Ball State University COVID-19 Event Management And Community Engagement Guidebook
I. Introduction
The COVID-19 Event Management and Community Engagement Guidebook has been created to assist in the safe planning of on- and off-campus events, as well as off-campus, in-person engagement. These guidelines pertain to any Ball State division or organization that hosts events beyond University meetings, academic classes, or other day-to-day operations in any of the following campus venues:

- Academic buildings/classrooms
- Alumni Center
- Bracken Library
- Cultural venues: Charles W. Brown Planetarium, Christy Woods and Teaching Greenhouse, David Owsley Museum of Art, Dr. Joe and Alice Rinard Orchid Greenhouse, Emens Auditorium, Pruis Hall, Strother Theatre, University Theatre, Cave Theatre, Korsgaard Dance Studio, and Sursa Hall
- Outdoor spaces
- Sports and recreation facilities
- L.A. Pittenger Student Center

Ball State will continue to respond to the COVID-19 pandemic in a manner that promotes the safety of employees, students, and campus visitors, while furthering the University’s mission and values. Ball State’s policies and plans will also be aligned with guidance from government agencies, public health officials, and the Centers for Disease Control and Prevention (CDC).

This pandemic presents a constantly evolving and dynamic situation, and the University’s policies and plans will be reviewed and appropriately updated as more information becomes available.

II. General Safety Guidelines
One of our enduring values is social responsibility; that is, acting for the benefit of society at large.

Consistent with this value, all members of the Ball State community are asked to be considerate of others on campus and to consistently participate in the safety practices described below as they are intended to help make our campus safe:

- Face masks are required to be worn when individuals are in the presence of others and physical distancing is not practicable.
- Individuals should maintain at least a distance of 6 feet (about 2 arms’ length) from other people at all times.
- Individuals should avoid crowded places and mass gatherings.
- Frequent hand washing is the first line of defense against the spread of COVID-19 and should be done often.
- Activities should minimize touching of items, when possible.
- Environments should be regularly sanitized and have hand sanitizer available.
- Signage related to hygiene requirements (e.g., physical distancing, face coverings, handwashing/sanitizer) should be posted in multiple locations.

III. Event Consideration and Approval
A. Definition of an Event
Events are typically planned public or social occasions designed to commemorate, celebrate, educate, or raise awareness at a predetermined time and place, usually outside the execution of day-to-day operations. Guidance received from federal, state, and local agencies may determine the number of attendees, the venue set-up with physical distancing, and other requirements needed to keep all attendees safe.
B. Event Approval Criteria

Events will be approved and prioritized by the University vice president or director responsible for the hosting division or organization.

The following criteria will be considered:

- The event is connected directly to the University’s core mission and/or current strategic plan priorities.
- The event is required by Ball State and/or an external entity.
- The event is unable to be replicated virtually.
- The event can be accommodated with an appropriate amount of available resources as determined by the facility manager.
- The event organizer(s) can reasonably ensure participants’ compliance with health and safety standards outlined in the Return to Campus Plan and the Campus Visitors Plan.
- The event organizer(s) have sufficiently planned the event using the COVID-19 event management considerations, in coordination with the appropriate campus departments.

C. Event Approval Process

The vital importance of complying with health and safety standards requires substantial documentation of event plans and procedures.

1. All event organizer(s) are required to complete the Event Proposal Form documenting the following information:
   - Name of event
   - Primary event organizer’s name, contact info, affiliation (student, faculty, staff, community), and department or organization
   - Date, time and duration
   - Desired venue or location
   - Type of event (i.e. dinner, lecture, recreation, arts and cultural, alumni/donor, recreation, etc.)
   - Brief description of the event — indicate how the event is associated with the strategic plan
   - Number of total attendees
   - Number of attendees at any given time
   - Categories of attendees — on campus, off campus, combination
   - Food and beverage needs
   - Number of individuals from the hosting organization that will be present to assist with the on-site management of the event

2. Planning should be considered in the following areas (as applicable), in coordination with the appropriate campus department or venue:
   - Accessibility accommodations
   - Bag check
   - Communication
   - Compliance monitoring
   - Deliveries
   - Event set-up
   - Food and beverage
   - Guests and visitors
   - Ingress and egress
   - Physical distancing in event lines and general crowd control
Parking
Registration/Will Call/ticketing/money handling
Restrooms
Sanitization
Seating
Signage
Vendor management
Volunteer training and compliance

3. Completed forms will be routed to the University vice president or director responsible for the hosting division or organization for approval. In making this assessment, the vice president or director should consider the following tiers of mission centrality and the overall nature of the activity or event:

**Tier 1 (Primary)** — These activities are aligned most closely with our core academic mission—teaching and learning, research, and course-based community engagement. Examples include student teaching, immersive and other experiential learning activities, clinical experiences, studio courses, Living-Learning Communities, and faculty and student research activities.

**Tier 2 (Secondary)** — These activities and events directly align with our mission of student engagement and development. Examples include co-curricular and other student activities and events, public lectures (non-academic), recreation activities, student organization-hosted activities and events, and student community service.

