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Starting a New Student Organization

• **Benefits of Being Recognized**
  
  • Use of the Vanderbilt University name to identify institutional affiliation.
  • Use of University meeting rooms and facilities for free or at a reduced rate.
  • Access to Anchor Link for managing your student organization and promoting events through the Anchor Link Event Calendar.
  • The opportunity to participate in the Student Involvement Fair in August.
  • Eligibility to apply for funding from various sources on campus such as Student Services Fee (SSF).
  • The opportunity to use equipment in the Sarratt Student Center.
  • Access to storage space in Sarratt | Rand.
  • Free organizational consulting and training by University administrators.
  • Membership on AnchorLinkLeaders, the student leader list-serve, maintained by the Office of Student Organizations & Governance.
  • Use of the Vanderbilt accounting system.
  • Access to an organizational mailbox.
  • Use of campus bulletin boards and digital signage to promote organizational activities.

• **Creating a New Student Organization**
  
  • Complete the new student organization interest form by clicking [here](#).
  • The Office of Student Organizations and Governance ONLY reviews requests during the first three weeks of each semester (in some cases, the review process may take longer).
  • All decisions are FINAL!
Student Organization Re-Registration

Student leaders must renew their organization’s registration each year by completing the registration process within Anchor Link. The registration process serves to provide current information to the Dean of Students office and the University population at large. As part of the registration process, organizations will provide updates to their officers, members and any constitution and by law changes. Failure to renew their registration annually by the deadline will result in the student organization being frozen and not allowed to reserve space, host events, participate in the student involvement fair, or spend funds.

• **Eligibility for Re-Registration**
  
  • Be organized and run by officers who are full-time registered students as defined by their colleges or schools.
  
  • Officers maintain a minimum 2.0 cumulative GPA and may not be on academic or disciplinary probation.
  
  • Have at least one full-time, permanent, Vanderbilt faculty or staff member as it student organization coach.
  
  • Maintain all funds on deposit in an account of good standing through the Office of Financial Affairs and follow appropriate accounting procedures (special conditions apply to fraternities, sororities, and Vanderbilt Student Communications divisions).
  
  • Be funded by its members or the University (ex. Student Services Fee, departmental funding, member dues).
  
  • Limit its voting membership to Vanderbilt students, faculty, or staff members (a limited number of other persons may be elected to honorary or associate membership without voting privileges).
Student Organization Policies

This is a list of the most frequently asked about student organization policies. Detailed descriptions of each policy are available on the Student Organizations and Governance website and in the Student Handbook. This list is not comprehensive and policies can change throughout the year as student organization needs change. Registered Student Organizations are expected to follow all University, DOS, and Student Org policies and should regularly check the student organization website for updates.

• **Anchor Link**

  Anchor Link is Vanderbilt’s student involvement platform that helps students get connected on campus and manage their experiences outside the classroom. Anchor Link serves as the central calendar for student life and has pages for every registered student organization and residence hall on campus, as well as a variety of university departments, programs, and resources.

  Anchor Link has robust functionality for managing student organizations including recruiting new members, publicizing events and news, tracking attendance, maintaining organization records, conducting elections or polls, and communicating with members.

  The public Anchor Link site is accessible to anyone, including those outside of Vanderbilt. However, every student, faculty, and staff member may log in with their VUnet ID and password for a more robust campus user view as well as customized content for each individual user based on their involvement and their interests.

  For more information on how to maximize your organization’s presence on Anchor Link, visit the Anchor Link Resources Website.
Student Organization Policies

• Catering

When reserving your facility, be sure to inquire about specific guidelines for food as some spaces require you to order food through Vanderbilt Catering while others will allow for outside food to be served. University Departments and outside clients that host events in the Student Centers event spaces are required to request a quote from Vanderbilt Campus Dining. If a group’s needs cannot be met by Vanderbilt Campus Dining, an alternate caterer can be used for a small fee.

If you need to use Vanderbilt Catering, be sure to place your order at least two weeks in advance. Whether you use Vanderbilt Catering or another food service vendor, you should request a written quote for the order prior to the event, and follow up frequently to ensure success. If you buy your own food and drinks, make sure to keep your receipts, so you can be reimbursed.

As an RSO, your organization is considered to be a part of Vanderbilt and as such is afforded use of Vanderbilt’s tax exemption. In order to make purchases, you must physically have the Tax Exempt Certificate with you at the time of the purchase whether you are using your own money or the p-card. If you are using your own money, please note that you will not be reimbursed for taxes you paid on supplies for your organization. A link to the Tax Exempt Certificate is here: Tax Exempt Form.

