SLL Event Complexity Tier List

This document serves to provide guidance regarding the relative complexity of different levels of student events and activities and the relative planning time required for each. An Activity/Event/Meeting application should always be submitted as soon as possible, as minor details can often be modified at a later date. Events should be considered a part of the highest tier that applies.

I. Major Annual Ever

- Event requires reservation of offsite location, completed contracts with multiple vendors, requires involvement of one or more campus/district administrators, staff rescheduling, and/or has particularly complex logistical considerations
- Examples: Earth Day, End of Year Banquets, Spring Town Hall, vendor fairs, or festivals
- •Lead time: 5+ weeks, up to several months

II. Large-Scal

- Event requires reservation of large space on campus, completed contracts with at least one (1) vendor, requires a specific on-campus location, has specific and complex setup requirements, staff rescheduling, and/or requires a majority of available resources (30+ tables, 60+ chairs or 10+ canopies)
- Examples: Welcome Back, Stress Less Week, Club Rush, Equity events with cultural performances, movie viewings
- •Lead time: 4+ weeks, noting that specific locations may not be available without being reserved several months in advance

III. Medium-Scale Event

- Event requires specific, non-trivial setup on campus, but location is flexible, large quantities of resources are not required, there are no contractual obligations involved, and is hosted within regular SLL operating hours
- Examples: Equity events without cultural performances, blood drives, other events where purchasing is required
- •Lead time: 3+ weeks, though additional time may be needed depending on purchasing considerations

IV. Small-Scale Event

- Event requires trivial on-campus setup, has flexible location requirements, no related contractual obligations, is hosted within SLL hours, and either no purchasing is needed or is covered by existing blanket POs
- Examples: outdoor polling, advocacy, or informational events, ASG / club recruitment
- •Lead time: 2+ weeks, though more time may be needed depending on SLL staff availability

V. Pop-Up Event

- Event requires no setup beyond existing ASG resources, is hosted in an ASG or SLL-administered space, requires no purchasing or contracts, and is hosted within regular SLL hours
- •Examples: Promotional pre-events for large events, polling, information or ASG recruitment
- •Lead time: 72 hours, though more time may be needed depending on SLL staff availability