

AMS Event Planning & Approvals Information Guide

A resource to assist with the completion of the Event Planning Form



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Purpose

The AMS believes that having safe, inclusive, and student-run events are vital to the student experience. Every year, thousands of talented students plan and execute activities and events on a variety of topics that they are passionate about. The AMS actively encourages these endeavours and wants to ensure that these events are run in a safe manner.

The purpose of the Event Planning form is three-fold.

- First, it is used to help the AMS be aware of events that are being planned to allow us to support the planning and risk management for the event (i.e. waivers are required for the participants)
- Second, approved events only will be insured by the AMS' insurance policy. Having an event insured by the AMS will alleviate the personal liability from the student organizers, if a problem occurs at the event that results in significant liability or damage.
- Third, it is to ensure that all event organizers are familiar with the University's policies, in particular the Alcohol Policy and advertising for the event.

Overview of Event Planning Form

Section 1: Event Details

This section should have a lot of detail. The standard of detail in this section is that any individual who wishes to recreate your event on their own can do so with the details in this submission.

The purpose of this section is so that the AMS can evaluate the risks and give feedback on the timeline and specific events in the itinerary.

Section 2: Event Logistics

This section includes all the logistics of your event and is critical to be completed in full so that there is a clear view of how the event will be administered and managed.

All the information provided will be used to evaluate whether preventative steps can be taken to lower the risk of the event (ex. Adding a refreshment break to the itinerary during outside events in the heat of the summer, etc.).

High Risk Activities that require individual consideration and review:

Alcohol

The presence of alcohol adds an extra risk to an event; however, these risks can be lowered if proper measures are set in place. This section is ensuring that all potential risks associated with having alcohol at an event are accounted for. Some areas to account for are:

- Whether a ticket includes drinks or not, and if yes, how many? This is to help the Queen's Student Constables (StuCons) working the event track intoxication levels, and for the event organizers to manage the amount of alcohol participants are consuming.
- Ensuring that there is a sober contact at the event. A sober contact serves as a point of reference for the event organizers, StuCons, and attendees and is mandatory to have at events with alcohol being served.
- Minors at drinking events (what is the protocol?)
- Importance of ensuring participants are bringing valid ID that has NOT EXPIRED. Note that expired ID cannot be accepted as valid proof.
- Description of alcohol services
 - Is venue providing alcohol?
 - How is alcohol distributed (served vs. self-served)? What type of alcohol is served (beer, wine, liquor, etc.). Is it being served in conjunction with food/water?
 - The reasoning behind the use of alcohol is needed to ensure that the sole purpose behind the event is not drinking, i.e.. how alcohol adds to the integrity of the event.
 - Additionally, how the event is promoted, as well as when alcohol is available is an important factor.

The following locations work alongside StuCons, and qualify for approval on behalf of the AMS:

- Clark Hall Pub

Under certain circumstances, the AMS will approve off-campus events that provide alcohol

- The event must be a social/networking outing that is directly associated with a broader event or conference. **Standalone socials held in off campus drinking establishments will not be approved as they are not associated with an educational component.**
- There needs to be a regimented, and clearly advertised, start and end time to the social event which follows directly from the main educational purpose of the event (i.e. a conference) and is not a 'pub crawl' going into the late hours of the night.
 - For example; the networking event is from 7pm – 10pm. Conference ended a couple of hours before. At 10pm the event organizers notify participants that the event has ended and leave the premises so that there is no misunderstanding that the event is continuing.
 - Should individual conference attendees want to continue socializing that is a decision of individuals and not the event organizers.
- **The space allocated by the venue for the social needs to be separate from the general public** (i.e., In a private room or closed off space). This allows the event organizers to have control over the event and the actions of their participants.
- StuCons are in attendance.
- During the social event itself, there needs to be provisions in place to escort or arrange transportation (taxi, etc.) for any conference attendee that has had too much to drink or is acting inappropriately.

Events that take place at venues where the general public is also in attendance and are not part of a broader event or conference will not be approved under Event Planning and Approvals. The reason is that nature of these events is purely social and are not part of a broader educational purpose. In addition, these venues are open to the public, have their own insurance, provide their own security, and do not allow StuCons to work the event which restricts the event organizers and the AMS in their management of risk. Examples of these kinds of venues are:

- Stages Nightclub
- Ale House
- Trinity Social

Methods of Providing Food

There are multiple ways to provide food that hold varying levels of risks.