• Chalking

The use of chalk on any surface other than a chalkboard is prohibited, and the use of chalkboards in classrooms is limited to instructional or meeting purposes.

Using markers, paint, or any other medium on any surface other than banners, posters, or flyers, is prohibited, as is using self-adhesive labels or stickers on surfaces other than banners, posters, or flyers. Individuals and organizations may be charged for repair or cleaning of damaged surfaces.

For more information on appropriate advertising, please visit the Student Handbook: Publicity, Promotions, and Advertising.
Student Organization Policies

• **Contracts (DOS)**

  Student organization members and officers are not authorized to sign contracts or make deposits. All contracts for performers, speakers, or other types of entertainment must be approved and signed by the Dean of Students. All performers will be paid at the conclusion of the scheduled event or performance. Your student organization coach will share more information on contracts with you.

• **Creating a Website**

  Student organizations are encouraged to use Anchor Link as their web presence. For student organizations that feel the need for a full website, website assistance can be requested using the website form.

• **Demonstrations and Dissent**

  Demonstrations and dissent are necessary and acceptable forms of expression. Generally, picketing, distributing literature, silent or symbolic protests (e.g., holding signs, wearing certain clothing, standing, etc.), or short and spontaneous verbal reactions to a speaker are acceptable forms of protest and dissent, as long as they do not block, obstruct, or impede, among other things, access to a meeting or activity, passage of persons or vehicles, the audience’s view or ability to pay attention, and/or the speaker’s communication or ability to speak. For more information please visit the [Student Handbook: Freedom of Expression](#).

• **Event Security**

  The Vanderbilt University Police Department provides police and security services for Special Events. For more information please visit the [VUPD Special Events Website](#).
Student Organization Policies

• **Events with Alcohol**

Undergraduate Student Organizations:

• Events (on campus or off) at which alcohol will be available must be registered in Anchor Link at least three weeks in advance of the event and arrangements must be approved by the Special Events Registration Committee, where applicable. Fraternity and sorority events occurring on campus must be registered in Anchor Link with the Office of Greek Life, and must comply with the alcohol policies of the pertinent Greek governing body as well as the University.

Graduate & Professional Student Organizations:

• Graduate and professional students organizations must register events (on or off campus) at which alcohol will be present with the office of the relevant school’s dean and in Anchor Link at least three weeks in advance of the event and arrangements must be approved by the Special Events Registration Committee, where applicable. The stipulations of event management below may be superseded by additional requirements of the facilities when an event occurs at a location other than the relevant school.

If an undergraduate student organization cosponsors an event with a graduate or professional student organization, or if undergraduates are invited or present at an event, the policies governing the undergraduate events must be followed for EVERYONE in attendance. In addition, graduate or professional student organizations and their officers are subject to corrective action through the University’s student accountability process if there are violations of the underage drinking law or University policies and regulations at their events.

For more information and steps required to host an event with alcohol present, please visit the [Student Handbook: Event Policies](#).
Student Organization Policies

• **Gifts, Prizes, and Awards**

Certain gifts, awards, and prizes given to faculty, staff members, or student employees must be reported to Human Resources so the value can be added to the employees’ taxable income and the appropriate taxes (Federal withholding, Social Security and Medicare) collected from the employees’ pay. Cash awards, gift cards, and gift certificates of any value are always taxable to the employee and must be reported at the time the gift or award is given. Taxable gifts are reported to Human Resources using the [Taxable Fringe Reporting Form Excel worksheet](#).

• **Hazing**

State law requires each college and university in Tennessee to adopt a policy prohibiting hazing. Hazing is defined in the law as “any intentional or reckless act in Tennessee on or off the property of any [college or university] by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger the student’s mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.”

While including the statutory limitations of hazing above (i.e., student acts directed at students on or off campus), the University expands its definition of hazing to include any act that may produce, or is intended to produce, mental or physical discomfort, embarrassment, harassment, or ridicule, or any acts that are humiliating, intimidating, or demeaning, or that endanger the health and safety of another person.
Student Organization Policies

- **Hazing (continued)**

  Such acts include—but are not limited to—paddling in any form, inducement of excessive fatigue, required exercise inconsistent with the mission of the organization, or physical or psychological shocks; personal servitude; implementing or participation in treasure hunts, scavenger hunts, or road trips that are not pre-approved by the appropriate University office; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts, morally degrading or humiliating games and activities; forced or coerced consumption, drinking games, or, other organized activities, late work sessions, and other obligations which interfere with scholastic purposes of the organization; and any other activity inconsistent with the purposes of the organization’s constitution, by-laws, standing rules and policies, or University policy. Students are subject to federal, state and local laws, and policies and regulations of the University.

