

Event Guidelines Summary

What you'll need: Event Planning

The Campus Life Office is here to help student organizations and clubs plan fun, successful events for all students to enjoy. *The information and tips below will help you in the planning process and to have a successful event. For more information about event guidelines and how to ensure your events are successful, review the [Guidelines for Event Planning](#).

*All events, with the exception of events with travel or catering/food should be registered in Engage at least 2 weeks in advance in order to have the most successful event.

Events with food

- **Pre-packaged snacks**
 - If you are purchasing pre-packaged snacks then you are free to hold your event in any reservable space on campus.
 - Please make sure that a purchase request is submitted through Engage. This is in order to reserve a Walmart/Hyvee card, or place an online order if needed.
- **Catering through Dining Services**
 - If you are catering through Dining Services you will need to communicate with Mitch McCoy.
 - Please make sure a purchase request is submitted in Engage with an estimate of the cost. The Campus Life Office can adjust it to the correct amount later
- **Catering from a third party vendor**
 - *You cannot have your event in Seymour Union or on Gizmo Patio without approval from Dining Services.*
 - You must meet with Dining Services first to see if any of the food needs may be met. If Dining Services cannot meet the food needs of the event, you may then proceed with using a third party vendor.
 - An estimate/invoice in order for the Campus Life Office to prepare a purchase order as a form of payment is required
 - If this is a new vendor, you will need to ask for a W-9 from vendor
 - If more than 50 people will be in attendance, the Campus Life Office will also need:
 - An updated Knox County health permit
 - A Certificate of Insurance (COI) with Knox College listed as an additional insured for days food is being served.
 - Dining Services must check food temperatures upon arrival to campus. If food is not at the correct temperature it cannot be served.
 - You can reach out to Dining Services to borrow equipment in order to keep food warm throughout the event.
- **Food that must be cooked or prepared in a kitchen**
 - You can cook for public events by following these guidelines:
 - In order to cook food for a public event, events that are open to those not in your organization, we encourage you to reach out to Mike Alton, General Manager in Dining Services, and Chef Lisa Betor, to learn the expectations related to Food Safety.
 - You can cook for private events by following these guidelines:
 - Event is for organization and club members only
 - You can now cook your own food for private, member only events. These would be events that are only for your organization/club. Food can be prepared at residential or

public kitchens on campus. Sharing kitchen space with dining services is subject to availability and should be coordinated with Dining Services staff.

- You can reach out to Dining Services to borrow equipment to keep food heated for your event
- We have previously required a certificate of liability insurance for any food vendor catering an event (even pizza delivery companies) regardless of event size. Going forward COIs will only be required for catering events with more than 50 attendees.

Working with a non-Knox vendor, performer, or speaker?

- Any outside performer, vendor, or speaker will need to provide the following:
 - W-9 form
 - Certificate of Insurance (COI) with Knox College listed as additional insured - if needed we can provide one through Knox for additional cost
 - Contract
 - You cannot sign a contract representing the college.
 - Any contract will need to be sent to the Campus Life Office who will approve it, then send it to the Business Office to be signed.
 - If a vendor does not have a contract, the Campus Life Office can provide a blank contract for them.

Traveling off-campus?

- *Any events involving travel will need to be registered at least 4 weeks in advance*
- Any organization or club that would like to travel off campus for an event will need to fill out the following:
 - [Student Organization Travel Form](#)
- Each student going on the trip will need:
 - To be listed on the Travel Roster with their name, ID number and phone number
 - *Sign a Travel Waiver

*Any student under the age of 18 years old will need an additional parent, or guardian signature

- All forms and waivers must be returned to the Campus Life Office **at least** 4 days prior to the trip

Showing a screening of a movie, tv-show, or film?

- Screening rights must be purchased in order to publicly show a movie, film, or tv series. The Campus Life Office uses SWANK Motion Pictures. Rights to movies are typically between \$200 - \$400.
- You can find films/movies through the public domain using [this guide](#) from The Library of Congress.

Giving Away Prizes/Awards?

- Any prize that is worth \$100 or more you will need to collect a Prize Recipient Form, and a W-9 (US Citizenship), or W-8BEN (International Citizenship) form