



Fall 2020  
On-Campus Event  
Guidelines and  
Processes

# Table of Contents

- Overview ..... 3**
  - Current Mason Stage Guidelines ..... 3
- Event Participant Expectations ..... 3**
  - Accountability ..... 4
  - Unapproved Events ..... 4
- Event Planning Considerations..... 4**
  - Event Management Components ..... 4
  - Attendee Management ..... 4
  - Food and Beverages ..... 4
  - Performers ..... 5
  - Sanitization Standards..... 5
- Outdoor Space Use ..... 5**
  - Outdoor Space Locations..... 5
  - Outdoor Space Reservations ..... 6
  - Outdoor Space Infrastructure..... 6
  - Bathroom Access..... 7
  - Tents..... 7
  - Entrances and Exits ..... 7
  - Site Layout Options ..... 7
  - Power ..... 7
- Event Execution Process..... 8**
  - Key Event Team Roles.....8
- Event Requests and Execution..... 10**
  - Faculty/Staff .....10
  - Registered Student Organizations (RSOs).....10
- Event Planning Resources ..... 10**
  - Event Checklist.....10
  - Event Planning Resource Links .....10
- Best Practices and Considerations..... 11**
- Stakeholder Communication ..... 11**
- Appendix ..... 13**
  - Appendix A: Attendee Management Per Event Type .....13
  - Appendix B: Affirmation of Mason Event Guidelines .....13

## Overview

This document was prepared based on the Phase 3 guidelines within the Commonwealth of Virginia. This is a living document. As changes occur, this document will reflect adjustments accordingly. Updates on the Governor's guidance can be monitored on the [Coronavirus \(COVID-19\) in Virginia](#) website.

## Current Mason Stage Guidelines

Mason has approved indoor and outdoor events that adhere to the following guidelines during Mason Stages 3-5:

1. Events are limited to 50 percent occupancy of the space.
2. Events cannot exceed 150 participants (including organizers, panelists, etc.).
3. Space must be configured to ensure 6 feet of distance.
4. Events must be seated.
5. Everyone must wear a face covering.
6. Exits must be configured to reduce bottlenecks when people leave.
7. Events/gatherings cannot be open to the general public. You must set up an Evite or registrations system.
8. Everyone must follow the [public health and safety requirements](#) in the Safe Return to Campus plan.

### NOTES:

- \*General public is defined as anyone who is not a current Mason faculty, staff or student)
- Exceptions will be considered for participant limit only.

This document provides guidelines and processes for events held on any U.S.-based Mason campus or instructional site with potential adjustments to be made on campuses other than Fairfax, as approved by the Event Exceptions Committee. For the purpose of this document, on campus event approvals will be granted with consideration to the following:

- Type of event
- Number of attendees
- Ability to allow for appropriate physical distancing throughout the program
- Venue capacities
- Ability to provide appropriate physical distancing for the queueing line into venue.

## Event Participant Expectations

- RSVP is required for all on campus events.
  - Participants must agree to Mason guidelines in order to initiate an event RSVP/or purchase a ticket, as well as to gain entry.
- Participants at on-campus events are required to wear a face covering unless provided an accommodation by Disability Services.
- Physical distancing from other attendees is practiced.
- Handwashing prior to the event is expected.
- Individuals who are experiencing any COVID-19 symptoms, should not attend and stay home
- Entrance into an on-campus event will require participants to show Green Light Status for that day.

## Accountability

- There will be **Zero Tolerance** for non-compliance with the guidelines. Event coordinators or organizations that are found in non-compliance will be denied future reservations for on-campus space and are subject to their event being shut down.
- A statement will be added in the 25live system so that all requestors must acknowledge and understand the requirement to adhere to the guidelines.
- Event Managers/Coordinators will be held responsible for ensuring that guidelines are met.

## Unapproved Events

Until further notice, no events that fall into the following categories will be permitted on any of the Mason campuses: festivals, carnivals or fairs.

## Event Planning Considerations

Event Managers/Coordinators are asked to consider the following event management components to ensure they can meet current guidelines. Each event will be evaluated by the event scheduler to ensure it fits within guidelines listed below.

