

Procedures for Off Campus Events (Event Planning Forms, Contracts and Inclusion of Alcohol)

The student organization advisor's role in this process

Every recognized student organization at Northwestern University has an advisor to assist you with program planning; organizational development, leadership transition and policy follow through. The organization's advisor is there to help the group through this process, if the group is experiencing difficulties, let him or her know as soon as possible so he or she can assist.

What are the responsibilities of the student organization?

The student organization is responsible for coordinating the arrangements for the event. As applicable, they are expected to adhere to the guidelines listed in the Alcohol at Off Campus Events policy. The event organizers will be the host site's main contact in planning the event. If the host site has any questions, the event organizers should be the first contact. Event organizers are required to submit two original copies of the contract for the event to their advisor at least three weeks prior to the event. The student organization is also responsible for all of the advertising of the event and for contacting the Chicago Organizations Finance Office ("COFO") in a timely manner. PLEASE NOTE: Advertising off campus is prohibited.

What is the timeline?

Six weeks before the event

- The student organization contacts the host site and a time and date is selected for the event.

Five weeks before the event

- The student organization submits two original copies of the contract to the host site to be signed.
- This contract will contain the indemnification agreement and will outline the understanding between the host site and Northwestern University.

Four weeks before the event

- The host site contacts its insurance agency to name Northwestern University as an additional insured.

Three weeks before the event

- The student organization submits the two original contracts to its advisor to be processed.
- The contract is reviewed by the appropriate group advisor.
- The group advisor reviews the contract and upon approval, signs it.

Two weeks before the event

- Contract is returned to the student organization and advertising for the event may begin.
- Contact COFO to discuss payment processing and please keep in mind that all COFO check requests are processed on Friday.