

EVR Flow Chart

1. Get Certified!

- Certify members of clubs and organizations who are in charge of event planning:
<http://campuslife.rit.edu/evr>
- While you may have several EVR certified members, each event will have **one** person designated as the *responsible representative*. He or she will be responsible for the main line of communication for that event.



2. Reserve Your Space:

- Contact the Campus Life Reservations office for availability of meeting rooms, or if you are a student organization looking to use academic space for non-academic reasons (ie: club meetings, etc.): reserve@rit.edu; 475-6992;
<http://campuslife.rit.edu/main/sau/reservation>
- See the Facility Reservation Contact list for other locations on RIT's campus (ie: SLC, SDC, Ritz, etc):
<http://campuslife.rit.edu/sau/evr/resources/RoomsContact.pdf>

3. Register Your Event with EVR:

- You can register events online 24/7:
<http://campuslife.rit.edu/evr>
- You can also register events in person through the EVR office Monday-Friday from 1pm-4pm. The EVR office is located at the main desk in the lobby of the Campus Center.



4. Preliminary Review:

- Reserved space confirmed.
- Accurate advisor information provided.
- Approval of event name and description.
- Correct dates and times.
- Off campus: complete and accurate hotel and travel information entered.



5. Professional Review:

- Confirm preliminary review (looking for additional information that may be needed related to event.)
- Assess risk needs, waiver form needs, and level of services needed (level I, II, III).

6. Event "Sent Out" To Distribution List:

- Service requests processed: FMS, Wallace Center Services, Tech Crew, Catering, Public Safety, Risk Management.
- Interpreting Services must be requested separately through Access Services:
<http://www.ntid.rit.edu/accessservices>



7. Service Provider Review

- All service departments review summary for event needs.
- Campus Life reviews the event for additional items missed, risk related issues, etc.



8. Message Board Communication:

- This process takes place from the time the event is registered until it is confirmed by the EVR office.
- This is the main line of communication between service departments, EVR staff, CCL staff, and the responsible representative.

9. Contracts Requested:

- Contract request forms are completed, signed by advisor, and turned in.
- Contract signed by artist and professional staff.
- W-9s are received and processed.
- 15 business days to process payment once CRF and W9 are received.



10. Waivers Posted:

- Activity description is obtained.
- Waiver is created and posted to message board.
- Club or organization makes copies from the original.
- Each participant must sign a waiver form.
- All signed copies are returned to Welcome Center in Campus Center the next business day following the event.
- For off-campus events, waivers must be turned in the day before travel begins.



11. Final Review & Confirmation

- Campus Life and EVR Staff conduct a final review on the event summary.
- Confirmation message is posted to message board: "This message is to CONFIRM this event."
- Event should not be held unless all services are confirmed on the message board and the EVR confirmation message is sent out.