

2007-2008
Marquette University
Student Organization
Dance Policy
&
Dance Planning Booklet

August 2007

Planning a Dance

Having a dance in the Alumni Memorial Union facilities requires pre-planning for the student organization to assure an event that is pleasurable and safe for all those who participate.

This booklet has been designed to assist you in planning for your event.

In order to hold a dance, the sponsoring organization must register the event with the Office of Student Development, AMU 121, and meet with the Associate Director of the Alumni Memorial Union, no later than four (4) weeks prior to the dance to discuss the event and sign the Dance Agreement Form, or the dance is subject to cancellation.

The Student Organization Dance Policy includes provisions for four levels of dances as follows:

Level 1 – Open to Marquette University Student Organization Members Only

Level 2 – Open to Marquette University Students Only

Level 3 – Open to Marquette University Students and Guest(s)

Level 4 – Open to Marquette University Students, Guest (s) and other College Students

Depending on the level of the event and the anticipated attendance; the costs, timing, locations and security requirement vary. Possible campus locations for dances include AMU, Room 227, AMU Ballroom, Marquette Place and Room 163, and the Annex. Fees paid by the student organization range from \$100 – 300 for staffing, security and room set-up. Additional costs may include rented equipment, entertainment and/or catering.

Only the Associate Director of the AMU, or the AMU staff member supervising the dance, present at the dance, will make exceptions and/or modifications to this policy.

Level 1 Dance

Level 1: (1-100 people in attendance)

Open to recognized and approved sponsoring student organization members only. Must present valid MU ID.

Approved dance locations and timeline for a level 1 dance:

Marquette Place

9:30 PM-1:30 AM

Room 227 or (1) section of the ballroom

9:30 PM- 1:30 AM

Union Sports Annex Court

9:30 PM- 1:00 AM

Room 163

9:30 PM- 1:30 AM

Entry Guidelines:

Official member(s) of the organization identified during the dance-planning meeting, to check MU ID and validate membership.

Minimum Staffing:

(1) One AMU Student Security

Fee:

\$100.00

Level 2 Dance

Level 2: (attendance – see below)

Open to all MU Students with valid MU ID.

Approved dance locations and timeline for a level 2 dance:

Marquette Place (1-500 in attendance)
9:30 PM-1:30 AM

Union Sports Annex Court (1-300 in attendance)
9:30 PM- 1:30 AM

Ballroom (Semi-Formals or Formal Dances only)
(1-700 in attendance)
9:30 PM- 1:30 AM

Entry Guidelines:

MU Students with valid MU ID. AMU Student Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Minimum Staffing:

- (2) Two AMU Student Security
- (2) One Public Safety Officer
- (1) Student Organization Advisor OR an AMU Staff member

Fee:

\$200.00

Level 3 Dance

Level 3: (attendance- see below)

Open to MU Students with valid MU ID and no more than (1) guest per MU Student with photo ID and proof of 18 years or older.

Approved dance locations and timeline for a level 3 dance:

Marquette Place (1-500 in attendance)
9:30 PM-1:30 AM

Union Sports Annex Court (1-300 in attendance)
9:30 PM- 1:00 AM

Ballroom (Semi-Formals or Formal Dances only)
(1-700 in attendance)
9:30 PM- 1:30 AM

Entry Guidelines:

MU Students with valid MU ID and no more than (1) guest per MU Student with photo ID and proof of 18 years or older. The guests must show photo proof of age 18 or older and must sign-in before entering the dance. Staff will also photocopy each guest ID. The MU student of the sponsoring organization will be held responsible for the guest.

AMU Student Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Minimum Staffing:

- (4) Four AMU Student Security
- (3) Three Public Safety Officer
- (1) Student Organization Advisor OR an AMU Staff member

Fee:

\$300.00

Level 4 Dance

Level 4: (attendance- see below)

Open to MU Students with valid MU ID with no more than (1) guest per MU Student with photo ID and proof of 18 years or older. College students also welcome with valid college photo ID and proof of 18 years or older. Non-MU college students are not permitted to bring guests.

Approved dance locations and timeline for a level 4 dance:

Marquette Place (1-500 in attendance)
9:30 PM- 1:30 AM

Ballroom (Semi-Formal or Formal Dances only)
(1-700 in attendance)
9:30 PM- 1:30 AM

Entry Guidelines:

MU Students with valid MU ID with no more than (1) guest per MU Student. The guests must show photo proof of age 18 or older and must sign-in before entering the dance. Staff will also photocopy each guest ID. Non-MU college students are expected to sign-in and must present valid college photo ID and proof of 18 years or older.

AMU Student Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Minimum Staffing:

- (6) Six AMU Student Security
- (7) Seven Public Safety Officer
- (1) Student Organization Advisor OR an AMU Staff member
- (1) Dance Liaison

Fee:

\$300.00

Meeting Date _____

Reservation # _____
Level _____ Dance

MARQUETTE UNIVERSITY

Student Organization Sponsored Dance Agreement

The undersigned have discussed and agreed upon the following items for a dance to be held on (date) _____, (location) _____.
(Organization name) _____ understands the items and timelines identified here are necessary to ensure a safe and enjoyable event for all in attendance.

