

EVENT REGISTRATION PROCESS

All recognized student organizations and student groups must follow the Event Registration Process to host a meeting, program, or event on or off campus. This process should be completed at least 30-days prior to the event date. Student Involvement, Leadership, and Transitions (SILT) defines meetings and programs/events in the following ways:

Meeting	Program or Event
A meeting is a gathering of an organizations membership that may or may not be open to the campus community. Meetings generally take less time to plan and make arrangements. Often times, student organizations just need a space to meet.	A program or event is a planned initiative or gathering open to community members outside of the organization. Events typically involve more planning and take longer to arrange.

STEP 1: Submit a Space Reservation

- **On-Campus Spaces:** If you would like to host your meeting, program, or event on campus, you must first book a space using [25Live](#). Please note, booking a space on 25Live does not guarantee the space is confirmed. Submitting a 25Live space reservation request will tentatively hold the space until all other required steps are completed.
- **Off-Campus Spaces:** If you would like to host your meeting, program, or event off campus, you should first schedule a consultation with a STEER Team member in SILT.

STEP 2: Submit an Event Registration Form on The Hub

- Next, login to [The Hub](#) using your Emory credentials and go to your organization’s home page. Click “Create Event” to submit an Event Registration Form.
- Complete the form in its entirety. You may be required to complete additional steps depending on the type of event you are hosting.
 - **For events or programs that may draw dissent/demonstration,** you will be encouraged to request an Open Expression Observer and schedule a planning meeting with Open Expression Programs. These instructions are outlined in the form.
 - **For High Profile Events,** you will be directed to schedule a consultation with the Associate Director of Student Engagement in SILT. These instructions are outlined in the form.
 - **For events with alcohol,** you will be required to answer additional questions which will be reviewed by SILT and the Center for Student Wellbeing for approval.
 - **For events requiring contracts, booking services, vendors, venues, catering, or making purchases of any kind;** you will be required to schedule a consultation with a STEER Team member in SILT. These instructions are outlined in the form.

STEP 3: Await Confirmation and Approval on The Hub and 25Live

- Your Event Registration Form and 25Live reservation request (if applicable) will be reviewed. **This may take a up to five (5) business days to process.**
- You may be required to submit an Event Logistics Form for some on-campus spaces. Be sure to review any email communication from the Student Center Operations and Events (SCOE) Team and complete necessary forms (if applicable).
- The event will be approved once the organization has completed any required consultation meetings with STEER and/or SILT (if applicable) and completed all required documentation for the 25Live reservation.
- Students can also request consultations and walk-throughs with the SCOE team for events in the Emory Student Center, outdoor spaces, or AMUC. SCOE consultations are highly encouraged for large programs and/or if your event includes any A/V, catering, furniture needs, or vendors.

