Events Protocol

AÉUM
SSMU

Table Of Contents

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

1.Purpose & Scope

This Policy applies to all SSMU-run events and initiatives, as well as any McGill community group or external organization seeking to book SSMU-operated venues.

This Policy provides a framework that balances risk management with the operational flexibility needed for event organizers. It ensures events enhance student life while prioritizing safety, legal compliance, and well-being, in alignment with SSMU's internal regulations and policies. The Policy incorporates harm reduction principles for alcohol consumption, promotes best practices for managing safety, and emphasizes inclusivity and accessibility for all participants. Transparency and accountability are key. Event organizers must consult with relevant SSMU departments, follow established protocols, and ensure events reflect SSMU's values, creating a safe and respectful environment for all attendees.

2.Definitions

2.1.   "**Increased Risk Event"** shall refer to events either in the University Centre or externally that, due to their nature, scale, or specific circumstances, present a higher-than-usual potential for harm or negative consequences. These risks could include, but are not limited to, the following examples:

   a.   Physical risks such as crowd control issues, large-scale physical activities (e.g., sporting events), or dangerous stunts.
   b.   Mental health risks such as high-stress environments or events that may contribute to emotional or psychological distress (e.g., controversial topics or sensitive issues).
   c.   Reputational risks include events that could negatively impact the image of SSMU, such as those that are poorly organized, associated with inappropriate behaviour, or could damage public perception.
   d.   Legal risks including events that could result in violations of laws or regulations (e.g., unauthorized alcohol consumption, events held without necessary permits).
   e.   Financial risks such as events requiring significant financial investment or those where the financial return is uncertain, putting SSMU's resources at risk.
   f.   Alcohol-related risks, including events held in spaces that are not licensed to serve alcohol or events where alcohol consumption is promoted in a way that could lead to excessive drinking (e.g., all-you-can-drink promotions, drinking games, or other activities that encourage rapid consumption or high levels of alcohol intake).

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

        i. These events require strict adherence to legal regulations and SSMU's harm reduction policies to minimize risks of intoxication, alcohol-related accidents, or disruptions.

    g. High-profile guests, speakers, or media attention, where the presence of high-profile individuals or controversial topics may attract increased scrutiny and media coverage. This could lead to security risks, public controversy, misrepresentation, or unwanted attention, potentially damaging the reputation of SSMU or its members, or creating a challenging environment for participants and organizers.

2.2. "**Working Days**" shall refer to the period during which SSMU Staff work, specifically Monday to Friday, excepting excluding weekends, public holidays, and any scheduled closures.

2.3. "**Extended Hours"** shall refer to any period outside of the standard working days and hours of SSMU Staff, including evenings, weekends, public holidays, and any scheduled closures.

2.4. "**Student Group Events**" shall refer to events organized by student groups affiliated with SSMU, including clubs, services, independent student groups (who are not required to declare external events to SSMU), and political campaigns.

2.5. "**Event Organizer**" shall refer to the individual responsible for the planning, marketing and execution of an event.

2.6. **"Harm"** describes the negative consequences that can result from any level of substance use or misuse. These can include, but are not limited to, physical, legal, and social consequences. Harm reduction, simply put, seeks to minimize these consequences.

2.7. "**Harm Reduction**" is both a set of practical strategies and theoretical frameworks, focused on reducing negative repercussions of substance use or misuse.

2.8. "**Internal Events**" shall refer to events organized and hosted by SSMU, directly overseen by an Executive or their designated portfolio/committees, a SSMU department, or Gerts Bar.

2.9. "**External Events**" shall refer to events organized and hosted by entities or groups that are not affiliated with SSMU, its clubs, services, or departments, but are held within SSMU-operated facilities.

2.10. **"Substance use and misuse"** are terms used to describe the recreational use of both legal and illegal substances like drugs and alcohol. These terms capture a continuum of behaviours, healthy or unhealthy, and are used rather than "addiction" which carries societal stigma.