  For more information, please visit the [Student Handbook: Hazing](#).

- **Mail**

  Registered student organizations desiring University mailboxes may apply to the Director of Student Organizations.

- **Marketing**

  ACE Design is a free resource to all students, student organizations, and faculty departments at Vanderbilt University. Select the forms tab on [ACE Design’s Anchor Link page](#) to submit a project request. For more information, please visit the [Student Handbook: Publicity, Promotions and Advertising](#).
Student Organization Policies

• **Marketplace**

  Details will be available in September.

• **Off-campus Events**

  In keeping with the University’s policy prohibiting student organizations from make contractual commitments (whether formal, understood, or implied), registered student organizations may not hold events at off-campus locations without the express approval of the appropriate adviser and the completion of appropriate contractual documents (where applicable) approved by the relevant dean’s office of the Dean of Students or the Dean’s designee. For authorized off-campus events, third-party (and when applicable, licensed) vendors must be engaged for all services (i.e., security, identification checks, distribution of alcohol, etc.).

• **Outdoor Space**

  Outdoor spaces may be reserved by Registered Student Organizations for signature events. Requests for space must be made at least three (3) weeks in advance but may be requested up to one year. All outdoor events are required to be registered in Anchorlink and the student organization may be required to attend the Special Events Registration meeting.

  For more information, please visit [Events at Vanderbilt](#).

• **Posters/Banners**

  Notices that provide information regarding student activities or academic matters, or make announcements pertinent to the business of the University may be posted on campus.
Student Organization Policies

• **Posters/Banners (continued)**

Hand-painted signs and banners should be made with acrylic latex house paint, which can be cleaned up with water. This paint will not dissolve in water or run, once dry. If a poster or banner stains the surface to which it is attached, the responsible student or organization will be charged for the stain removal. Space for making hand-painted signs and banners is available on the first floor of the Sarratt Student Center.

For specific poster policies, please visit the [Student Handbook: Publicity, Promotions, and Advertising](#).

• **Protection of Minors**

Student Organizations that work with minors must go through a registration process with the Office of Student Organizations and follow all aspects of the Protection of Minors Student Organization Leader Packet. Student organization leaders will be required to do the following:

1. Be knowledgeable of the Protection of Minors policy and the rules for registering, tracking, and participating in an event that involves minors.

2. Distribute relevant Protection of Minors information to the organization members.

3. Ensure that every member of the organization’s roster completes the Protecting Youth module, or, if they completed the Protection of Minors 101 or Protecting Youth module before July 1 of the current academic year, the applicable Protection of Minors Annual Renewal module prior to any event with minors.

If a student organization is required to complete background checks, all members of the roster must be in compliance with that requirement as well.
Student Organization Policies

• **Purchase Cards and Reimbursement**

  A Check Out Card (P-card) is a credit card issued by Vanderbilt for the purpose of paying for expenses related to Vanderbilt departments and student organizations. P-cards may be checked out through a variety of offices.

  If your organization is not affiliated with an office that has a Procurement Card, your organization can check out a P-Card from the Office of the Dean of Students located in 310 Sarratt. Megan Raymond is the trustee and contact for these cards.

  Coach approval is required for P-Cards to be checked out and requests must be received at least 2 weeks prior to the time the card is needed. Please Note: There are limited cards available; you are not guaranteed a card until you have received confirmation that one is available for check-out on the date requested.

  The student MUST CONTACT THEIR COACH DIRECTLY by email to request a P-Card purchase. For additional steps, please visit the [Procurement Card Website](#).

  Students who purchase items on behalf of their organizations may be reimbursed for their purchase if their group has funding available in its account. For a step-by-step guide on how to apply for reimbursement, please visit the [Reimbursement Website](#).

• **Raffles**

  In accordance with Tennessee state law, students may not sell tickets for a raffle or lottery. Drawings for door prizes awarded to ticket-holding participants at an event are permitted.

  For more information, please visit the [Student Handbook: Student Engagement](#).
Student Organization Policies

• **Special Events Registration**

  The special event registration process is managed online in Anchor Link. Occasionally, event organizers may be required to meet with the committee should clarification be needed on one or more arrangements for the event.