We understand, agree to, and accept:

- The admission guidelines for dances as described in the Dance Guideline Booklet.
- That advertising is limited to the Marquette University campus. No Non-Marquette University broadcast or print media may be used.
- That all advertising must include the complete admission requirements and be appropriate for a Catholic, Jesuit university. Dance entry guidelines are determined by the level of dance as described in the Dance Guideline Booklet.
- That the Office of Student Development prior to distribution must approve all advertising materials.
- A letter of agreement or contract with the DJ or band must be on file with the Alumni Memorial Union by (date) _____. The contract or letter of agreement shall include the following: load-in location, required arrival time, date and start time and end time of dance, and a statement that DJ or band will not advertise the dance at non-Marquette University events or through non-Marquette University media.
- That the Alumni Memorial Union will provide the following:

Equipment _____

Cash Bank: \$ _____ Date Requested: _____

Admission Fee MU ID \$ _____

Admission Fee Non-MU, College ID \$ _____

- That the DJ or band will provide the following _____.
- That the dance is a partnership between (1) the sponsoring organization; (2) the Alumni Memorial Union staff on duty; (3) Office of Student Development staff on duty; and (4) Public Safety officers on duty.
- That a meeting will be held at _____, immediately prior to the event, to review the roles of each of those partners.
- Student organization members responsible for the following:
 - (1) Main contact _____
 - (2) Monitor crowd _____, _____
 - (2) Wristband and collect admission fee _____, _____
 - (1) Drop safe and cash bank _____

- Facility set and ready by _____
 - Catering set and ready by _____
 - Point of Contact Arrival time _____
 - Volunteer Arrival time _____
 - Guests Arrival time _____
 - Event Start time _____
 - Event End time _____
 - DJ/ Band's announces last song _____ (lights up)
- Payment of the \$_____ dance charge and any cash bank provided is due at the conclusion of the dance.
 - That a Post-Dance Evaluation Form be completed at the end of the dance.
 - That the Alumni Memorial Union may cancel this or any future dance if these procedures are not observed.

Sponsoring Organization

Date

Alumni Memorial Union

Only the Associate Director of the AMU, the AMU staff member supervising the dance, present at the dance, will make exceptions and/or modifications to this policy.

Publicity

All printed publicity such as flyers, posters and/or postcards, **MUST** include the following entry guideline in accordance with the level of dance identified during the dance agreement-planning meeting.

All posters need to be stamped by the Office of Student Development before they go up around campus (including residence halls). Poster approval takes no longer than 24 hours. Remember, if you haven't registered your event with the office, your flyers will **NOT** be approved for posting.

The Office of Student Development stamps all posted materials as a certification that the sponsoring organization has met all the applicable conditions as outlines in the Student Organization Handbook.

The following must be indicated on **ALL** materials to be posted:

1. the full name of the sponsoring organization
2. the time, date and place of the event
3. any entrance fees or costs to participate
4. entry guidelines

ENTRY GUIDELINES- included on publicity

Level 1 (Open to Marquette University Student Organization Members only)

Marquette University ('organization name') members with valid MU ID

Level 2 (Open to Marquette University Students only)

Marquette University Community (or MU students) with valid MU ID

Level 3 (Open to Marquette University Students and Guest (s))

Marquette University Community (or MU students) with valid MU ID

Level 4 (Open to Marquette University Students, Guest(s), and other College Students)

Marquette University Community (or MU students) with valid MU ID or College Students with valid College photo ID and Proof of 18 years or older.

Dance Meeting Checklist

The following items will be discussed during the dance staff meeting scheduled one half hour (1/2) prior to the dance start time. This checklist has been designed to ensure a pleasurable and safe dance for all those who participate.

Introductions

- Sponsoring organization
- AMU Security
- AMU Staff
- Public Safety
- Dance Liaison

Work Assignments

- ID check at entry (AMU Security staff)
- Monitor crowd (AMU, Public Safety and sponsoring organization)
- Monitoring fire exits (AMU Staff and Public Safety)
- Wristband and collect admission fee (sponsoring organization)

Review Dance Entry Guidelines

- Determined by level of dance identified during dance-planning meeting.

Capacity

- AMU to provide counters to track attendance
- Protocol when max attendance is reached
- Number expected, general questions about size of crowd

Cash Band and Drop Safe Procedures

- Total amount of bank
- Collecting bank for the evening
- Returning the bank
- Making payment
- Making a drop
- Storing and retrieving the profits

Ending the party

- Departure strategies- DJ announcement, sponsors roles, food and facility
- Outside venue

- **Post-Dance Event Evaluation Form-** see following page

Post Dance Event Evaluation Form

This is a short post dance event evaluation to follow up on this evening's dance. We hope that every aspect of your event went well. We encourage you to provide comments regarding your overall event planning experience as well as the quality of service provided for you and your guests.

Today's Date _____ Estimated Attendance: _____ Actual Attendance: _____

Sponsoring Organization Comment's

Signature: _____

Advisor's Comment's

Signature: _____

AMU / OSD Staff Comment's

Signature: _____

Department of Public Safety Comment's

Signature: _____

Dance Liaison Comment's

Signature: _____