- Sold to the Public/Members of Organization
 - If you are selling food, please note that Queen's Hospitality Services regulates the types of food sold on campus. For any questions about the regulations, please contact dining@queensu.ca. You will have to fill out the Queen's Hospitality form and get it approved.
 - **If you are selling to the public, you will also have to fill out a KFL&A special events application and get it approved.**
- Provided at no extra cost to participants
 - This is different than selling food, as it is not subject to the Queen's Hospitality Services limitations on types of food sold.

If you are selling to the public, you will also have to fill out a KFL&A special events application form.

On/Off Campus

If your event is taking place on campus, and intends to provide food to participants, you will need to fill out one of four Queen's Hospitality forms.

These forms must be submitted to dining@queensu.ca once completed. **KFL&A requires 14 business days** to assess and verify the food request forms.

If you are requesting services from Queen's Hospitality Services, they may require sanctioning from the AMS before your request can proceed.

If your event is taking place off-campus, a KFL&A special events application will need to be filled out in all cases. The turnaround time for a response from KFL&A is 10 days.

Methods of Obtaining Food

Catered with External Vendor

If your event is catered, we will require you to indicate on the form the amount of people present from the catering company to serve food to properly evaluate whether additional supervision is needed.

Barbeques lead by External Vendor: Events on-campus or off-campus that intend to cook meat, fish or other foods for participants need to fill out both a Queen's BBQ Hospitality form, and a KFL&A Special Events Application

- Queen's BBQ Food Request Form: <https://www.queensu.ca/food/off-campus-food-request-forms>

Off-Campus Caterer: If your club intends to use an outside restaurant or catering company to provide food for your event, then you will need to fill out an off-campus catering Hospitality form and will need to get a certificate of insurance, with a **minimum of \$5 million coverage**, from the food provider.

- **Queen's Off-Campus Caterer Food Request Form:**
<https://www.queensu.ca/food/off-campus-food-request-forms>

Self-Catered

If your event has food that is not catered, but rather is prepared by the organizers or other members of the organization, there are different forms to fill out and guidelines to abide by, depending on the types of food handed out.

Barbeques led by Organizers: Events on-campus or off-campus that intend to cook meat, fish or other foods for participants need to fill out both a Queen's BBQ Hospitality form, and a KFL&A Special Events Application

- BBQ Package: <https://www.queensu.ca/food/off-campus-food-request-forms>

Event Catered by Sponsor (Self-Catered Event): If your club plans to serve food at your event that is being purchased from a restaurant or store (Platters from Metro, Costco, etc., other pre-packaged foods) then a Queen's Hospitality Catering form and a KFL&A Special Events Application needs to be filled out

- Catered by Sponsor Package: <https://www.queensu.ca/food/off-campus-food-request-forms>

Bake Sales: Events that are taking place on-campus that intend to sell home-baked goods for fundraising purposes need to fill out the Queen's Hospitality Bake Sale form, and a KFL&A Special Events Application.

- Queen's Bake Sale Food Request Form: <https://www.queensu.ca/food/off-campus-food-request-forms>
 - If you are selling food, please note that Queen's Hospitality Services regulates the types of food sold on campus. For any questions about the regulations, please contact dining@queensu.ca.

Potluck: If your club intends to host an event on-campus in which food is being prepared only for members of the club (**not open to public**) and is not being sold, then it is classified as a potluck. **We require that common allergies are displayed for each item provided to participants (eg. Nuts, milk, eggs, seafood).**

- Potluck form: <https://www.queensu.ca/food/off-campus-food-request-forms>

*If you are unclear about which category your event fits into, please contact events.planning@ams.queensu.ca, for all other food inquiries, email smith-marcella@aramark.ca

Physical Activity

If your event involves physical activity, it is necessary that you identify which of the three different categories your event falls into in order for that risk to be assessed.

The type of physical activity needs to be stated so StuCons can properly evaluate if StuCons are needed, and if so, how they should be scheduled and positioned.

Before each shift, the StuCons working the shift are briefed on specific things to look out for, which your submission will be used to specify. Event organizers should also prepare to provide updates and clarification regarding activities of the event to StuCons.

The 3 different types of physical activity are:

- **Light Physical Activity Level;** Refers to activities that pose little to no risk (walking, brisk outdoor recreational activities, etc.). It is still important to outline on the form what physical activity is involved in your event, even if it would be considered light.

