

Responsibilities Before, During, and After Your Event

BEFORE

- Meet with a Student Life and Leadership staff member to discuss event ideas (arrange event details and reserve room).
- Follow guidelines for the campus space you use. Specific regulations for some facilities exist and you will get a copy of these when you get your event authorized by the office of University Facilities.
- Order media or special room set-up at least 10 working days prior to the event.

DURING

- Have members of your organization easily identifiable at your event in case an APSU employee has questions.
- Have a contact person or representative of your organization in attendance at the event.
- Post signs at your event regarding any special regulations (i.e. ID required, no alcohol, etc.)
- Keep an accurate count of event attendance to comply with room capacity.
- Watch for problems; if they occur, intervene and notify campus security.

AFTER

- Clean up all trash, move furniture to the original locations. Note any special maintenance that may need to be done and report it to the University Facilities staff member on duty. The room must be in the same condition as you found it! (Your organization may be charged for any damages or may have its room usage revoked for future events.)
- Return all receipts to the office of Student Life and Leadership if Govs Organization Council money was used.