2.11. "**Sponsorship**" refers to a formal business arrangement between SSMU and a company or organization in which financial support, products, or services are

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

provided, exchanged, or otherwise contributed to support an event, initiative, or program organized by SSMU. Sponsorship can be categorized as:

2.11.1.   **Monetary Sponsorship:** Involves the direct financial contribution to SSMU events or initiatives. This includes payments that help cover event costs such as venue rental, staffing, or other associated expenses.

2.11.2.   **In-Kind Sponsorship:** Refers to the provision of goods, services, or discounts in place of financial support. This includes donations of products, services, equipment, or resources directly contributing to the event or initiative, such as free catering, event supplies, or promotional materials. It can also include venue sponsorship, where a company provides a venue or space for the event at no cost or at a discounted rate in exchange for promotional opportunities.

3. Events Outside Working Hours

Location	Event Type	Individuals
University Centre	Internal	- Building Director - General Manager - President - Vice-President (Internal)*
	Club, Service or ISG	- Building Director - Vice-President (Clubs and Services) - General Manager - President
	Gerts Bar	- Bar Manager - Student Life Operations Director - Building Director - General Manager - President
External	Internal	- General Manager - President - Vice-President (Internal)*
	Club, Service or ISG	- Vice-President (Clubs and Services) - General Manager - President

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

Any	Additional concerns	- Internal Counsel & Corporate Secretary (legal concerns) - Vice-President (Finance) (financial concerns)

*If the event falls under the portfolio of the Vice-President (Internal).

3.1. Approval and Booking

3.1.1. All events scheduled outside working hours must be approved in advance by The Executive Committee, in consultation with the General Manager, Building Director and Student Life Operations Director.

3.1.2. Requests must be submitted a minimum of fourteen (14) business days in advance to allow for proper review and scheduling.

3.2. Staffing

3.2.1. Additional staffing support from regular part-time and regular full-time employees must be determined and approved by the employee's supervisor(s) before final approval. In the case of a possible conflict with the most up-to-date collective agreement, the event may not be approved before a consultation with the HR Manager to ensure compliance.

3.2.2. Additional staffing support from SSMU independent contractors including security, cleaners, etc. must be determined, the cost estimated and budgeted for in the event plan, and confirmed before approval.

3.2.3. The event organizer may be responsible for covering costs associated with staffing with adherence to the most up-to-date collective agreement.

3.2.4. A designated point of contact from the organizing body must be available on-site throughout the event.

3.2.5. All staffing arrangements must comply with SSMU policies and the most up-to-date collective agreement.

3.2.6. Scheduling for events must adhere to HR policies and collective agreements, ensuring compliant allocation of shifts and overtime regulations.

4. Increased Risk Events

4.1. An event shall be classified as an Increased Risk Event if it meets one or more of the criteria outlined in Section 2 (Definition of Increased Risk Events).

4.2. The identification of Increased Risk Events begins when the Events Department flags an event or when an SSMU-run event/initiative is presented for review. The event

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

proposal will be assessed and vetted for insurance compliance by at minimum the Student Life Operations (SLO) Director and the Building Director, as well as the Internal Counsel, General Manager and Executive team as necessary. In the absence of either the SLO Director or the Building Director, their respective roles and responsibilities will be assumed by the General Manager. Following this review, a comprehensive set of recommendations and assessments will be submitted to the Executive Committee for final approval.

4.3. The designation of 'Increased Risk' status for events shall be determined by the Student Life Operations Director in collaboration with the General Manager and the Building Director.

4.3.1. In the event the Student Life Operations Director is unavailable, the General Manager and the Building Director shall collaborate to designate 'Increased Risk' status for events.

4.4. If an event cannot receive sufficient insurance coverage (either through SSMU or externally) to mitigate the 'Increased Risk' status, the event will be rejected and cannot proceed.

4.5. During an Increased Risk Event organized by a SSMU internal party, the SSMU President, and in their absence, the SSMU Vice-President (Finance), should be on call or available in person for any legal or financial issues.