**Tier 3 (Tertiary)** — These activities align with our mission to engage and support the external communities that we serve. Examples include arts and entertainment events, volunteer board meetings and events, donor events, celebratory and holiday events, receptions, recognition events, and official University ceremonies and events.

**Tier 4 (Ancillary)** — These activities are tangential to our core mission. Examples include external use of the University's indoor and outdoor spaces and off-campus student events.

4. Once the event organizer receives approval by the respective vice president, the event may proceed to the booking stage. Approved event proposal forms will be returned to the event organizer(s) who will be responsible for providing a copy to the appropriate venue scheduler during the booking process. **Even though approval for the event has been received, it does not guarantee that the event will occur. The venue scheduler may not have the space available or be able to accommodate the requirements for the event.**

5. Due to the ever-changing and dynamic nature of the COVID-19 pandemic, the event organizer should also be aware that there may be capacity limitations and/or other requirements for events necessitated by governmental orders and directives, and that these capacity limitations and other requirements may change from time to time. For example, an event may need approval from the local health department if it will have over a certain number of attendees. Event organizers are expected to be aware of and comply with any such governmental orders and directives. Questions about these issues may be directed to the contacts listed in Section IV or VII of this guidebook, as needed.

**D. Facility Responsibilities**

Each event facility and venue will develop its own protocols and procedures to comply with the following Ball State COVID-related standards:

- [Return to Campus Plan](#)
- [Campus Visitors Plan](#)
- [Health and Safety Resources](#)

Costs associated with the provision of “above and beyond” services may become the responsibility of the event organizer.
IV. Event Points of Contact

- **Academic Buildings/Classrooms**
  Nichole Flick  
  Phone: 765-285-5719  
  Email: nlflick@bsu.edu

- **Alumni Center**
  Kathie Nix  
  Phone: 765-285-1638  
  Email: kenix@bsu.edu

- **Bracken Library**
  Amanda Grogan  
  Phone: (765) 285-5277  
  Email: adgrogan@bsu.edu

- **Cultural Facilities**
  - **Charles W. Brown Planetarium**
    Dayna Thompson  
    Phone: 765-285-8963  
    Email: dlthompson3@bsu.edu
  - **Christy Woods and Teaching and Research Greenhouse**
    John Taylor  
    Phone: 765-285-2641  
    Email: jetaylor@bsu.edu

  - Or-
    Sharyl Grant  
    Phone: 765-285-2641  
    Email: sgrant@bsu.edu

  - **David Owsley Museum of Art**
    Rachel Buckmaster  
    Phone: 765-285-5270  
    Email: rabuckmaster@bsu.edu

  - **Dr. Joe and Alice Rinard Orchid Greenhouse**
    Cheryl LeBlanc  
    Phone: 765-285-8839  
    Email: cleblanc@bsu.edu

  - Or-
    Erica Forstater  
    Phone: (765) 285-8839  
    Email: elforstater@bsu.edu

  - **Emens Auditorium**
    Daniel Pozzebon  
    Phone: 765-285-8154  
    Email: dachaimpozze@bsu.edu

  - Or-
    Bob Myers  
    Phone: 765-285-1542  
    Email: rmyers@bsu.edu

  - **Pruis Hall**
    Lou Patterson  
    Phone: 765-285-5524  
    Email: lpatterson@bsu.edu

  - Or-
    Terri Bryant
V. Off-Campus In-Person Engagement

Ball State faculty, staff, and students connect regularly with off-campus organizations and businesses through learning opportunities, volunteering, entertainment, dining, retail, and leisure activities. Whenever possible, all parties are encouraged to seek virtual options for engagement to avoid being exposed to or spreading COVID-19.

When virtual options are not available or appropriate, off-campus organizations and businesses can pledge to comply with the State of Indiana’s Back on Track Guidelines and University safety plans.

A. Off-Campus Volunteer and Learning Opportunities

The “Cardinals Care” Partners pledge will be required for those organizations and businesses that desire to host Ball State students, faculty, and/or staff for on-site volunteering, learning activities (e.g., service learning, immersive learning, field experiences, internships, etc.) or Ball State-affiliated events.

B. Off-Campus Entertainment, Dining, Retail, and Leisure

Restaurants, shops, and other businesses that regularly serve students, faculty, and staff will be invited to sign the “Cardinals Care” Partners pledge and be featured on the “Cardinals Care” website and in other campaign promotions.

Partners who signed the “Cardinals Care” pledge for the Fall semester do not have to complete another pledge for the Spring semester.

VI. Off-Campus Engagement Points of Contact

Delaina Boyd
Associate Vice President, Office of Community Engagement
Phone: 765-285-2773
Email: dboyd@bsu.edu
VII. General Resources

Please consult the COVID-19 website for more information on the University’s response to this pandemic. In addition, other general resources include:

- CDC
- Back-on-Track Indiana
- Event Safety Alliance Reopening Guide
- Avoid the Static Analysis Trap
- Return to Campus Plan
- Campus Visitors Plan
- Health and Safety Resources

VIII. Questions

For assistance, please contact Angel Tuttle in the Office of the President.

Angel Tuttle
Phone: 765-285-1686
Email: atuttle@bsu.edu