



Procedure Number: CS 204

Procedure Title: Event Procedure

Relevant Board Policy:

Relevant SACSCOC Principle:

Originating Unit: College Services

Maintenance Unit: College Services

Contact for Interpretation: Vice President of College Services

I. Purpose:

The purpose of this procedure is to provide guidelines for planning, organizing, and executing events at Northeast Lakeview College. This document outlines the roles and responsibilities of all involved parties, establishes timelines and deadlines, and ensures successful and enjoyable events for students, faculty, staff, and the community.

Definitions:

Event: Any organized gathering or activity that takes place on or off campus that requires coordination across multiple departments. An event meets at least one (1) of the following criteria:

- Setup/Teardown is required.
- IT Support or Event Technician is required.
- Food/Beverages served.
- Non- NLC affiliated minors will be present.
- Taking place or ending after the building is normally scheduled to be closed.

Served: For the purposes of this procedure, and in the context of food or drinks, served is anything greater than pre-packaged or individually wrapped food or drink items. Served food requires a person with a food handlers' certification to be present.

II. Procedure statement:

AlamoEXPERIENCE is Alamo Colleges District social media styled intranet used to request, review and promote events. AlamoEXPERIENCE allows the necessary POCs to review the requests and make comments, recommendations, and approvals.

AlamoEXPERIENCE is time stamped for transparency and to ensure that items are reviewed in a timely manner. Northeast Lakeview College utilizes AlamoEXPERIENCE to coordinate events between the Facilities, IT, Risk Management, DPS and College Services departments. The College Event Coordinator will assist in coordination between the various departments to ensure the event is set up and completed successfully.

- A. All events hosted, created, and/or organized by Northeast Lakeview College

administration, staff, faculty, or student organizations, or that include the representation of Northeast Lakeview College or a subgroup thereof, must be submitted within AlamoEXPERIENCE no later than 14 days prior to the intended day of marketing. To market or conduct an event, all required reviewers must review and approve the event within AlamoEXPERIENCE.

1. AlamoEXPERIENCE is accessible through ACES or directly at <https://alamo.campuslabs.com/engage> using your ACES account information.
 2. Fill in all the blanks and answer all questions that apply to your event to the best of your abilities.
 - a. If at any time you do not have the required information you can save and leave your submission to resume later.
 3. Once completed, the event organizer will receive an email receipt, and AlamoEXPERIENCE notifies reviewers for processing.
 - a. As Reviewers ask additional questions within the comments section of your event submission, you will receive additional email notifications as a default.
 - b. Additional information can be added at any time to the comments section of your event submission.
 4. For training on AlamoEXPERIENCE, please contact nlc-student@alamo.edu or nlc-events@alamo.edu
- B. The College Event Coordinator can be used to provide guidance and logistics for events and suggest alternatives if necessary. If requested the College Event Coordinator will participate on committees and/or meetings for events. To facilitate a seamless event, and to centralize communication across multiple departments within the college and district, the College Event Coordinator is responsible for the following if requested in AlamoEXPERIENCE:
1. Submit work orders to the IT department and coordinate setup.
 2. Submit work orders to facilities for set-up/breakdown of rooms/spaces and housekeeping.
 3. Ensure that any facilities used are returned to their “previous condition.” when the event is finished.
 4. Notify DPS and/or Facilities if the event is open to the public outside of normal business hours.
 5. On a weekly basis meet with DPS, Facilities, Risk Management, IT, College Services, the College Budget Officer, and VPCS to discuss events for the next two weeks.

C. Event Owners are responsible for the success and smooth running of their events. To ensure a well-run, well-coordinated, and successful event, Event Owners are responsible the following:

1. Complete an Official Functions Event Request Form (ERF) notating any approved items to be bought by the department for the event and an approved FOAP with sufficient funds.
2. Provide the appropriate funding for any DPS, IT, Event Staff and/or Facilities overtime that may be needed for an event. If required, the event organizer is responsible for getting the appropriate signatures and FOAP necessary for an Overtime Request Form.
3. If marketing/promotional materials are needed, the Event Owner must contact the Marketing and Strategic Communications department at least six weeks in advance. (Two weeks for creation, two weeks for edits/approvals, and two weeks for promotion).
4. If the President of the College, or another administrator is requested to attend/speak, the Event Owner must contact the Office of the President.
5. If the event has been cancelled or needs to be modified (set up, location, time, day, etc.), the Event Owner must notify the college events staff prior to 7 days before the event by sending an email to nlc-events@alamo.edu.
6. Complete a safety plan with Coordinator of College Risk Management if needed.
7. Provide the Coordinator of College Risk Management with a food handler's license or a licensed vendor for any food being served.
8. Complete all required travel documents if the event is off-site.
9. Make arrangements to pick up any catering and any remaining food products following the event.

D. Thorough research and planning of events significantly reduce safety hazards and unnecessary costs. When an event requires specialized security beyond the capabilities of regular patrols, Alamo Colleges DPS or Risk Management may assign dedicated officers at an additional cost.

1. Alamo Colleges DPS or Risk Management will assess the need for police or security and indicate on AlamoEXPERIENCE if additional staffing is needed beyond the capabilities of regular patrols. Event organizers should disclose all known risks in AlamoEXPERIENCE during planning or by directly contacting DPS or Risk Management. If an officer beyond the capabilities of regular patrols is required, costs fall on the event organizer. Alamo Colleges DPS will notify all groups within AlamoEXPERIENCE if overtime is required, and forms will be shared within the system.
2. Staffing Requirements


- a. Event Size
 - Small Events (under 100 attendees):
 - Minimum of 1 police officer on-site. Additional officers may be required based on specific concerns (e.g., location or history of past incidents).
 - Medium Events (100–500 attendees):
 - Minimum of 2 officers, with an additional officer for every 100 attendees beyond the initial 100.
 - Large Events (500+ attendees):
 - A comprehensive assessment is required. Typically, 1 officer per 100 attendees is required, with additional support for traffic control and specialized units if necessary.
 - b. Event Duration
 - Events lasting more than 4 hours may require additional shifts or rotation of officers to ensure they remain alert and responsive.
 - c. Type of Event and Risk Assessment
 - Events with a history of disturbances, high alcohol consumption, or held in areas prone to disorderly conduct may require additional police presence.
 - Designated areas where alcohol will be served must have dedicated police personnel to ensure compliance with local alcohol laws, prevent overconsumption, and manage any related disturbances.
3. Officer Responsibilities
 - a. Pre-Event Planning: Officers must conduct a walkthrough of the venue prior to the event to identify potential security risks.
 - b. Monitoring & Enforcement: Officers are responsible for patrolling the event, ensuring compliance with alcohol regulations, and addressing any disorderly behavior promptly.
 - c. Post-Event Procedures: Officers should assist in the safe dispersal of attendees and monitor for any after-event incidents.

Attachment:

Originator: College Services

Date Approved: 11/05/2024

Last Updated: 11/05/2024

Approved: 
Veronica Garcia (Jan 13, 2025 09:59 CST)

Title: President