4.6. During an Increased Risk Event organized by a SSMU Club or Service, the SSMU Vice President (Clubs & Services), and in their absence, the SSMU President, should be on call or available in person for any legal or financial issues.

5. Event Planning

5.1. Approval Process

5.1.1. Event organizers must consult with the Student Life Operations Director, the Building Director, and the Events Department throughout the planning process. Organizers are required to present a detailed proposal for the event through the appropriate channels, ensuring all necessary criteria, safety measures, and logistical plans are addressed, including risk assessments and any required permits.

5.1.1.1. All Increased Risk Events must undergo a thorough risk assessment before approval. Organizers must demonstrate compliance with safety protocols, legal regulations, and SSMU policies. Additional oversight,

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

security measures, and staff training may be required based on the event classification.

5.1.2.   In the event that an event is organized by a member of the Executive Committee, the organizer must then submit the finalized proposal to the Executive Committee for approval at least fifteen (15) working days before the event. This declaration is essential for assessing potential risks, ensuring proper insurance coverage, and identifying any hazards to guarantee that the necessary safety precautions and compliance measures are implemented.

5.1.3.   The proposal submitted to the Executive Committee for approval must include, at a minimum, the following information:

- Event description and objectives.
- Expected attendance and crowd control measures.
- Detailed risk assessments and mitigation strategies.
- Safety and emergency plans, including first aid and security.
- Permits and insurance coverage (if applicable).
- Budget and financial considerations.
- Any other relevant information to demonstrate compliance with SSMU's policies and risk management procedures.

5.2.   Student Group Specific

This section shall only apply to student group events hosted outside of the University Centre, meaning those that are overseen by a Student Group.

5.2.1.   In the event that an event is organized by a SSMU Club or Service outside of the University Centre, the event must be declared to the Events Department using the Declaration of Events & Activities Form at least (20) business days prior to the event. This declaration is essential for assessing potential risks, ensuring proper insurance coverage, and identifying any hazards to guarantee that the necessary safety precautions and compliance measures are implemented.

5.2.2.   If a student group wants to co-host or collaborate on an event with a McGill faculty, department, or external group, they must notify the SSMU Events department before confirming their participation through any contracts, MOAs or other official documents. Student groups do not have the ability to sign contracts or agreements in their own name - they must all be signed by SSMU. No contracts will be signed without going through the established SSMU processes.

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

5.2.2.1. SSMU will only approve an event involving external parties if an MOA and/or contract are reviewed by the Events department in advance of the event itself.

5.3. Insurance Coverage and Liability

5.3.1. All events require insurance. No event shall be approved by the Executive Committee or the Student Life Operations department without adequate insurance coverage.

5.3.2. SSMU reserves the right to request proof of insurance coverage, or a waiver, from third-party vendors or external event organizers. If additional insurance is deemed necessary by the Student Life Operations Director or the General Manager, it must be secured prior to event approval. Events that do not meet the insurance requirements or that present significant unmitigated risks will not be approved for hosting.

5.3.3. Events not covered by SSMU's current insurance plan will be required to obtain additional insurance that adequately addresses the needs of the events.

5.3.4. More information can be found in the SSMU's internal procedures for insurance coverage.

5.4. Contracts

5.4.1. Event organizers are permitted to negotiate their own contracts with third parties, such as venues and service providers. However, all finalized contracts must be submitted to the SSMU Events Department for review and approval before they are signed. Organizers may seek guidance or assistance from the Events Department if necessary to ensure compliance with SSMU's policies.

5.4.2. Contracts must clearly outline the following details:
- Names and addresses of all parties involved
- Information about the Signing Officers
- Purpose/intent of the contract
- Term/duration of the agreement
- Relevant general terms of the agreement
- Notice/communication clause
- Renewal clause
- Default clause
- Governing law clause

5.4.3. Organizers must demonstrate a sufficient funding source if their contract involves payment or the transfer of funds to other parties. This ensures that all financial obligations associated with the contract can be met.