  For more information, please visit the Student Handbook: Event Registrations.

• **Ticketing**

  Only currently registered Student Organizations & Departments, and designated campus organizations are eligible to establish ticket sales. Requests for ticketing can be made by filling out the ‘Request Event Ticketing’ form located on the Sarratt Box Office page on Anchor Link. Requests must be submitted by officers of the organization or department representatives.

  For more information, please visit the Event Ticketing Website.

• **Trademark and Licensing**

  Office of Trademark Licensing: Student organizations wishing to use Vanderbilt University’s marks on t-shirts or other giveaways must follow the University’s Trademark Licensing Policy.

  For more information on how to order merchandise for your student organization, please visit the Student Organizations Website.
Student Organization Policies

• **Travel**

  Domestic Travel:
  • Vanderbilt registers and assumes responsibility only for those official overnight or out-of-town trips sponsored and directed by an administrative division of the University (e.g., the Spirit of Gold Marching Band). The University assumes no responsibility for travel for which the University has no oversight, such as sorority and fraternity destination formals, or affiliated ministry service trips. Any student who wishes to travel on behalf of, or as a representative of, Vanderbilt University or any registered student organization must receive written authorization in advance from the appropriate dean.

  For domestic travel policies, please visit the [Student Handbook: Travel](#).

  International Travel
  • Provisions of the [Student International Travel Policy](#) apply to students traveling abroad in University programs, including those of a co-curricular nature, or on University business.

Detailed descriptions and additional policies are available in the Student Handbook. Policies are subject to change and may be updated. If you have specific questions that are not covered in this guide please contact the Student Organizations Office.
Accountability

The Office of Student Accountability, Community Standards, & Academic Integrity promotes good citizenship within the Vanderbilt University community through education. Students are expected to respect themselves and others, to act responsibly, and to be accountable for their actions. The student accountability system addresses student violations of University policy through fair, consistent, and confidential procedures.

Students and student organizations are expected to comply with all University policies, which are derived from tradition and evolve with contemporary practice. Ignorance of a policy is not a valid excuse for violating it. Grounds for corrective action cannot always be the subject of precise statement; however, when commonly held standards of conduct are broken, students must be held accountable if the University community is to be sustained.

For more information, please visit the Student Handbook: Accountability or The Office of Student Accountability, Community Standards, & Academic Integrity Website.
Student Organization
Coach & Faculty Consultant

• **Role of a Coach**

Registered student organizations are required to have a faculty or staff Coach who is affiliated with Vanderbilt University and trained appropriately on all policies and procedures through the Dean of Students Office. Assistance may be obtained from the Office of Student Organizations concerning financial responsibilities, interpretation of policies and procedures, and methods for obtaining a faculty or administrative Consulting Advisor.

Coaches are encouraged and expected to provide leadership and holistic development through experiential learning opportunities, advocate for the mission and vision of the organization in which they are associated, and council officers and members of the organization regarding their responsibilities. Coaches will help student leaders manage the programmatic, financial, and logistical operations of their student organization(s).

The coach is expected to be aware of the financial status of the organization to help ensure that the organization remains solvent. Coaches do not have the authority to prohibit the expression of editorial opinion by a campus publication. A detailed list of guidelines and requirements may be found on the Student Organizations website.
Student Organization Coach & Faculty Consultant

• **Role of a Faculty Consultant**

Registered Student Organizations may recruit a Faculty Consultant to act as a content matter expert or provide programmatic support. A Faculty Consultant may provide experiential support, community engagement, and educational/career development. This person will not have oversight in areas such as financial responsibilities, logistical operations, and other administrative requirements.

Faculty Consultants can also serve as a Student Organization Coach contingent on the attendance of all necessary training sessions hosted through Vanderbilt University and the Dean of Students Office in addition to the fulfillment of all Organization Coach requirements and expectations. Faculty Consultants do not have the authority to prohibit the expression of editorial opinion by a campus publication. A detailed list of guidelines and requirements may be found on the Student Organizations website.
Funding

• **Student Services Fee**

  RSOs (both undergraduate AND graduate) are eligible to apply for Student Services Fee funding in the spring semester of each academic year. The funding granted in the spring is applicable the following academic year (year in which the funding would be used). Groups are required to keep diligent records (including tracking attendance through Anchor Link events) of each expenditure for each event in order to apply for Student Services Fee.

