

**From:** [Event Management and Protocol](#)  
**To:** [KU Lawrence All Staff, Faculty and Affiliates](#)  
**Subject:** Event Registration and Approval for the Spring Semester  
**Date:** Tuesday, February 2, 2021 10:30:03 AM

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Faculty, staff and students:

With the spring semester under way, the University of Kansas continues to prioritize safety while striving to provide the campus experiences that make KU special.

With this in mind, we are writing to remind you of the event registration and approval process we implemented last fall and to share a few changes that will enable us to begin gradually expanding on-campus events in a thoughtful way.

### **Registration and approval**

First, we continue to require that all in-person events be registered through the Office of Event Management and Protocol via our [event request form](#). For our purposes, an event includes any gathering that is not 1) an academic class within the university curriculum or 2) a school/department internal meeting for business purposes.

Proposed events of **45 or fewer individuals** are automatically approved upon completion of the event request form. Once the form is completed, the event requestor is free to move forward with hosting the event and is responsible for implementing [health and safety measures](#).

Proposed events of **45 or more individuals** are not automatically approved when submitted. Instead, these proposals will be considered by the Office of Event Management and Protocol, in consultation with the campus Unified Command group, for a final decision.

To be eligible for approval, events of 45 or more must be deemed “mission-essential” – which we define as “critical to the academic and research mission of the university” – or have significant value to the entire university community. In particular, this may include events related to new student recruitment and existing student retention.

Some examples of mission-essential events of 45 or more include:

- Student recruitment, orientation or welcome events
- Counseling or advising events
- Exams required for admission to a program or certification/licensure (e.g the LSAT or GRE).
- Programs or services for vulnerable populations who cannot access remote delivery options
- Events that contribute to essential community functions (e.g. a blood drive)

Examples of events of 45 or more that will not be considered mission-essential include:

- Social events or parties
- Career fairs, networking events, or receptions
- Fairs, festivals, carnivals, or parades
- Recognition events or awards ceremonies
- Political rallies
- Guest lectures

Online registration and approval of an event of any size does not guarantee room reservations or event services. Rather, it only means the proposed event has been registered and approved with Event Management and Protocol, and the requestor can move forward with securing event arrangements as needed.

Please note, due to the fluid nature of the pandemic, our willingness to approve events of

45 or more may fluctuate during the semester based the latest medical guidance.

Importantly, while the information above outlines the process by which in-person events of various types can happen, we still encourage event organizers to consider online alternatives to in-person events when possible. This is consistent with our university strategy to de-densify campus and facilitate social distancing.

### **Tabling**

As was the case last fall, tabling will be allowed on campus with new health and safety guidelines for the 2020-21 academic year. Consistent with our process in prior years, organizations choosing to table must be a registered student organization, academic unit or administrative unit of KU, and must register their tabling event in advance via our [event request form](#).

### **Thank you**

Feel free to send questions and feedback to [eventmanagement@ku.edu](mailto:eventmanagement@ku.edu). With your help, this registration and approval process positions us to provide students, faculty and staff the campus experience they expect while continuing to prioritize health and safety.

Sincerely,

Wendy Bridges  
Director, Office of Event Management and Protocol

Joseph Monaco  
Associate Vice Chancellor, Public Affairs