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

5.4.4.   Organizers should never enter into a verbal agreement without a corresponding contract.

5.5.   Fees

5.5.1.   Groups external to SSMU shall have associated fees when booking the University Centre.

    5.5.1.1.   Events that occur in the University Centre but are outside of operating hours within the University Centre may be subject to additional fees (refer to the University Centre Rental Agreement).

5.5.2.   Groups internal to the SSMU shall be granted certain privileges as defined in the Internal Regulations and may be subject to additional fees (with the exception of subsidized room booking hours).

5.5.3.   The amount of fees shall be determined by the Events department.

5.5.4.   The terms and conditions of fees associated with external events must be clearly outlined in the contract between SSMU groups and external parties.

    5.5.4.1.   In advance of the event, the responsibility of payments must be determined by the group running the event and should be strictly followed.

6.   Staffing and Security for Increased Risk Events

6.1.   Event organizers for Increased Risk Events must ensure that adequate staffing and security measures are in place to ensure the safety of the event and its attendees. The specific requirements for security, including the number of security personnel, will be determined by the Student Life Operations Director (SLO Director) and the Building Director, based on factors such as event size, location, theme, and other potential risk factors. This includes events held in SSMU-operated facilities, such as Gerts Bar and the University Centre. In addition to security staffing, event organizers may need to secure other staff and support services, such as Event Coordinators and/or Volunteers.

6.2.   Medical Personnel: Certified on-site first aid staff and/or paramedics may be required for events with physical risks to attendees, including large crowds, or any events where health emergencies are more likely. This may include collaboration with SSMU services such as M-SERT (McGill Student Emergency Response Team).

6.3.   For additional safety support, event organizers can request services from SSMU's community-oriented teams, such as:

- **Walksafe**: For safe escort services around campus, particularly for late-night events.
- **Drivesafe**: For transport services to help ensure attendees get home safely, particularly after late-night events or when alcohol is served.

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

- **M-SERT**: The McGill Student Emergency Response Team, which may be called upon to provide medical support in emergencies.
- **Red Frogs**: A student-run community service focused on harm reduction, providing a supportive presence at large events.
- **Volunteer Staff**: Additional volunteers may be needed for crowd control, managing attendee behavior, or assisting with event logistics. Volunteer event organizers will be given shirts and other materials by event organizers to ensure they are easily identifiable by participants.
- **Technical Staff**: For events with complex setups such as sound systems, lighting, or specialized equipment.

6.4. Volunteers, unpaid committee members, and support staff do not have decision-making authority on matters involving legal or financial implications.

6.5. All volunteers are expected to abide by the Policies of the Society and the Volunteer Manual.

6.6. Volunteers can be removed from an event by an Event Organizer for violating the Volunteer Manual or engaging in any dangerous or harmful behavior, including, but not limited to, overconsumption of alcohol.

6.7. Sufficient staff is required to ensure the venue is maintained throughout the event and cleaned after the event concludes. The final staffing requirements will be determined based on a comprehensive risk assessment and coordinated with the appropriate SSMU staff. Organizers must ensure that all necessary personnel are arranged and briefed well in advance of the event.

6.8. All security personnel and staff hired for the event must be trained on the event's safety procedures, emergency protocols, and the SSMU's expectations for event management.

7. Alcohol and Food at Events

7.1. All SSMU Employees acting as event organizers must not consume drugs or alcohol prior to and for the duration of the event. Alcohol or drug consumption by SSMU Employees acting as an event organiser should be reported to the Human Resources Representative and may result in disciplinary action in line with SSMU governing documentation as deemed appropriate by the Human Resources Committee and ratified by the Board.

    7.1.1. Volunteer event organizers will be chosen by the Executive or SSMU Employee in charge of the event and are to remain sober, so as to assist in the proper and safe functioning of the event.

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

7.1.2.   The event organizers may choose to set up a schedule of volunteer shifts, in which case the volunteers shall only be prohibited from consuming alcohol prior to and during their shift.