• **Fundraising**

  Student Organizations may choose to fundraise in various ways. This includes tabling, suggested donations, and reaching out for external sponsorships. However, all forms of fundraising must be approved in advance. All external fundraising must be approved through the Department of Alumni Relations (DAR). All student organizations must submit a list of external vendors that they want to solicit to DAR for approval. DAR will approve two list requests per academic year. It may take up to six weeks before DAR will complete the review process.

• **Experience Vanderbilt**

  Experience Vanderbilt (EV) is a student-led, university-supported initiative that provides undergraduate students who qualify for need-based financial aid with funding for extracurricular activities that have fees. These extracurricular activities include student organizations, club sports, arts, and cultural experiences, service trips, outdoor recreation trips, Greek Life, or any official Vanderbilt student organization that has fees associated with participation.
Programming Guide

• **Event Registration**

The Events at Vanderbilt team is here to provide guidance and resources to help you host a successful event. In addition to helping you book the best venue for your event, our team can assist with navigating vendors, approvals and equipment rentals. We are here to support your student organization!

Contact eventservices@vanderbilt.edu, in Rand 307 or via phone at 615.322.2448

• **Reservation Guidelines**

- University-wide events such as Commencement, Homecoming/Reunion, Common VU, and Family Weekend have priority over other events.
- Before planning your event or requesting a space reservation, consult the University Calendar and the Anchorlink Calendar to avoid conflicts with large-scale signature events or holy days.
- Meetings and events scheduled on weeknights (Sunday - Thursday), must end at 11pm.
- Registered student organizations shall not use their privileges to access space, resources or services and “front” for a non-university group or commercial entity in order to avoid fees or receive reduced fees. All instances of “fronting” for off-campus groups or commercial entities will result in an adjustment of all related fees to appropriate rate category.
- All University requests for the use of facilities are to be submitted to Events at Vanderbilt through the EMS application, email, phone call or walk in.
- Reservations for Signature or Annual Events can be made up to one year in advance.
- Requests for events must be made at least 21 days or 3 weeks in advance.
- Outdoor events require a minimum of 28 days or 4 weeks in advance.
- Meeting spaces that do not require any services may request a space 24 hours in advance.
• **Reservation Guidelines (continued)**
  
  • Standing or recurring reservations may be requested beginning April 15th for the following academic year. Events at Vanderbilt reserves the right to limit the number of standing reservations permitted to student organizations. All student organizations are entitled to two (2) standing reservations per year, provided space is available. Standing reservations are limited to meeting, academic and rehearsal spaces only.
    
    • Rehearsal space requests are made in collaboration with VPAC leadership each semester.
    
    • Academic space may be requested, but may not be confirmed until the academic schedule has been finalized each semester, which is normally 2 weeks after the first day of class.
    
  • All meetings or events should fall between the first day of class and the last day of class each semester.

• **Reservation Timelines**

  **Provost and DOS Sponsored Events:**
  
  • April 1st - Requests for recurring meetings can be made for the following academic year.
  
  • August 1st - Requests for Signature Events can be made for Fall of the following academic year.
  
  • December 1st - Requests for Signature Events can be made for the Spring of the following academic year.

  **University Sponsored Events:**
  
  • Requests for Signature Events can be made up to one year in advance and require a minimum of 21 days.
  
  • April 15th (typically) - Requests for recurring meetings can be made for the following academic year.
Programming Guide

• **Reservation Timelines (continued)**

Registered Student Organization Sponsored Events:

• Requests for Signature Events can be made up to one year in advance and require a minimum of 21 days.

• April 15th (typically) - Requests for recurring meetings can be made for the following academic year.

• You may request space if you are listed as an officer in Anchorlink for your RSO.

• All meetings or events should fall between the first day of class and the last day of class each semester.

Student organizations are required to register all co-curricular programs and special events (meetings, concerts, lectures, etc.) Events at Vanderbilt, room 307 Rand Hall 615-322-2448. For more information, please visit the Student Handbook, Office of Student Organizations and Anchor Link Website or the Events at Vanderbilt Website.

• **Event Planning**

Signature Events require much planning. Here is a checklist based on professional planning experience. Find more information at the Events at Vanderbilt Website.

