

EVENT COORDINATOR POLICIES

- Registered Student Organizations are only allowed to submit Event Coordinator updates through Campus Connect.
- Event Coordinators can only be updated when the Organization is updating their information from August 1st to September 15th and again January 2nd to February 15th on Campus Connect.
- Each Organization is only allowed to have two Event Coordinators.
- Each Event Coordinator must complete the R25 Event training via BlazeView. The Event Coordinators will only have access to the training once they have been listed in Campus Connect as an Event Coordinator.
- Once the Event Coordinator has completed the R25 Event Training on BlazeView. They will be listed as an Event Coordinator for the Organization until the Organization removes them as an Event Coordinator on Campus Connect.
- Event Coordinators must submit all event requests online via the Event Request form.
- Event Services and the Student Union Reservation Staff will only speak to the Event Coordinator who scheduled the event about their event.
- Event Coordinators are held fully responsible for the events they request.