7.2.   All SSMU-sanctioned events held off-campus that involve the service or consumption of alcohol must take place at a venue that holds a valid liquor permit issued by the Régie des alcools, des courses et des jeux (RACJ). Alcohol may not be served, sold, or consumed at any off-campus event unless the venue is legally authorized to do so.

7.2.1.   Under Quebec law, only individuals authorized by the venue's liquor permit are legally permitted to serve or sell alcohol. Students, volunteers, and event organizers who are not employees of the licensed establishment are prohibited from participating in any alcohol service. Furthermore, venue staff are legally required to monitor alcohol consumption and refuse service to anyone who appears intoxicated. Understanding and respecting these legal requirements is essential for compliance and the safety of all event attendees.

7.2.2.   SSMU staff, executives, and volunteers are strictly prohibited from engaging in the sale, service, or distribution of alcohol at off-campus events, unless they are employed by the licensed venue and acting under its authority. All alcohol service must be handled exclusively by individuals authorized under the venue's liquor permit.

7.3.   There must be two (2) certified First Aid responders as part of the organizer or support team per one hundred (100) attendees. For events whose nature pose additional risks, such as those with alcoholic beverages, this requirement may be reduced to not less than two (2) certified First Aid responders, regardless of the number of participants, at the discretion of the Building Director and Student Life Operations Director.

7.4.   Event organizers should, as a matter of harm reduction, work with established campus partners to ensure the safety of participants at events. These partners fulfill needs such as: offering water to intoxicated individuals (Red Frogs), driving or walking individuals to a safe location (DriveSafe/WalkSafe), First Aid responders (MSERT), peer support workers (Peer Support Centre) and sexual violence response (SACOMSS).

7.4.1.   Organizers shall ensure that these partners are given information pertinent to the fulfillment of their roles prior to the start of the Event. This includes a general briefing on the itinerary, contact information of event organizers, fire exits, etc.

7.5.   Event organizers will ensure that gluten-free and alcohol-free options are available at all events where alcohol is sold or provided.

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

7.6.   Food should be made available at any event where alcohol is served. Organizers are encouraged to ensure that food is present in sufficient quantity and quality to promote safe alcohol consumption and support attendee well-being.

7.7.   Promotional materials and event advertisements must not encourage excessive or irresponsible alcohol consumption, nor suggest that increased drinking leads to greater enjoyment, popularity, or success. All messaging must reflect a commitment to moderation in accordance with Québec alcohol advertising regulations.

7.8.   All internal events including alcohol will be managed by the Student Life Operations Director and President, and security for said event will be managed by the Building Director. In the absence of any of these parties, the General Manager will assume management. These individuals shall have the authority to direct staff and volunteers, communicate with the venue, declare an end to the event, and other operational and safety decisions.

    7.8.1.   If the event is hosted by a Student Group, the Vice-President (Clubs & Services) shall additionally help manage the event.

    7.8.2.   If the event is hosted by the Vice-President (Internal), they shall additionally help manage the event.

7.9.   All food served at SSMU-sanctioned events must comply with applicable public health regulations as set by local and provincial authorities (e.g., Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec – MAPAQ). If food is prepared or served on-site, it must be handled by individuals or vendors who are certified in food safety, and any required permits must be obtained in advance.

7.10.   When using external caterers or food vendors, organizers must ensure that the vendor:
- Holds all required food handling permits and liability insurance.
- Adheres to food safety standards as outlined by MAPAQ.
- Can accommodate dietary restrictions and provide ingredient information upon request.

7.11.   Event organizers must make reasonable efforts to accommodate common dietary restrictions (e.g., vegetarian, vegan, gluten-free, halal, kosher) and must clearly label all food offerings. A list of common allergens (e.g., nuts, dairy, gluten, shellfish) should be displayed when food is served buffet-style or self-serve.

