

## TABLE OF CONTENTS

<b>Statement of Purpose Equal Opportunity/Affirmative Action</b>	<b>Page 1</b>	<b>Section 17 Event Parking</b>	<b>Page 34</b>
<b>Section 1 How to Plan Campus Events</b>	<b>Page 2</b>	<b>Section 18 Student Travel and Off-Campus Activities</b>	<b>Page 36</b>
<b>Section 2 The Event Management Team</b>	<b>Page 3</b>	<b>Section 19 Political Events</b>	<b>Page 37</b>
<b>Section 3 UT Tyler Building Acronyms and Names</b>	<b>Page 4</b>	<b>Section 20 Postings</b>	<b>Page 38</b>
<b>Section 4 Who Can Request Which Space on Campus</b>	<b>Page 5</b>	<b>Section 21 Hand-to-Hand Flyers</b>	<b>Page 40</b>
<b>Section 5 How to Request Space</b>	<b>Page 7</b>	<b>Section 22 Youth Protection   Youth Programs   Camps</b>	<b>Page 41</b>
<b>Section 6 Scheduling Priority</b>	<b>Page 10</b>	<b>Section 23 Accidents   Injuries   Severe Illness on Campus</b>	<b>Page 42</b>
<b>Section 7 Proper Use of Campus Facilities</b>	<b>Page 11</b>	<b>Section 24 Onsite Security</b>	<b>Page 43</b>
<b>Section 8 Joint-Sponsored Events</b>	<b>Page 14</b>	<b>Section 25 Certified Crowd Manager</b>	<b>Page 44</b>
<b>Section 9 Non-University Events</b>	<b>Page 17</b>	<b>Section 26 Showing Movies on Campus</b>	<b>Page 46</b>
<b>Section 10 Alcoholic Beverages</b>	<b>Page 18</b>	<b>Section 27 Support Services</b>	<b>Page 49</b>
<b>Section 11 Audiovisual/Technology Support</b>	<b>Page 19</b>	<b>Section 28 Marketing &amp; Communications</b>	<b>Page 51</b>
<b>Section 12 Food Services   Catering   Food Trucks   Off- Campus Food Vendors   Scenarios</b>	<b>Page 20</b>	<b>Website Links for Policies</b>	<b>Page 52</b>
<b>Section 13 Grilling   Tailgating</b>	<b>Page 26</b>	<b>Appendices</b>	
<b>Section 14 Decoration and Equipment</b>	<b>Page 27</b>	<b>Appendix A Certificate of Liability Insurance Sample</b>	<b>Page i</b>
<b>Section 15 Fundraising   Information Tables</b>	<b>Page 29</b>	<b>Appendix B Combined General Use Release Waiver</b>	<b>Page iii</b>
<b>Section 16 Insurance Requirements   Liability Waivers</b>	<b>Page 31</b>	<b>Appendix C Pre-Event Checklist for Crowd Managers</b>	<b>Page v</b>