TTU Student Org Quick Guide to ON-CAMPUS Events for the Fall 2020 Semester

- Try and host events and meetings virtually, if possible. Check out the Student Involvement Virtual Tips & Resources online on the Center for Campus Life Website.

- Hosting an Event ON-CAMPUS OUTDOORS?
  - TTU Grounds Use committee must approve the event.
  - Event setup must be arranged with appropriate social distancing between attendees, including space for chairs in rows or around tables.
  - You must provide hand sanitizer or hand-washing stations.
  - Do not have overcrowded areas or clusters of people. Enforce physical distancing.
  - Masks must be worn outside when social distancing cannot be maintained at all times.
  - Food, to include pre-packaged and grab and go, is not permitted at any on-campus event.

- Hosting an Event ON-CAMPUS INDOORS?
  - On-campus events can be up to 50% of the room capacity to not exceed 50 people. To host a meeting that has 51-100 people, you must receive written approval from the Director of Center for Campus Life, Kimberly Thornton, at Kimberly.thornton@ttu.edu.
  - Events more than 100 people must be approved by the President’s Office via the Director for Center for Campus Life, Kimberly Thornton. Please email the event request to her at Kimberly.thornton@ttu.edu. Please email her your event request at least five days before the event.
  - You must provide hand sanitizer or hand-washing stations.
  - Do not have overcrowded areas or clusters of people. Enforce physical distancing.
  - According to TTU policy, masks must be worn on campus inside buildings at all times.
  - Food, to include pre-packaged and grab and go, is not permitted at any on-campus event.

- For all Events on ON-CAMPUS, Inside or Outside:
  - Face coverings are required for all indoor events and at outdoor events where a 6-foot social distance between participants cannot be maintained at all times.
  - Event organizers should have a supply of extra face coverings on hand for guests who forget their own.
  - Use TechConnect, SignUpGenius or another online reservation system to have attendees register to attend.

For more information, please do not hesitate to contact the Director of Center for Campus Life, Kimberly Thornton, at Kimberly.thornton@ttu.edu or check out the Center for Campus Life website.

For the complete Campus Event Guidelines, please click here.
TTU Student Org Quick Guide to OFF-CAMPUS Events for the Fall 2020 Semester

• Hosting an Event OFF-CAMPUS OUTDOORS
  o The Director of Center for Campus Life, Kimberly Thornton (kimberly.thornton@ttu.edu), must approve all off-campus events taking place outside from 10-50 people. If approved, she will work with the Mayor’s Office to obtain approval for a student organization’s event. Please email her your event request at least 10 days before the event.
  o Events of more than 50 people off-campus must be approved by the President’s Office via Kimberly Thornton at kimberly.thornton@ttu.edu. She will also work with the Mayor’s Office to obtain approval for larger events once approved by the President. Please email her the event request at least 10 days prior to the event.
  o Event setup must be arranged with appropriate social distancing between attendees, including chairs in rows or around tables.
  o You must provide hand sanitizer or hand-washing stations.
  o Do not have overcrowded areas or clusters of people. Enforce physical distancing.
  o Masks must be worn outside when social distancing cannot be maintained at all times.
  o Pre-packaged and/or grab and go food cannot not purchased using TTU College or departmental funds; however, it can be purchased using club dues or fundraising funds. Attendees must be six feet apart while eating or drinking.

• Hosting an Event OFF-CAMPUS INDOORS?
  o Off-campus events can be no more than 50% of the room capacity to not exceed 50 people. Events of more than 50 people off-campus must be approved by the President’s Office via Kimberly Thornton at kimberly.thornton@ttu.edu. Please email her your event request at least 10 days before the event.
  o You must provide hand sanitizer or hand-washing stations.
  o Do not have overcrowded areas or clusters of people. Enforce physical distancing.
  o According to Texas policy, masks must be worn inside buildings at all times.
  o Pre-packaged and/or grab and go food cannot not purchased using TTU College or departmental funds; however, it can be purchased using club dues or fundraising funds. Attendees must be six feet apart while eating or drinking.

• For all Events OFF-CAMPUS, Inside or Outside:
  o Face coverings are required for all indoor events and at outdoor events where a 6-foot social distance between participants cannot be maintained at all times.
  o Event organizers should have a supply of extra face coverings on hand for guests who forget their own.
  o Use TechConnect, SignUpGenius or another online reservation system to have attendees register to attend.

For the complete Campus Event Guidelines, please click here.