

SAIL Event Planning Requirements for Clubs & Organizations

COVID-19 Restrictions for 2021-22:

- All events for the 2021-2022 academic year will be **tentatively** approved by the Student Clubs and Organizations Coordinator, Haley Hannaman (hhannaman@mines.edu). Approval of your event is subject to change pending current COVID-19 regulations for our community. Should your event be unable to happen or need to implement changes due to COVID-19 regulations, you will be directly contacted by Haley.
- *Below are the most current meeting and event guidelines. Should there be changes in COVID-19 regulations, all organizations will be notified immediately and those with scheduled events will be contacted on an individual basis.*
 - [Current COVID-19 Regulations can be found here. These are what you will follow for your organization's event unless noted otherwise.](#)

SAIL Event Requirements:

- **Event Approval:** All registered student organizations are required to submit their event request, in-person or virtual, through Engage to be approved by the SAIL office *at least one week in advance* of the event. **Your event is not approved from SAIL until it has been approved via Engage.**
 - In addition to submitting your event to Engage for SAIL approval, you also must reserve spaces on campus. Receiving a space confirmation is not equivalent to receiving approval from the SAIL office; you still must submit your event via Engage and receive SAIL approval prior to proceeding with the event.
 - Recurring Meetings: Recurring meetings can be submitted all at once for approval as a recurring event on Engage. Once approved, all occurrences are approved.
- **Advertising:** Club meetings and events must be advertised through Engage and at least one another campus-wide platform such as the Daily Blast or flyers posted around campus.
 - All event advertisements must include instructions on how to arrange accessible accommodations.
 - If choosing to advertise with flyers, the flyer must receive SAIL approval. Email a digital version of your flyer to the SAIL office at sail@mines.edu to be stamped.
 - Advertising only to club members or closed server lists does not constitute sufficient advertising.
- **Mental Health Resources:** All clubs and organizations are required to post mental health resources at their events, virtual, in-person or hybrid. Contact the SAIL office at sail@mines.edu to receive a copy of these resources.
- **Accommodation Statement:** All event advertising, whether through Engage or another campus-wide platform, is required to include an accommodation statement. Below is an example you may use. You can also find an "Accessibility for Events" PowerPoint under "Helpful Resources" that provides information on how to make your event more accessible.
 - Example Statement: Mines welcomes individuals with disabilities. If you require an accommodation in order to participate in this event, please contact (event

contact) by (date) at (contact information). Advance notice may be necessary to arrange for some accessibility needs.

Helpful Resources:

- [Accessibility for Events](#)
- [How to Reserve a Room on Campus](#)
- [Mines Climbs Together: COVID-19 Health and Safety Resources, Updates](#)
- [Submitting your Event to Engage for SAIL Approval](#)

Still have questions regarding event planning? Contact the Student Clubs & Organizations Coordinator, Haley Hannaman, at hhannaman@mines.edu