## Event Management Components

- Goal of the event
- Scope of the event
- Number of potential attendees and ticketing/RSVP plans
- Number of presenters and/or performers and their contractual needs
- Number of volunteers needed
- Site plan/layout that can meet the physical distancing and capacity restriction guidelines
- Facilities Work Order requests (generators, trash, recycling, etc.)
- Special guests/VIP invites
- Degree of audience participation
- Security needs
- Event management support services before and during the event (e.g University Events, Event Services)
- Support from other campuses (e.g. Fairfax, SciTech, Arlington)
- Internal team resources (see **Key Event Team Roles** section)
- Time zone adjustments if you are live streaming
- Technology needs for live streaming

## Attendee Management

- All events are required to provide attendees with an RSVP or ticketing option to assist with crowd control.
- Participants should receive comprehensive information regarding all that is required of them at the event.
- The Event Managers/Coordinators are responsible for attendee management in accordance with this document. All events must track number of attendees (including event organizers and Mason staff) within a space to ensure occupancy standards are not exceeded.
- Refer to Appendix A for Attendee Management Per Event Type.

## Food and Beverages

- All food and beverages must be commercially pre-packaged and individually wrapped.

- Pre-packaged food must be laid out in a way that attendees can take one without touching others.
- Lines must be managed to adhere to the 6 foot guidelines for social distancing.
- Staff or volunteers managing the table(s) must wear a face covering and gloves.

## Performers

- All events involving performers/speakers will need to abide by Mason's [Safe Return to Campus Guidelines](#) and venue-specific safety guidelines.
- All non-Mason performers/speakers will need to sign a contract, which has been approved by the University's Office of University Counsel, as well as provide a copy of their Certificate of Insurance (COI), meeting the requirements outlined in the contract.
- Non-Mason performers/speakers will need to abide by Mason's Contractor Expectations: [COVID-19 Public Health and Safety Requirements](#).

## Sanitization Standards

For indoor events:

- Venue staff will wipe down touch surfaces between events.
- Work orders will be placed by Event Coordinator for housekeeping.\* (\*Charges will only apply if excessive cleaning is needed that requires additional personnel.)

For outdoor events:

- Event Services or other external vendors will be responsible for sanitizing surfaces of all furniture that is set-up on site.
- Event Services will bring sanitizing stands to events, if available. Supplies will be limited to whatever is brought to the site. There will be no requests for refills during the event.
- Event Managers/Coordinators are responsible for ensuring the cleaning of surfaces in between attendee usage (i.e, students moving through a DIY experience where a student leaves a seat at a table and another student will come sit in that same space).
- A work order will be placed by Event Managers/Coordinators for trash and recycling management.

## Outdoor Space Use

- Policy 1128 Use of Amplified Sound in Outdoor Spaces  
<https://universitypolicy.gmu.edu/policies/use-of-amplified-sound-in-outdoor-spaces/#:~:text=The%20use%20of%20amplified%20sound%20is%20generally%20prohibited%20in%20outdoor, strategic%20goals%20of%20the%20University.>
- Policy 1103 Space Utilization and Scheduling
  - *All entities on campus must enter all reservations of campus spaces into 25live.*  
<https://universitypolicy.gmu.edu/policies/space-utilization-and-scheduling/>

## Outdoor Space Locations

Pavement Areas

- Parking Lots – Reservable via 25Live
  - Little K - This can be closed off and used for event space.
  - Occupancy is still under review

- Potential Parking Lot access for the following will be determined by September 8, 2020.
  - Back of Lot K – Case by case and needs bike rack reserved
  - Lot L and Lot I - Case by case per exceptions committee and Parking Services approval
- Science and Tech Campus Hylton Hill behind the Tower pending Mason Recreation approval

#### Grass Areas

- Mason Pond Lawn Area
  - ~515 ft perimeter of fencing
  - Generator needed (*A work order with facilities must be submitted if needed*)
  - 150 seating with no stage/ 140 seating with a stage/ ~114 max seating with max tables
  - Parking Services will review on a case by case basis in regards to use of Mason Pond Drive and parking spaces for mobile trailers as needed for events.
  - Adequate lighting for safety exists. Additional lighting needs to be rented through a Facilities Work Order
  - Considerations around event timing should be made to minimize disruption to classes
- Merten Hall Lawn Area
  - ~515 ft perimeter of fencing
  - Generator needed by loading dock (*working on a semester long rental*)
  - 150 seating with no stage/ 140 seating with a stage/ ~108 max seating with max tables
  - Adequate lighting for safety exists. Additional lighting needs to be rented through a Facilities Work Order
- Finley Quad
  - ~450 ft perimeter of fencing
  - Generator needed by the Finley lot (*working on a semester long rental*)
  - ~50 seating with no stage/ ~45 seating with a stage/ ~40 max seating with max tables
- York River and Patriot Circle Lawn area (*outside Nguyen Engineering Building*)
  - ~250 ft perimeter of fencing
  - No power access
  - Maximum seating 50 (not a venue for a stage)
- Holton Plaza – *Not able to be reserved at the same time as Mason Pond.*
  - ~500 ft perimeter of fencing
  - Maximum seating 96 with grass and concrete areas fenced in together with a stage
  - New lighting has been added to Holton Lawn and Plaza. No additional lighting should be needed.