7.12.   All food prepared, stored, or served at SSMU-sanctioned events must follow safe food handling practices in accordance with public health regulations. Organizers are responsible for ensuring the following standards are met:
- Permit Compliance: A valid MAPAQ permit must be obtained when required by law, particularly for public events involving on-site food preparation or distribution.

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

- Hygiene Standards: Individuals handling food must practice proper hygiene, including frequent handwashing and the use of gloves or utensils where appropriate.
- Ingredient and Allergen Labelling: All food served must be clearly labelled with ingredients, and common allergens (e.g. nuts, dairy, gluten, shellfish) must be clearly identified.
- Temperature Control: Perishable foods must be stored and served at appropriate temperatures to prevent bacterial growth (i.e. hot foods kept hot, cold foods kept cold).
- Cross-Contamination Prevention: Measures must be taken to avoid cross-contamination between raw and cooked foods, and between allergen-containing and allergen-free items.

8. Safety Protocols and Emergency Management

Ensuring the safety and well-being of all attendees, volunteers, and staff at SSMU events is of utmost importance. The following safety protocols must be followed for all events, especially those identified as Increased Risk Events. These protocols must be followed alongside any existing protocols enforced at external venues. All events organized, promoted, or otherwise affiliated with the SSMU must incorporate extensive harm-reduction principles.

8.1. Event organizers are required to conduct a comprehensive risk assessment prior to the event. This assessment must address potential physical, mental health, reputational, legal, and financial risks. Event organizers should work closely with SSMU staff, including the Student Life Operations Director and Building Director, to address and mitigate any identified risks.

8.2. Event organizers must ensure that emergency procedures are established and clearly communicated to all event staff and volunteers. These procedures should include evacuation plans, medical emergency protocols, crowd control measures, and guidelines for responding to any unexpected events. Contingency plans must be in place for unforeseen circumstances such as weather disruptions, power outages, or security threats.

8.3. For events with higher physical risks, including larger crowds, event organizers must secure on-site medical support, such as M-SERT (McGill Student Emergency Response Team) or paramedics if necessary. First aid kits should be readily available, and emergency contact numbers must be posted throughout the event venue.

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

8.4. The number of security personnel and the security measures required for each event will be determined by the Student Life Operations Director and Building Director.

8.5. For events where alcohol is served, organizers must follow SSMU's alcohol policies and local laws governing alcohol consumption. Organizers should:
- Provide access to water, non-alcoholic beverages, and food to reduce the risk of overconsumption.
- Provide services to ensure intoxicated individuals arrive safely at their intended destination to prevent harm, particularly impaired driving.

8.6. Event organizers are responsible for ensuring that appropriate safety measures are in place for their event. This includes verifying that the venue has basic safety equipment (e.g., fire extinguishers, first aid kits, and emergency contact information). For events involving physical activity or elevated risk, organizers must ensure that suitable protective gear is available and used, whether provided by the venue or the organizer.

8.7. Event organizers are responsible for ensuring that crowd sizes do not exceed venue capacity. Organizers must implement crowd control measures, such as designated entry/exit points and clear signage to direct attendees.

8.8. All volunteers and event staff must be trained on the event's safety procedures, including emergency protocols and their specific roles in maintaining a safe environment. Volunteers should be easily identifiable, such as by wearing event-specific shirts or badges, to facilitate quick identification by attendees needing assistance.

8.9. In the event of any safety incidents, including accidents, injuries, or disruptive behavior, organizers must report the incident to SSMU staff immediately. An incident report form should be completed as soon as possible after the event and submitted to the Student Life Operations Director for review. All safety incidents should be documented to ensure appropriate follow-up.

8.10. For issues arising from events that cannot be controlled or managed by the event organizers, the point of emergency contact will be in the following order:
- Building Director (for events within the University Centre);
- Student Life Operations Director;
- General Manager;
- President
- Vice-President (Clubs & Services) for Student Group events;
- Vice-President (Internal) for events hosted by SSPN.

