


Late night dances occurring on campus are an important part of campus life because they offer students and other members of campus community an opportunity to socialize and be together. In the tradition of shared governance, sponsoring student organizations and campus administration work closely together to plan a safe and successful event. Sponsoring organizations, their members and their guests are responsible for following campus policies and procedures. Campus administration is responsible for assisting student organizations to plan events that are safe and contribute to the vibrant of campus life.

For the purpose of this policy, a "dance" is any social event sponsored by a University recognized student organization whose primary purpose is the promotion of free movement to amplified music in




the primary event coordinator to assist with all aspects of planning a dance. Please direct all inquiries and/or questions to your primary event coordinator.


- Ensures that all logistical aspects of







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1. All printed publicity such as digital and printed publicity 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.
  2. Publicity may be hung or shared digitally in approved posting locations ONLY AFTER the flyer has been uploaded and approved on through MARQUEE. Some posting locations, such as residence halls, require advanced reservation. Please see <http://www.marquette.edu/osd/organizations/publicity.shtml#publicity-approval> for details and contact information.
  3. The Office of Engagement and Inclusion approves all posted materials as a certification that the sponsoring organization has met all the applicable conditions as outline in the Student Organization Handbook. Flyers that do not appear on MARQUEE Link are NOT approved to post, and will be removed.
  4. The following must be indicated on ALL materials to be posted digitally and EventBrite ticketing.:
    - (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 guidelinesIt is reco

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- \_\_\_\_\_ Dance venue set and ready
  - \_\_\_\_\_ Access to venue to decorate / set up by sponsoring organization
  - \_\_\_\_\_ Catering set and ready
  - \_\_\_\_\_ DJ / Band arrival time
  - \_\_\_\_\_ Sponsoring Organization Leader(s) arrival time
  - \_\_\_\_\_ Pre-Dance Meeting (45 minutes before publicized start time)
  - \_\_\_\_\_ Publicized Dance Start time
  - \_\_\_\_\_ Publicized Dance End time
  - \_\_\_\_\_ DJ/ Band's announces last song (lights up)
  - \_\_\_\_\_ Availability of scanners or app on phone downloaded

(1) All Student Organization in a leadership role during the event will wear a name badge with first and last





pose a threat to the safety and security of persons in attendance, as well as the university community at large. In such cases, the responding Milwaukee Police Department officials will assume charge of the scene.

1. Cancellations must be made in writing to the Event Services Office at least five business days prior to the scheduled date of the dance.
  2. If the sponsoring organization fails to notify the Event Services Office of a dance cancellation, the student organization will lose its privileges for holding dance for the remainder of the semester.
  3. If a dance is cancelled and another registered student organization requests to take their date, the four (4) week minimum notice for scheduling dances as stated above applies.
  4. The University Dance Planning Team will consider acts of God and/or inclement weather in the enforcement of the cancellation provisions.
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1. Failure to comply with the Marquette University Dance Policy may result in:
    - a. the dance being cancelled; stopped and/or
    - b. the hours of the subsequent events being shortened; and/or
    - c. loss of the use of campus facilities for a certain period of time and/or
    - d. the organization being placed on probation and/or suspension.

The following items will be discussed during the pre-dance staff meeting scheduled forty-five (45) minutes prior to the dance start time. The pre-dance meeting offers the opportunity for introductions and ensures a pleasurable and safe dance for all those who participate.

#### Introductions

Sponsoring organization members, volunteers & advisor  
AMU Security  
AMU Staff  
Marquette University Police Department  
Student Organization Advisor  
OEI Staff/Dance Liaison (optional)

#### Work Assignments

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

#### Review Dance Entry Guidelines (Level 1, 2, 3 or 4)


#### Capacity

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

#### Cash Bank and Drop Safe Procedures


Total amount of bank  
Collecting bank for the evening  
Returning the bank





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: \_\_\_\_\_



(Complete this document during the preliminary planning meeting)

Sponsoring Organization Name(s): \_\_\_\_\_

Organization Student Leader(s): \_\_\_\_\_