.e. clear entrance and exit to the event.
- Registered Student Organizations (RSOs) must have at least three (3) event monitors tasked solely with responsibilities related to enforcing Covid-19 Guidelines for 100 students.
- Events with more than 100 attendees require an additional event monitor per 50 additional students. An outdoor event with 250 people would require six (6) total event monitors.

Event Planning Example 3 – On-Campus Banquet/Recognition Ceremony:

We would like to host a banquet or award ceremony to recognize our members. What would be our option on campus?

Strategy One:

- Using The Gertrude C. Ford Ole Miss Student Union Ballroom as a location option for your event. The space is able to seat up to 80 people in classroom style. Additional accommodations



may be able to be arranged, but that is contingent upon getting the space reserved in plenty of time with plenty of notice.

- There is no charge for RSOs to use the ballroom in the Student Union, but there would be a charge for any catering that must be done through Aramark/Ole Miss Dining. Visit the Ole Miss Student Union’s reservations page for more details: <https://union.olemiss.edu/reservations/>.

Strategy Two:

- Using The Inn at Ole Miss’s Gertrude C. Ford Ballrooms as a location could be an option. The Inn is able to be more flexible and is allowed to help you host a banquet or award ceremony that could involve more of your members. The ballroom spaces at The Inn are able to have a capacity of up to 250 people for a banquet-style event.
- You must work with The Inn’s caterer—Taylor Grocery Catering—and pay for the use of the facility, linens, and any other needs you may have. This varies based on your needs. Visit The Inn at Ole Miss’s Webpage for more details: <https://www.theinnatolemiss.com/meetings-and-events/>.

Event Planning Example 4 – Off-Campus Service Project

We are planning a service project that is within Lafayette County (remember, we are limited to just our county, currently). What should we do to make sure we are following all guidelines?

Example Strategy:

- Service projects are an amazing way to give back to the area that supports our campus. If you are planning a service project, you should do the following:
 - Make sure the service project is happening outdoors or in an indoor area that allows for all appropriate social distancing, i.e. participants are 6 feet apart at all times.
 - Mask wearing is mandated for all participants at all times.
 - If traveling to a location that requires driving, participants should drive separately when possible. Only participants who you share living areas with, or who are part of your “[social pod](#)” should travel to the site together.
 - Student groups can also utilize OUT transportation or secure large vans to help transport students to sites, and must follow all transportation Covid-19 Guidelines.

Event Planning Example 5 – Philanthropic Event On-Campus

We are hoping to host one of our annual philanthropic events out of our house on-campus/in an on-campus facility. How should we go about doing this?

- **Strategy One – IFC and/or CPH Philanthropic Event:**
 - One of the best ways to facilitate your philanthropic event as an IFC or CPH organization is to use the resource of your chapter facility. IFC and CPH organizations can host drive-up philanthropies where people can go to your house to pick-up whatever item you are having them give money for philanthropic purposes.



- All facility Covid-19 Guidelines must be followed, and the organization must work with UPD and Parking & Transportation to make certain traffic on campus is not overly impeded by the philanthropic drive-thru.
- **Strategy Two – All Other RSO Philanthropic Events:**
 - When possible, take advantage of doing your event outdoors. The Grove Stage Area can allow for a socially distanced capacity of 250 participants. Also look at other facilities on campus and consider the capacities that they allow for indoor events.
 - While things are limited, you can host your philanthropic events in shifts, or waves, on-campus allowing for different groups of people to participate in your event throughout the day of your program.

REMEMBER!

Event monitors should assist in making sure people are wearing face coverings at all times—even in pictures. Event monitors and organization officers should remind people of risks associated with posting inappropriate pictures/posts on social media—guests not wearing masks, guests being disorderly, etc.

All events MUST MEET these guidelines:

All activities regardless of venue (university-managed and non-university-managed) must meet these minimum requirements listed for the [current positivity rate threshold](#).

1. **SOCIAL DISTANCING:** Social distancing must be maintained at all times (indoors and outdoors).
2. **CAPACITY:** Must adhere to COVID-19 capacity limitations and regulations currently in effect for that space or venue (consult current executive orders, city restrictions, etc.).
3. **MASKS:** Cloth face coverings or masks required at all times except when actively drinking or eating (indoors and outdoors).
4. **FOOD:**
 - **Lower Risk Requirement:** food allowed if served while seated and adhering to dining restrictions
 - **Moderate Risk Requirement:** food services grab and leave only.
5. **EVENT MONITORS:** Minimum of three designated event monitors present—event monitors are designated by your organization and trained on all UM policies. [Sign up here.](#)
6. **ATTENDEE LIST:** Attendee list provided to OMSU or FSL at least seven days in advance. Only current students and/or organization advisors will be allowed to attend.
7. **REGISTRATION:** Activities must be registered in [ForUM](#). Activities prior to March 11 must be registered ASAP. Activities on or after March 11 must be registered 15 business days in advance.

NON-UNIVERSITY-MANAGED VENUES: Additional requirements must be met for non-university-managed venues. See the [activities protocols and parameters](#) for full details.

Ole Miss

The Gertrude C. Ford Ole Miss Student Union

Leadership & Engagement