8.11. The layout of any event must be approved by the Building Director and in their absence, the General Manager.

8.12. All security and server plans will be approved by the Building Director and Student Life Operations Director.

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

8.13. All events that fail to meet safety and security standards or whose safety and security standards change may be cancelled or altered at any time including during the event by the Building Director and, in their absence, the General Manager. Event organizers will be notified of any cancellation or alteration of the event.

8.14. All attendees who consume alcohol and/or drugs and are visibly intoxicated and/or visibly under the influence of narcotics prior to the event will be excluded from entry. In the case of purchased tickets, no refunds will be given as per Quebec law.

8.15. All attendees who carry alcohol and/or illegal drugs to an event will be excluded from entry. In the case of purchased tickets, no refunds will be given.

8.16. For ticketed events, all individuals will have their basic information compared to the IRP (Involvement Restriction Policy) list by the Anti-Violence Coordinators. In the event that someone has purchased a ticket for an event but they are prohibited from attending the event for whatever reason, their ticket will be annulled.

   8.16.1. For SSMU-hosted or increased risk events, one Anti-Violence Coordinator will be invited to screen ticket holders against the IRP list at the door.

9. Sponsorship

9.1. Sponsorship Request Process

   9.1.1. Annual events organized by Executive Officers that repeat each year must be included in the updated yearly sponsorship package. Event details, descriptions, and sponsor benefits should be submitted to the SSMU Sponsorship Coordinator by the end of the second week of July each year. This ensures consistency in sponsorship outreach and partnership opportunities.

   9.1.2. For annual SSMU events and initiatives (run by Executive Officers and their committees) requiring primary sponsorship support after the July deadline, a request must be submitted at least 90 business days in advance using the Event Sponsorship Request Form. This request should include:
   - Event details
   - Type of sponsorship needed (monetary, in-kind, or other)
   - Desired outcomes or objectives

   9.1.3. Executive Officers seeking assistance with developing a sponsorship pitch or package can request support from the Sponsorship Coordinator and the Communications Department. Requests for support should be submitted at

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

least 60 business days in advance via email to sponsorship@ssmu.ca to ensure adequate time for collaboration and development.

9.1.4.   Student groups can request a consultation meeting to review their sponsorship packages via email.

9.2.   Independent Sponsorship Negotiation

9.3.   Event organizers have the authority to independently pursue sponsorships and partnerships, including negotiating directly with potential sponsors. However, they must consult with the Sponsorship Coordinator to ensure that the value and terms of the sponsorship or partnership align with SSMU's interests and objectives.

9.3.1.   For SSMU Student Groups, sponsorships will be reviewed and vetted through the Events Department during the processing of their declarations to ensure alignment with SSMU's guidelines and requirements.

9.3.2.   For Executive Officer events where an exchange is offered to be featured on SSMU's main channels (website, social media, etc.), the Communications Department must be informed in advance to confirm that they have the necessary resources and time to support any digital media commitments made as part of the agreement.

9.4.   Processing and Documentation of Sponsorship.

9.4.1.   All sponsorships, whether monetary or in-kind, must be processed through the SSMU Events Department via the Sponsorship Declaration Form.

9.4.2.   Monetary sponsorships will be invoiced by the SSMU Accounting Team, and funds will be deposited into the appropriate department's or club's bank account.

9.4.2.1.   No cash handling or cheque cashing should occur before the contract has been signed and the invoice has been issued.

9.4.3.   In-kind sponsorships will be managed by the event organizer, either independently or in tandem with the SSMU Sponsorship Coordinator. Deliveries of in-kind items to the University Centre must be declared and coordinated in advance with the Building Department to ensure proper documentation and logistics.

10.   Budget

10.1.   All Executive events should include a budget (see Budget Template provided by SSMU) reviewed by the Vice-President (Finance) (Mandatory) and/or the Student Life Operations Director. In the absence of the Vice President (Finance) or the Student Life

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

Operations Director, the President or Comptroller will review the budget. Budgets should be reviewed in advance of their presentation to the Executive Committee whenever possible.

