



Alternative Event Policies and Memo of Understanding

EVENT TITLE: _____

EVENT PROPOSER:

EVENT VENUE:

EVENT DATE:

EVENT TIME:

SEATING CAPACITY:

SECTION ONE: EVENT OPEN TO ALL SEAVER STUDENTS

1. As Convocation strives to enhance the specific purpose of bringing the community together on our campus, all Alternative Events are approved based on our understanding of it being open to all Seaver students. As a Seaver-wide department, Alternative Events exist to serve the whole community and are not to be put on for a specific student group or demographic sector.

This event has NO:

- *priority seating*
- *early admission*
- *reservations for seats*
- *registration*
- *sign ups*

This event is NOT a:

- *service/volunteer opportunity*
- *training meeting*
- *retreat*
- *private worship service*

2. This event is not mandatory for any group or academic class. Additionally, this event is not being offered for additional academic class credit.

Examples: extra credit for a class, mandatory credit for a class, rush events, scholarship requirements, or anything related to aforementioned items.

3. This event will be filled on a first-come, first-serve basis to all students. No students will be given priority in line. All students will be directed to line up in one line only.
4. Are any non-student attendees expected at this event? Yes No
If yes, how many? _____

Initials: _____



Alternative Event Policies and Memo of Understanding

EVENT TITLE: _____

SECTION TWO: EVENT SPECIFICS

1. This event is approved for 1 hour only. After 1 hour, The Convo Crew will begin scanning students out regardless of whether the event continues past that time.
2. This event has been approved for the specific date, time and venue stated above. You must ask for approval by the Convocation Office for any changes to this information.
3. This event has been approved based on your acceptance of the terms of this policy statement and any additional notes made on this form during this meeting time. You must ask for approval by the Convocation Office for any changes to any information on this form after this meeting. **Failure to meet this requirement may result in the cancellation of any other alternative events that you sponsor this semester or in future semesters.**
4. You, as the event sponsor, are directly responsible for the content of the program including a guest speaker, panel discussion, etc. Inappropriate interactions with attendees, such as being overtly rude, aggressive, attacking, or using foul language or imagery, will not be tolerated. **Any such action may result in the cancellation of any other alternative events that you sponsor this semester or in future semesters.**
5. You, as the event sponsor, are directly responsible to ensure that the event aligns with the agreed upon spiritual outcomes stated in the application and this meeting. **Failure to meet this requirement may result in the cancellation of any other alternative events that you sponsor this semester or in future semesters.**

Convocation Mission Statement:

The Convocation Office is dedicated to strengthening the faith and character of Seaver College undergraduate students by providing opportunities to gather for worship, hear Christian perspectives on personal and contemporary issues, and learn more about how they can make a difference in the world. The programs are designed to affirm Christian faith and values, connect faith with college life, and build the campus community.

Initials: _____



Alternative Event Policies and Memo of Understanding

EVENT TITLE: _____

SECTION THREE: EVENT STAFF

Your Staff:

1. Will you be present at this event as the responsible party for the flow and content of the program? Yes No
If not, what Pepperdine faculty/staff member will be? _____

2. You are to be at the venue and ready to greet the Convo Crew at _____, which is _____ minutes before the event start time. You are the contact person for the Convo Crew leader.

3. Are there other Pepperdine faculty/staff or non-Pepperdine personnel with any participant/leadership role in this event?

Names	Role
_____	_____
_____	_____
_____	_____
_____	_____

4. Are any Pepperdine students participants/leaders in this event? Yes No
If yes, how many? _____

Convocation Staff:

As part of receiving Convocation credit for your event, the Convocation office provides staff to direct the flow, entering and exiting of all attendees to ensure that students are properly scanned for academic credit. Convocation personnel are trained by the Convocation office in these tasks. Convo Crew Members are the facilitating staff between your event and Convocation credit.

Convo Crew will arrive at the venue for your event at _____, which is _____ minutes before the event start time.

The Convo Crew Member who is the Lead and your contact for this event is _____.

What to expect of the Convocation Staff:

1. Before the event begins
 - a. Arrive at the time stated above and introduce themselves
 - b. Give you the Alternative Event Student Participants form
 - i. You are responsible to complete the form for all student names/CWID who are involved in the leadership of the program
 - ii. The form must be submitted to the Convocation Office within 24 hours of the event
 - c. Set up Convocation equipment (stanchions for line, door stops, signage, etc.)



Alternative Event Policies and Memo of Understanding

EVENT TITLE: _____

- d. Determine where/how the line will form at the doors
2. Open doors at start of event – usually 10 minutes before start time of event, no later than 5 minutes before start time of event
3. Welcome attendees and scan students in
4. Ensure seating capacity is not exceeded for the venue and all persons abide by fire codes (no standing or sitting in the aisle, etc.)
5. During the event, address overtly distracting behavior or major distractions
6. Respond to emergency situations by calling 911 and/or DPS
7. Open doors at end of event and scan students out

Please note that the Convo Crew is not under the direction of the event sponsor or other event hosts. Do not give them instructions regarding their job responsibilities when they arrive at your event. Do not offer any additions or changes to their responsibilities when they arrive at your event.

Initials: _____

SECTION FOUR: EVENT SET-UP

In order to help us best assist you for the event, please describe any set up that will be happening inside or outside of the venue. This may include food and beverage tables, sign up's for further opportunities, book signings, etc.

Set up outside of the venue before/after:

Set up inside the venue before/after:

I understand the venue diagram provided by the Convocation Office and agree to follow this set-up as shown. If any changes/additions are needed to this diagram, I must ask for approval by the Convocation Office.

Initials: _____



Alternative Event Policies and Memo of Understanding

EVENT TITLE: _____

SECTION FIVE: ADDITIONAL NOTES

Initials: _____



Alternative Event Policies and Memo of Understanding

EVENT TITLE: _____

MEMORANDUM OF UNDERSTANDING

I, _____, agree to abide by the expectations and policies of the Convocation office for the alternative event I am sponsoring.

I agree to uphold all items listed above and to communicate them to others who are helping put the event on.

I understand I am held responsible for the content of this program.

I will ensure that any guest speaker or group is aware of their need for sensitivity and respect for students when presenting to them.

I understand that failure to uphold any items listed above may result in the cancellation of any other alternative events that I sponsor this semester or in future semesters.

Printed name: _____

Signature: _____ Date: _____

Convocation Staff signature: _____