- **Moderate Physical Activity Level:** Refers to activities that pose a substantial level of risk, and safety precautions will need to be taken by event organizers. These activities could include more intensive recreational activities, light running/jogging, dancing, etc. Events with moderate levels of physical activity will need all participants to sign a waiver. Waivers can be provided by the AMS by request, please contact events.planning@ams.queensu.ca for more information.
- **Vigorous Physical Activity:** Refers to activities that are high-risk and could incite injury. This could include ice hockey, rock climbing, etc. These events will rarely be sanctioned because it is difficult to mitigate the risks associated with vigorous physical activity. There may be options for a separate insurance policy (at the cost of the event) that is there specifically for individual events that fall outside of the light/moderate activity and include vigorous activity. The Event Sanctioning form should be completed so that information is provided can assist in this discussion.

*If you are unclear about which category your event fits into, please contact events.planning@ams.queensu.ca

Additional items to indicate on the submissions:

- **Specify support staff** – such as first aid, crowd control, supervisors, so StuCons are aware of additional controls and supports in place for the patron's and organizer's safety.
- **For equipment** – ensuring all appropriate equipment is provided for safety in appropriate condition
- **Participants must be instructed to bring their health card** – in case people need to go to the hospital or access emergency services
- **Emergency accessibility** – established protocol for emergency ensuring acceptable safety measures are in place, entries and exits are all accessible.

- **Whether Queen's First Aid (QFA) has been contacted** - to ensure that they are present and prepared for the type of event/physical activity, and so StuCons know to refer participants to first aid

Minors (under the age of 18)

The main reason that we need to know if minors are present at the event is to ensure that there is no underage drinking and that StuCons are aware of the presence of minors.

Proper permission forms are required from a minor's parent or guardian for a minor to attend an event and need to be signed prior to the event.

50+ Attendees

For events with a large number of attendees, it is important to be aware of the capacity of the venue in relation to the fire code. If StuCons are attending the event, they will also have to be aware of the official capacity and number of projected attendees beforehand so they can properly count the number of people in the venue. Fifty is a starting point to have these conversations as in some venues fifty attendees would not be excessive and in other venues they would be.

Travel

Events involving Travel is identified by our insurance providers as posing a *higher-than-normal* level of risk to the AMS. There are certain requirements that your event will need to fulfill in order to be approved. Any events involving travel will need all participants to sign an AMS issued Waiver. Waivers can be provided by the AMS by request, please contact events.planning@ams.queensu.ca for more information.

Itinerary: While all event organizers need to outline a rough itinerary of their event, this becomes even more necessary when travel is involved. Ensure that an hour-by-hour timeline is provided, including the various locations that will be visited, and the way in which you will be getting participants to these locations and ensuring that no participant is left behind.

Attendance: If you are going off-campus, attendance must be taken before and after you leave the premises.

Transportation: For your event to be approved, you must use a chartered bus or train in order to get to your desired location. Use of personal vehicles, rented vehicles, or vehicles without an authorized driver provided by the transportation company will not be considered for approval. Participants of the event will need to sign an AMS issued waiver in order to be approved. Waivers can be provided by the AMS by request, please contact **events.planning@ams.queensu.ca** for more information.

Traveling outside of the province: There is an associated \$25 fee (per member) with a minimum fee of \$375 per event for any travel outside of province to an event.

Certificate of Insurance: If your event is organizing a conference or event off-campus, some venues (for example municipal owned properties, hotels) will require a certificate of insurance from the AMS. In order to receive this certificate, you must first send a copy of the rental contract provided by the venue to events.planning@ams.queensu.ca. The rental contract will need to include the AMS as the party that is entering into the contract as otherwise our insurance cannot issue a Certificate of Insurance. It is acceptable to include the name of the club following the AMS name so that it is clear which entity the venue is dealing with. It is required that requests for a certificate of insurance from the AMS are made at least 48 hours in advance of the events occurrence.

Queen's Student Constables

When events have been approved by the CAC, it is the event organizer's responsibility to follow up with and communicate the details of their event to Queen's Student Constables. StuCons require at least **72 hours'** notice if you plan on changing the date of your event.

Frequently Asked Questions

- **Can you fast track my event?**
 - No. Events are reviewed on a first come, first served basis. All requests for fast tracking will go unanswered.

- **Can I submit my Event Planning form the day before my event?**
 - Event forms should be submitted at least 14 days prior to the start of your event. Any forms submitted outside of this window risk their event not being reviewed and subsequently approved and covered by AMS insurance.
- **Do I need to fill out an event form if I am just meeting with my club members?**
 - No. Event forms do not need to be filled out for meetings that only have club members present. Event Planning forms must be filled out for events that feature members of the public and involve your club acting in an official capacity.