**6-12 Months Ahead - Planning**

• Brainstorm: Determine your goals and the objectives of the program, assemble a planning committee and assign task assignments. Some questions to consider:
  • What type of event would be best for this program (i.e. speaker, concert, tournament, etc.)?
  • Does this event serve a need that has not been met on campus?
  • Are there enough people/resources to make it happen?
  • Does this fit into your organization’s budget?
Programming Guide

• Event Planning (continued)

6-12 Months Ahead - Planning

• Event Details:
  • Date: Select a date for your event. Choose a date convenient for members of the group and guest/speaker, if applicable. Note: Event Requests are due 3-4 weeks before your requested event date depending on the location.
    • Choose a date that does not conflict with other existing campus programs/events or holy days by checking the University Calendar and the Anchor Link Calendar.
  • Audience: Who will be attending your event and how many do you expect?
  • Time: Determine the best time for your target audience.
  • Location: Based on the type of event, what location will best support your needs?
    • Think of an alternative location in case your first choice is not available.
    • If your location is outside, you will need a rain date for your event.
    • Once you determine your space needs you may use the online EMS application to reserve the meeting or event space for your event up to one year in advance.
  • Contract: Does your event require any outside contracts to be completed?
    • Students may not enter into any contracts – work with your Coach first. Contracts have to be signed by the Procurement Office first and then Dean Bandas. Email PurchasingServices@vanderbilt.edu to begin the process.
    • If you are working with any type of entertainer, vendor, speaker, etc. a contract needs to be issued.
    • If you are showing a movie, you must obtain the movie rights.
  • Budget: Establish a budget and discuss sponsorship possibilities.
    • Review the Co-sponsorship guidelines.
  • Anchor Link: Submit event on Anchor Link for approvals.
Programming Guide

• **Event Planning (continued)**

*4-6 Months Ahead*

• Program: Meet with your planning team and coach to create the program, speakers and agenda.

• Event Manager: Set up an initial meeting with your event manager.
  • Room Setup: Determine if your event requires a room set up or you can use the room as is.
    • Will you need accessible [accommodations](#) for your guests?
  • Plant Op needs: If you are hosting an outdoor event, work with your event manager on your equipment needs (tents, tables, chairs, etc).
  • Audio Visual Needs: Determine your audio visual needs to help support your event.
  • Catering: Determine your catering needs for your event.
    • Remember to consider guests that might have special dietary needs.
    • Are you using a caterer that is using [sustainable products](#)?
    • Do you plan to use a [food truck](#) at your event?
  • High Risk Activities: If you are planning any activities that could involve risk (alcohol, animals, concerts, etc) you may be required to work with [Risk Management](#) for approval of insurance, waivers, etc. Discuss your plans with your event manager.
  • Vendors: Send info to [vendors](#) to collect proposals for review.

*2-4 Months Ahead*

• Vendors: Contact vendors selected to plan logistics (like A/V, caterer, entertainment, rentals, etc.)

• Tickets: Meet with the Sarratt Box office to set up [ticketing](#) for your event.

• Alcohol approval: If you are planning to serve [alcohol](#), make sure you have final approval.
  • Complete [Host Responsibility Training](#).

• Minors: Are you planning to host [minors](#) at your event?

• Final payments: Work with your coach to complete Purchase orders.
Programming Guide

• **Event Planning (continued)**

4 Weeks Ahead

• [Special Event Registration](#): Schedule a time to attend this meeting if required.
• Parking: Submit all [parking requests](#).
• VUPD: Do you require a [CSO or VPS](#) officer at your event?
• VIPS: Notify your event manager of any VIP, political officials, University officials.
• Marketing: Finalize, produce and distribute marketing materials, social media.
  • Tabeling: Reserve tables on Rand Wall, Sarratt Promenade, or Commons to promote your event.
• Onsite needs: Do you need volunteers, registration, greeters, directional staff?
  • Review: All set-ups and A/V needs with your event manager.

Day of the Event

• Arrive early.
• Check in with your event manager and review the setup.
• Sound check, check presentations on the computer being utilized.
• Track attendance.
• Enjoy!

1 Week Post Event

• Send thank you notes/emails to sponsors, VIP and all that assisted to make the event happen.
• Ensure all payments are received.
• Have a post-event meeting with key players.
Programming Guide

- **Tabling Guidelines**

  Information tables may be reserved by Registered Student Organizations and University Departments in designated locations to help promote an event or program. Requests should be made at least 24 hours in advance.