10.1.1. Clubs & Services may additionally utilize the budget template at their discretion.

10.2. Clubs & Services are required to provide documentation supporting their financial plan, including proof of funding sources such as current bank balances, sponsorship agreements, or financial collaborations, when submitting their event to the Events department.

10.3. All budgets for Executive events must include a 15% Contingency Margin.

10.4. Expected or real cost overruns for Executive events must be reported to the Vice President (Finance) immediately. Deficits will be assumed by consecutive, future events, unless in the case that the Executives take exceptional action to cover all or part of a deficit with an alternative funding source. Should the Executives decide that a deficit renders an event untenable, and should no funding be available, the Executives shall meet to decide whether the event should be canceled for the transaction year.

10.5. All ticket sales will be managed by the Communications Department via the established platform. Event organizers can make a request by completing this form. Under no circumstance will event organizers or their support staff be allowed to accept or manage any cash or cash equivalent transactions.

10.5.1. Any funds collected will be transferred to the respective department or club bank account by the Accounting Team to ensure accountability and transparency in the management of funds.

10.6. All event organizers are responsible for covering the costs of materials, supplies, and other related expenses, using the appropriate methods of payment and ensuring all purchases remain within their budget.

10.6.1. Any additional expenses beyond the budget must receive prior approval from the Executive Committee.

10.6.2. For Clubs, payments must be arranged via bank transfer, credit card or cheque. For Executives and Services, SSMU credit cards, a cheque request form or PO must be used. The Accounting Department will issue payments once all documentation is properly signed and submitted.

10.7. Payments for vendors, materials, and supplies must be completed with the appropriate methods of payment according to the agreed terms. The event organizer is responsible for ensuring these are completed by the agreed deadline.

10.8. Alcohol may only be purchased for events from licensed establishments (e.g., bars, catering services, or licensed distributors) and must be served in accordance with applicable liquor laws and permits. The purchase or supply of off-the-shelf alcohol (e.g., bottles from the SAQ, grocery stores, or dépanneurs) is strictly prohibited. Event

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

organizers, Executives, and/or Volunteers are not permitted to purchase or supply alcohol, cannabis, cigarettes, or any controlled substances for event use under any circumstances.

10.9.   The purchase of single-use materials, excluding compostable items, should not exceed 10% of the overall event budget where feasible. Organizers are encouraged to seek reusable or sustainable alternatives.

11. Reporting And Exclusions

11.1.   A master exit report, with input from all relevant parties, must be compiled by the lead organizer (SSMU Executive, SSMU Staff member) and submitted within twenty (20) days of the event's completion.

11.1.1.   When deciding on the type of events hosted by the Society, priority shall be given to those events that are considered to have been "most successful" in the past (whether this be in terms of attendance, fundraising, etc).

11.2.   The Executive Committee will include a permanent "Event Declaration" business item on the Executive Committee's agendas to include dates, times, locations and participation numbers (if known, applicable).

11.3.   Governance-related activities, and political campaign or mobilization events (such as those led by the Vice-President External) shall be granted certain privileges to waive or shorten clauses/processes within this Policy as determined by the Executive Committee.

12.   Creating a Culture of Inclusivity

12.1.   Event organizers shall take reasonable steps to ensure that events are inclusive and accessible to non-drinkers, members with accessibility needs, and members requiring equity considerations.

12.1.1.   Event organizers should consult with the SSMU Equity Commissioners on all event themes, including team names, scavenger hunt challenges, and other events, prior to this content being released to participants. Suggestions by the Equity Commissioners will be incorporated unless the parties agree that this is infeasible.

12.1.2.   Event organizers should consult the SSMU Wellness Coordinator for consideration of physical accessibility in the selection of event venues. Moreover, accessibility info should be advertised along with every event, including but not limited to: the presence of flashing lights, strong scents,

Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

wheelchair access, gender-neutral washrooms, availability of services, quiet areas and event organizer contact numbers.