#### Outdoor Space Reservations

Outdoor event space options will be listed specifically in 25live where all reservations must be made

Approval or denial of events will be determined by Events Management. Those events in question will go to the exceptions committee.

#### Outdoor Space Infrastructure

- Reservable outdoor event spaces will be fenced off to ensure that the size of the space, entrances and exits, the predetermined layouts, and social distancing requirements are all met.

- Spaces will be placed in 25live as reservable, including the limited layout options for each space.

### Bathroom Access

- The generally accepted approach in event management is to provide 1 bathroom per 50 people for an event that is 2 hours or more.
- Adjacent to the aforementioned spaces are building with bathrooms to help meet this need (during each buildings operating hours or by request).
- Parking lot events will need to consider the rental of public toilets.

### Tents

- Tents can be rented as needed. Contact University Events for referrals to tent rental companies.

### Entrances and Exits

- For every 50 people, one entrance and one exit are required.
- For 150 people, three entrances/exits are needed to avoid congregation.
- Exits and entrances should be equally distributed around the event.

### Site Layout Options

- Chairs/seated only event with space to accommodate a stage and sound equipment
- Table and chairs event with space to accommodate a stage and sound equipment
  - Each chair/seated space is per individual

### Power

- Access to power is limited in the identified outdoor event locations.
  - Generators will be available on-site for Merten Hall Lawn, Finley Quad, and Mason Pond Deck.
  - Holton Plaza has adequate power built in.
  - A facilities work order for the rental of a generator will need to be submitted to provide power to the parking lots.

## Event Execution Process

As part of the event planning process, it is important to identify all internal and external resources that will be needed to support the event. For on-campus events, it is recommended that the host unit/organization defines key roles. Support can be provided from Events Management and Event Services as needed. The event team should meet during the planning phase and clearly describe each team member role/responsibility in support of the event.

### Key Event Team Roles

Role	Responsibilities
Event Manager(s)/ Coordinator(s)	<ul style="list-style-type: none"> <li>• Serve as primary point of contact overseeing planning, organizing, and execution of the event.</li> <li>• Meets with all stakeholders and event support resources to ensure all requirements/needs are met.</li> <li>• Can be internal to the unit/organization requesting the event or Mason’s Event Management Team within University Events.</li> </ul>
Crowd Control Coordinator(s)	<ul style="list-style-type: none"> <li>• Ensures that the number of attendees entering the event meets the capacity limits per the guidelines.</li> <li>• Ensures that the queueing line for entry into the event is properly set up with social distance markings.</li> <li>• Manages the layouts for the queueing lines at the event to ensure they meet the social distancing requirements.</li> <li>• Refer to Appendix A.</li> </ul>
Safety and Sanitization Coordinator(s)	<ul style="list-style-type: none"> <li>• Manages all work orders needed for trash and recycling.</li> <li>• Ensures cleaning and sanitization supplies are procured and on-site.</li> <li>• Ensures signage is clearly posted that outlines guidelines for face coverings and social distancing.</li> </ul>
Event Services/Facilities/ and Vendor Coordinator(s)	<ul style="list-style-type: none"> <li>• Manages all communication and requests with Event Services or external vendors providing support.</li> <li>• Manages all contracts and communication with external vendors.</li> <li>• Manages all requests and communication with Event Services.</li> <li>• Manages all facilities requests for generators as needed for outdoor events.</li> </ul>
Ticketing/RSVP Coordinator(s)	<ul style="list-style-type: none"> <li>• Manages all reservation/ticketing operations prior to the event.</li> <li>• Ensures that the Crowd Control Coordinator has all the information needed to ensure appropriate management of attendees (i.e., lists of RSVP, information regarding ticket types and seating, etc.).</li> </ul>



