
Event Registration

What is Event Registration?

Event Registration, also known as EVR, is a process that helps students plan safe and organized activities. It helps students request services and educates students on how to program successful events. The Event Registration Office is located behind the Information Desk in the lobby of the Student Alumni Union (SAU) and is open from 1:00pm to 4:00pm Monday through Friday during the academic year.

New Event Registration On-Line

A new option to the event registration system is an on-line intake process that can be done at any time of day, from any location whether on-campus or off-campus, by simply having internet accessibility. That's right, EVR 24/7, 365 days of the year.

The process is very similar to our face-to-face intake. Those students who are EVR Certified can simply click the EVR on-line link and register their event. A Campus Life staff member will then review the event, follow up with any necessary questions, and send out the event to begin the confirmation process.

Not Certified?

Don't worry! When you log in using your DCE username and password, if you do not register in our system as already being certified, you can become EVR Certified on line too! Once you have completed the certification process, you will continue on and be able to register your event.

It's important to keep in mind is that on-line intakes will only be accepted if the Responsible Representative is registering the event at least eight (8) days prior to the actual event date.

How do I plan an event?

1. Start early (3 to 5 weeks before event)!
2. Reserve space for your event.
 - a. Visit the Reservations Office behind the SAU Information Desk or call 475-6992 if your event location is in the SAU or other areas on campus.
 - b. SAU Reservations also processes all non-credit bearing student requests for academic space through the Registrars Office if space is not available in the SAU.
 - c. Residence Hall room reservations are made in Residence Life and Residence Quad reservations are made through area Assistant Directors.

3. Use the criteria below to determine if your event needs to be registered. You must register if:
 - Institute funds are used (including money earned from fundraising)
 - Services are required from RIT departments (*i.e.*, Tech Crew, Campus Safety)*
 - Event or party occurs outdoors (on campus grounds)*
 - All or part of event extends past normal building hours*
 - An outside caterer is used*
 - Event is attended by people who are not members of the RIT Community
 - Event or party is publicized in a public manner on or off campus (*i.e.*, advertised via posters, fliers, cards, banners, or Web site)
 - Event meets one of the above criteria *and* involves a high-risk activity (*i.e.*, rock climbing, velcro jumping, etc.)*

4. Attend an Event Registration Certification session. These sessions are offered throughout the quarter at various times. A schedule of the sessions is posted at the SAU information desk and available on the EVR web site. Sessions last one hour.

5. Be prepared to provide the following information to EVR if you determine that your event meets the above criteria.
 - Date, time and length of event
 - Name of sponsoring organization
 - Your name, email address and phone number
 - Organization advisor's name, email address and phone number
 - Organization/ department account number or other payment method
 - Theme/ name of event
 - Admission charge-amount and whether price is the same for all guests
 - Who will be invited (members? Guests? Students? Public?)
 - Location of event and what activities will take place
 - Types of beverages to be served (alcoholic vs. non alcoholic)
 - Types of food and cost, if any, to participants
 - Services you may need for your event
 - Diagram of the area if event is outside or if several activities will be occurring inside
 - Any registered event must have at least one person designated as the Responsible Representative. (The officers of an organization or club will also be considered Responsible Representatives for the event.)

6. The Responsible Representative must:
 - Sign the Responsible Representative
 - Monitor email and take the initiative to provide further information if requested
 - Be identifiable at the event; they will be the first to be approached if any questions or Concerns arise.

7. Event Registration Process:

- After your initial visit to the Event Registration office, the remainder of the process occurs via email. This generally involves working out a variety of details regarding your event and addressing questions or concerns that may arise.
- Respond to all addressees via email to any correspondence related to your event.
- Approval/confirmation will be received from administrative offices helping with your event (*i.e.*, Tech Crew, Campus Safety, Catering, Facilities Management)

Registration of Travel

- Pick up Travel Applications in Student Government, Campus Life or at the SAU Info desk
- Complete the form. It requires details about the event and is also used to request an RIT Van (via SG or Campus Safety) and to request additional travel funds from Student Government.
- Submit the form to EVR.
- The EVR Intake coordinator will review the form with you and process it similar to a regular on campus event. In most instances we will request that the Responsible Representative provide a list of all participants traveling off campus.