  **For all locations:**
  - Standing reservations are not accepted.
  - The table must be staffed by a representative of the organization at all times.
  - University Departments and registered student organizations shall not use their privileges to reserve tables and “front” for a non-university group or commercial entity. Outside companies may be referred to the Career Center.
  - Solicitation from non-student organizations is not permitted.
  - Religious organizations are permitted to use tables, but must be aware that they may not approach or solicit individuals to recruit them. They must sit at the tables and allow others to come to them for information. Any literature they have at their tables to hand out must identify the organization they represent.
  - VSG Candidates may not reserve tables as individual students; however, they may table if an officer of VSG makes the reservation on their behalf.
  - Goods (food, t-shirts, etc.) may not be sold. The organization may distribute such goods with a “suggested donation” associated, but a fixed price cannot be set.
  - Food may not be distributed unless prior approval has been obtained from Events at Vanderbilt.
  - Items may not be taped to the wall or windows without prior approval. Groups will be charged for any damage caused.
  - Hours are subject to change and are based on building hours.
Table Guidelines (continued)

Commons:
- Tables can be reserved between the hours of 7am - 11pm.
- Outdoor tables may be picked up by any member of the organization at the Commons front desk, and should be returned afterwards.
- Indoor tables are permanently set up at the base of the staircase in the atrium.
- No group may make more than five table reservations per calendar month.
- Amplified sound is permitted at low levels so as to not disturb events and classes on the 2nd and 3rd floors.
- In the event of inclement weather, patio tables will be cancelled.

Kissam Center:
- Tables can be reserved between the hours of 7am - 11pm.
- No group may make more than five table reservations per calendar month.
- Amplified sound is not allowed.

Rand Wall:
- Tables may only be reserved from 11am - 2 pm Monday - Friday.
- In the event of inclement weather, groups may bring their tables inside to the Sarratt Promenade if no other event is occurring on the promenade.
- A group may only reserve a table up to a maximum of 10 days per month.
- Tables are picked up from and returned to the Events at Vanderbilt office (Rand307). If a table is not picked up by 12pm, the table will become available for other student organizations to use for the day.
- Rand wall ticket sales are no longer offered.

Sarratt Promenade:
- Tables can be reserved between the hours of 7am - 11pm.
- A group may reserve a table up to a maximum of 5 consecutive days.
- Existing furniture cannot be moved.
- All programs including food will require housekeeping.
Vanderbilt Awards for Leadership Excellence (VALE)

The mission of VALE is to celebrate the work of student leaders and organizations that strengthens and fosters a diverse and transformative Vanderbilt community. These awards also recognize efforts that encourage members of this community to engage in a life-long pursuit of excellence in personal and social development.

The Individual Awards honor students who have demonstrated leadership and community service in various areas at Vanderbilt. Each Individual Award is accompanied by a stipend, as well as a trophy to commemorate the award. The Student Organization Awards recognize the work of student groups that host meaningful events, initiatives, or programs in the following areas: Best Arts Program, Best Intercultural Awareness Program, Best Collaborative Program, Best Interfaith Program, Best Health & Wellness Program, Best Diversity & Inclusion Program, and Community Engagement. Recipients of the Student Organization Awards will be honored through the perpetual plaques outside of Sarratt 208.

For more information on the VALE Awards, please visit the Student Leadership Development Website.
Resources

• **Bishop Joseph Johnson Black Cultural Center**

  The Mission of the Black Cultural Center (BCC) is to enhance the Vanderbilt experience of Black students, faculty, and staff by providing effective programming and resources to address the academic, cultural, well being, and social needs of the community we serve. The BCC is an essential resource for Vanderbilt and the greater Nashville community that seeks to highlight Black history, accomplishments, and culture.

  For more information, please visit the BCC Website.

• **Center for Student Wellbeing**

  The Center for Student Wellbeing is a central part of Vanderbilt’s Student Care Network – the holistic network of resources and support services available to all students in support of their health and wellness.

  For more information, please visit the Center for Student Wellbeing Website.

• **Human Resources**

  Vanderbilt University is committed to the principles of equal opportunity and seeks to establish and maintain a safe and healthy environment for all members of the University community, guests, and visitors. The University provides programs, activities, and a campus environment that foster courtesy and respect. Vanderbilt’s policies prohibiting sexual violence are a part of its overall commitment to provide a safe and healthy environment and to equal opportunity, both in educational programming and employment opportunities.

  For more information, please visit the Campus SaVE Act Policy Website.
Resources

• **The K.C. Potter Center**

Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Life at Vanderbilt University is a cultural center, a place of affirmation for individuals of all identities, and a resource for information and support about gender and sexuality. LGBTQI Life serves all members of the Vanderbilt community, including students, faculty, staff, and alumni, by creating educational, cultural, and social opportunities. The office also supports and advises LGBTQI-related campus groups and activities.