## University Support Options

Organization	Support Type	Contact Information
Events Management	<ul style="list-style-type: none"> <li>• Ensures reservation is in 25live &amp; tagged appropriately for campus resources.</li> <li>• Coordinates connections between client and other campus service providers.</li> <li>• Assists in the testing and run-throughs of event and agenda if virtual component of event is needed.</li> <li>• Assists with venue set-up plans and diagramming.</li> <li>• Assists with registration, and event promotion as needed.</li> </ul>	<p>SciTech Events <a href="mailto:eventsst@gmu.edu">eventsst@gmu.edu</a></p> <p>Potomac Science Center <a href="mailto:pscevent@gmu.edu">pscevent@gmu.edu</a></p> <p>University Events (25live admin) <a href="mailto:gmuevent@gmu.edu">gmuevent@gmu.edu</a></p> <p>Arlington Events <a href="mailto:alrevent@gmu.edu">alrevent@gmu.edu</a></p>
Event Services	<ul style="list-style-type: none"> <li>• Pre and live-event support: Provides portable A/V equipment (audio, video, lighting) for in person and hybrid events.</li> <li>• Provides on-call support on site and hired tech support on site.</li> </ul>	<p>Sean Cox <a href="mailto:scox8@gmu.edu">scox8@gmu.edu</a></p> <p>Krisztina Roder <a href="mailto:kroder2@gmu.edu">kroder2@gmu.edu</a></p> <p><a href="mailto:Es@gmu.edu">Es@gmu.edu</a></p> <p>Arlington (<a href="mailto:arlevent@gmu.edu">arlevent@gmu.edu</a>)</p> <p>Sci-Tech &amp; Potomac Science Center William Smith <a href="mailto:wsmith41@gmu.edu">wsmith41@gmu.edu</a></p>
Ticketing or RSVP Resources Support	<ul style="list-style-type: none"> <li>• Mason 360 for Student Events</li> <li>• Tickets.com for CVPA events</li> <li>• Ticketmaster for EBA events</li> <li>• Affirmation of Mason Event Guidelines needs to be included in the rsvp/ticketing processes for event participants (see Appendix B).</li> </ul>	<p>mason360@gmu.edu</p>
Mason Police	<p>Not responsible for enforcing for face covering or physical distancing guidelines.</p>	

## Event Requests and Execution

All events must adhere to University Policy 1103: [Space Utilization and Scheduling](#).

### Faculty/Staff

- Space requests must be made through the university's centralized scheduling system, 25live.
- To gain access to 25live and/or view a training video and step-by-step guide to requesting space, visit: [events.gmu.edu/scheduling](https://events.gmu.edu/scheduling)
- Due to the extra steps needed to ensure the safety of attendees at events, Event Scheduling asks that event requests be made no less than 15 business days prior to the event.

### Registered Student Organizations (RSOs)

- Space requests must be made through the University's centralized scheduling system, 25live.
- To gain access to 25live and/or view a training video and step-by-step guide to requesting space, visit: [events.gmu.edu/scheduling](https://events.gmu.edu/scheduling).
- Two members of each RSO are given the opportunity to have a 25live user account.
- All RSO-led events should be registered in Mason360.
- Due to the extra steps needed to ensure the safety of attendees at events, Event Scheduling asks that event requests be made no less than 15 business days prior to the event.
- In-person student-initiated events may need to complete an event checklist.

## Event Planning Resources

### Event Checklist

Event Managers/Coordinators are encouraged to consider the following checklist when planning an event:

- ✓ Consider goal and scope of event;
- ✓ Identify and assign key event team roles ;
- ✓ Determine RSVP and/or ticketing needs;
- ✓ Consider site plan and layout that will meet social distancing and capacity guidelines;
- ✓ Consider needs for work order requests, security, and event management support services;
- ✓ Adhere to [Mason Branding Guidelines](#) when promoting event;
- ✓ Consider special needs and ensure accessibility for all attendees. Contact the Office of Disability Services (ODS) and Assistive Technology Initiative (ATI) for support.

