Student Events Procedure

Event Types and who to contact:
• To hold a meeting with other students without use of AV equipment, contact booking@expression.edu to reserve the space
• To hold a meeting with other students using a classroom’s AV equipment, contact the Office of Student Affairs at studentaffairs@expression.edu for clearance procedures
• Alumni who wish to organize an event should contact
• All other events organized by current students need to follow the Student Event Policies and Procedures outlined below

*Please be aware that only Sound Students who have passed Live Sound 2 and are approved by Hani Gadallah (Live Sound Course Director), are allowed to book Meyer Hall or the East End Open Space if using the sound consoles.

Student Event Policies and Procedures
If a current student wishes to hold an event, he or she must follow the steps below. All forms can be completed electronically and obtained from the Student Website: http://students.expression.edu.

1. Submit a completed Student Event Proposal Form to the Office of Student Affairs (OSA) at least 30 days before the date of the event.
2. If the proposal is approved, meet with an Office of Student Affairs Representative (OSAR) to review and sign the Event Agreement Form, and schedule follow-up meetings.
3. Submit the Event Details Form, complete with required signatures, to an OSAR no later than 14 days before the event.
4. Meet with an OSAR at least 7 days before the event to confirm that all event needs & requirements are set.

The Office of Student Affairs (OSA) will assist with tasks requiring administrative approval. However, the student organizing the event is responsible for coordinating all planning meetings, supervising event volunteers, corresponding with vendors and event staff, and overseeing all other responsibilities related to the event. The OSA will be available to provide advice and guidance on how to accomplish these tasks, but the student is ultimately responsible for making them happen.

The student organizing the event must be present at the event. He/she must follow all student event policies and procedures, or risk having their event cancelled.

Frequently asked questions
I’ve spoken with my Program Director about my event and he/she verbally approved my event. Does that mean I can move forward with the event?
No event is officially approved until all forms are submitted to OSA with proper signatures.

I am worried about securing a space for my event. Can I book it before submitting the forms?
You should not book any space until your Event Proposal has been approved.

When can I start promoting my event?
Promotion cannot begin until all forms are submitted and all signatures obtained on the Event Details Form.

Can I invite non-Expression guests to my event?
If non-Ex’pression guests attend your event, you may incur out-of-pocket expenses (i.e. extra security, liability insurance, clean-up costs). You will also be held responsible for your guests’ behavior while they are onsite.

Can I borrow items from the Equipment Room for my event?
Refer to your student handbook, the student website, or with the Equipment Room to see which items you are eligible to check out. If you are on the Equipment Suspension List, this may limit your ability to reserve items.

Can I ask Ex’pression staff or faculty to assist on the day of my event?
Staff or faculty may volunteer their time if they choose. You may also hire a staff or faculty member for your event. But please note that payment will come from your own funds.

I am on conduct probation. Can I still plan an event?
Depending on the level or severity of your offense, your proposal may or may not be approved.