For more information, please visit the [LGBTQI Website](#).

• **Margaret Cuninggim Women’s Center**

The Margaret Cuninggim Women’s Center is an affirming space for women and for all members of the Vanderbilt community that actively resists sexism and all forms of oppression by providing resources and educational programming.

For more information, please visit the [Women’s Center Website](#).

• **Office of Active Citizenship and Service**

OACS equips members of the Vanderbilt community to move beyond the physical boundaries of Vanderbilt’s campus in order to meaningfully and ethically engage with communities in the pursuit of a more just and compassionate world.

For more information, please visit the [Office of Active Citizenship & Service website](#).
Resources

• **Dean of Students**

The Office of the Dean of Students serves a central role in student learning and development at Vanderbilt, advancing the University’s mission of teaching, research, and service by fostering academic and social networks through which students develop as intentional learners and global citizens. The Office of the Dean of Students creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other university departments.

For more information, please visit the [Dean of Students website](#).

• **Office for Equity, Diversity, & Inclusion**

The Office for Equity, Diversity and Inclusion endeavors to help make Vanderbilt University a leading learning institution where achieving equity, diversity, and inclusion are its highest priorities as it trains global citizens who will contribute to the development of a better nation and world.

For more information, please visit the [EDI website](#).

• **Office of Religious Life**

The Office of the University Chaplain and Religious Life nurtures a community of communities where students, faculty, and staff are invited to experience hospitality, to engage in discovery, and to practice generosity.

For more information, please visit the [Office of Religious Life Website](#).
Resources

• **Project Safe Center**

  The mission of the Project Safe Center is to provide information, support, referrals, and education about sexual and intimate partner violence (including sexual harassment, sexual assault, dating violence, domestic violence, and stalking), as well as consent, healthy relationships, and healthy sexuality to the Vanderbilt University community. Project Safe serves as a central resource for those impacted by power-based personal violence and can assist with navigating the University’s resource and support network (including the University Counseling Center, Student Health, the Title IX and Student Discrimination Office, Equal Employment Opportunity, the Employee Assistance Program, and the Vanderbilt University Police Department), as well as external support and law enforcement resources.

  For more information, please visit the [Project Safe Website](#).

• **Student Care Coordination**

  The Office of Student Care Coordination fosters wellbeing and success by identifying concerns and coordinating support for students facing life events that may interfere with their academic and personal goals using a proactive, collaborative, and student-centered approach. The Office of Student Care Coordination strives to empower students to take an active role in their wellbeing and to promote a culture of care within the Vanderbilt community.

  For more information, please visit the [Student Care Coordination Website](#).
Resources

• **Student Center for Social Justice and Identity (SCSJI)**

  The mission of the Student Center for Social Justice and Identity is to promote an environment of cultural competency, inclusivity, and awareness on the Vanderbilt campus. SCSJI’s vision is to provide a comprehensive service of inclusion and cultural engagement that facilitates the creation of an institution dedicated to all forms of racial, cultural, gender, religious, ability, and sexual identity expression. SCSJI seeks to do this by equipping the Vanderbilt community with the tools necessary to be effective agents of social change in an increasingly diverse world.

  For more information, please visit the [SCSJI Website](#).

• **Student Organizations Office**

  The Office of Student Organizations strives to encourage co-curricular learning and personal development through intentional student engagement. Student Organizations connect the campus community by highlighting opportunities for meaningful involvement and helping students engage with tools to help manage and track the co-curricular student experience.

  For more information, please visit the [Student Organizations Website](#).

• **Title IX & Student Discrimination Office**

  Vanderbilt University is committed to equal opportunity and to maintaining a safe and healthy environment for all members of the University community, guests, and visitors. University policies, programs, and activities are designed to foster courtesy and respect. The University prohibits and seeks to eliminate all forms of sexual misconduct, including sexual harassment and sexual assault, and intimate partner violence, which includes dating violence, domestic violence, and stalking.

  For more information, please visit the [Title IX & Student Discrimination Website](#).
Resources

• **University Counseling Center**

  The UCC supports the mental health needs of Vanderbilt students, encouraging their work toward their academic and personal goals.

  For more information, please visit the [University Counseling Center Website](#).

• **Vanderbilt Student Health Center**

  The Student Health Center’s mission is to enhance the academic experience of students by providing quality primary healthcare services in a nurturing and cost-effective manner.

  For more information, please visit the [Student Health Center Website](#).