### Event Planning Resource Links

- [Assistive Tech Initiative](#)
- [Today @ Mason](#)
- [Mason360](#)
- [Student Media](#)
- [25live Training for space requests](#)

## Best Practices and Considerations

As events are being planned and implemented, Event Managers/Coordinators are encouraged to review and consider the following:

- Work with Events Management/Event Scheduling to identify most appropriate venue (outdoor or indoor) based on intended scope and scale of event.
- Be clear on time needed for set-up and clean-up to provide Events Management with accurate information around needs.
- Consider virtual event delivery as backup option should weather or other factors interfere with in-person event.
- Avoid activities that will involve high touch surfaces.
- Plan pre-packaged food needs in advance of events (ideally in bulk for the semester as a cost saving measure).
- Ensure appropriate accessibility needs for all events. (Reach out to Disability Services or Assistive Technology Initiative for support.)

## Stakeholder Communication

This document will be distributed to the University community via the following communication channels:

- Email to University Community
- The George
- Relevant University Life listserves including Registered Student Organizations
- Around Mason
- Provost Newsletter
- Link from Mason360 Event Form Instructions

In addition, the following list of department stakeholders will receive these guidelines and are asked to distribute as needed to additional event managers/coordinators.

Academic Integrity	ODIME+LGBTQ Resources
Admissions	Office of International Programs and Services
Antonin Scalia School of Law	OIPS, Compliance and Advising Team
Arlington Campus Events Management	Parking and Transportation
Arts Management	Mason Recreation
Business Services	Schar School of Policy and Government
Carter School for Peace and Conflict Resolution	School for Conflict Analysis and Resolution
Center for the Advancement of Well-Being	School of Art
Club Sports - Women's Club Volleyball	School of Dance
College of Science	School of Music
Communication	School of Theater
Computer Game Design	SciTech Campus, Executive Office
Contemporary Student Services	STEM Outreach, Information Sciences and Technology
Counseling and Psychological Services	Student Centers
Disability Services	Student Conduct
Events Management Arlington Campus	Student Health
Events Management SciTech Campus	Student Health Services
Film and Media Studies	Student Involvement
Fiscal Services	Student Media
Fiscal Services - FAST	Student Support and Advocacy Center
Freedom Aquatic & Fitness Center	UL ADVANCE Success Coach Team

Graduate Student Life	UL Arlington
Green Machine	UL Communications and Marketing
Housing and Residence Life	UL Mason Korea
Hylton Performing Arts Center	UL SciTech
Intercollegiate Athletics	University Career Services
Leadership Education and Development (LEAD)	University Information
Learning Services	University Libraries
Mason Arts Academy	Washington Scholars Program and Partnerships
Mason Care Network	Women and Gender Studies Center
Mason Community Arts Academy, CVPA	
Mason Dining	
Mason Game and Technology Academy, VSIGI, CVPA	
New Student and Family Programs	

## Appendix

### Appendix A: Attendee Management Per Event Type

#### Seated Event:

##### Outdoor Movies/Lectures/Seminars/Speakers/Live Entertainment

- Live entertainment must be approved on a case by case basis.
- Space chairs/seats 6 ft apart according to physical distancing guidelines.
- Encourage attendees to bring blankets/stadium chairs to sit on if necessary.
- Plan for larger spaces with further distancing allowances for those individuals using assistive devices.
- All participants must pre-register in the selected method per Ticket/RSVP Coordinator.

#### Seated Activity:

##### Make and Take/Craft/Tutorial/DIY Activities/Interactive Group Non-Physical Games

- Space chairs/seats/spots 6 ft apart according to physical distancing guidelines.
- Have spots/seats pre-set for number of participants in advance.
- Ensure supplies are on tables and available for individual use or have volunteers delivering supplies and other needs.
- All events must be seated and according to the event attendee guidelines.
- Participant spots must be sanitized between users.
- Timed entries are recommended for events which do not require complicated instructions or are short in duration.
- Plan for larger spaces with further distancing allowances for those individuals using assistive devices.

### Appendix B: Affirmation of Mason Event Guidelines

*By agreeing to this, I am confirming that my event is in compliance with all University policies and procedures, particularly (<https://universitypolicy.gmu.edu/policies/space-utilization-and-scheduling/>) Policy 1103: Space Utilization and Scheduling. Additionally, I agree that I will comply with the requirements listed in this document, Fall 2020 On-Campus COVID19 Event Guidelines and Process. Any failure to comply with these requirements will result in cancellation of my event and possible forfeiture of future event reservations for my group or organization.*