

# **KAPPA KAPPA PSI**

**NATIONAL HONORARY BAND FRATERNITY**

## **GAMMA NU CHAPTER**

**THE FLORIDA STATE UNIVERSITY**

### **GUIDE TO EVENT**

### **PLANNING**

Created in Spring 2008 by the Executive Committee,  
as per recommendation of the Department of Student Rights and Responsibilities

President: Daniel Taylor  
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## **I. INTRODUCTION**

This event planning guide was created primarily to inform future leaders of the chapter of the proper actions to take when planning a smooth and organized semester of events. It is vital that each officer familiarize themselves with this document so that safety and efficiency are maximized.

In the semester of Spring 2008, the Department of Parks filed a complaint with the Department of Student Rights' and Responsibilities outlining a violation of the student of conduct 5(j)1. This occurred in reference to the camping trips during the spring 2007 and fall 2007 semesters in which an illegal ground fire was built outside of designated areas and condiment spills were unintentionally left on picnic tables. In order to prevent future negative occurrences, this guide should be used at any point during the semester when the executive committee needs to carry out a plan of action for a specific event.

## **II. BASICS**

Before planning an event, the executive committee should always keep in mind that events are only successful if they contribute to promoting the ideals and values set forth for Kappa Kappa Psi by the National Council. Should an event serve no purpose in the betterment of the Florida State University bands or the encouraging of fraternal experience, it is not encouraged to take place.

As outlined by national documents, no event directly or indirectly involving Kappa Kappa Psi is allowed to have alcohol or any other illegal substance at any event - including even those of legal drinking age. Each member of the fraternity should review what hazing is and none of this behavior will be tolerated at any event.

An important part in any event planning process is to read the location's rules and regulations for using their space. If the rules and regulations are asked for and none are given, it's not suggested to continue using that particular site.

## **III. MORE SPECIFIC INFORMATION: FORMAL RUSH**

At the end of every semester's rush week, a formal rush event is held with the Alpha Omega chapter of Tau Beta Sigma. It is traditionally held at the Presbyterian University Center and generally planned by the Vice President of Kappa Kappa Psi in the fall and the Vice President of Tau Beta Sigma in the spring.

To reserve the Presbyterian University Center, it is important to contact the residence well in advance. Make sure to ask how much it is to reserve and how much of a security deposit is needed. The Activities Committee is responsible for assigning brothers and sisters to bring: food (make sure to be aware of food allergies in either organization),

drink, regalia, and trash bags. No illegal substances are allowed whatsoever in accordance with the Florida State Student Code of Conduct - including alcohol even if brothers and sisters involved are of the legal drinking age. The main room is set-up by the organizations in whatever way needed.

Once the event has ended, the main responsibility is to clean the room and reorganize the chairs / other furniture. Keep in mind that the Presbyterian University Center is a residence and to keep unnecessary noise to a minimum while using the site. As always, ask for rules and regulations and make sure to adhere strictly to the guidelines set forth by the owners.

#### **IV. INFORMAL RUSH**

Informal rush is an important event to get to know the prospective candidates' in a less contrived environment. It is generally held at a park with at least one open field and picnic tables or bleachers. It is recommended to contact the desired location ahead of time to inquire upon whether or not the sites are reservable - more often than not, it will be first come, first serve.

The Activities Committee is responsible for planning out sporting events and other activities as well handling food and beverage for the event (generally pizza and Gatorade / water). It is very important that a lot of water be available at the event due to the high amount of physical activity.

Should a medical emergency take place, dial 9-1-1 immediately and notify the chapter president to decide on further action regarding the event. Always take a list of CPR-certified brothers who will be attending the event as a precautionary measure.

As always, follow the park rules and regulations strictly and clean up the area after using it.

#### **V. RECITAL**

Whenever the chapter decides to have a recital for the semester, it is important to contact Lee Smith and initiate the process of reserving a recital hall in the College of Music immediately. Once the date and time have been settled, a location able of accommodating the brotherhood needs to be chosen.

As with any event, make sure the rules and regulations of the reserved space are adhered strictly to. Should the chapter at the time be interested, all recitals are available to be recorded for a small fee. The space must be cleaned completely afterwards by the individual(s) put in charge of the event: the song leader(s).

## VI. SOCIAL

As a way of increasing unity with the Alpha Omega chapter of Tau Beta Sigma, every spring semester the Activities Committee and corresponding Tau Beta Sigma Social Committee are charged with planning the Social. It is necessary to remember that this event serves as a way of being together as brothers and sisters outside of a business-like or service environment.

Once a location has been reserved, begin immediately on making brothers and sisters aware of the rules and regulations for the site. Caterers need to be contacted to make sure that the event has food and drink - illegal substances are strictly prohibited, even if brothers and sisters involved are of the legal drinking age. Find out if the location allows music to be played or not during the event, if we are allowed to decorate the space at all, and how late we are all allowed to be there. Parking rules are also pertinent.

As with any event located off campus, it is especially important to represent the chapter, fraternity, and Florida State University well. The grounds must be well taken care of while we were using the site and cleaning up afterwards / returning the space to it's normal state is very important. The Activities Committee is responsible for the cleaning and tear-down of the event after it's completion.

## VII. CAMPING TRIP

At the conclusion of every rush semester, the brotherhood and initiates go on an overnight camping trip to serve as a final event to all be together in a non-business environment. It is very important that all of these precautions be taken in planning the event.

Upon finding an appropriate location, a number of campsites must be reserved to follow strictly the number of people attending (active brothers plus candidates). As soon as the space is reserved, the rules and regulations must be made aware to all active membership to clear up any questions of what is and is not allowed. All fees must be paid or a service project to the park must be completed to waive the fees *in advance*.

Consider reserving more campsites than needed or an entire separate picnic area to fulfill number obligations in order to create more of a noise buffer between us and other campers at the park. Bring our own firewood (often purchased from Home Depot, Lowe's, or various firewood places usually located on the way to the park itself) and starter logs if a campfire is allowed at the park. Ask about available restrooms, times we are allowed to enter the park, regulations on parking, and rules on cooking / using the grills at the campsites.

The membership committee is responsible for planning this entire event. Food and beverage should be planned and purchased in advance to make sure there is enough for all people attending to be fed. Again, no illegal substance is permitted in any way -

including alcohol for those over 21 years of age - in accordance with the park rules and regulations and the Florida State University Student Code of Conduct. *Extensive* cleaning is required afterwards by all brothers in attendance to make sure that the park stays as clean as possible.

## **VIII. CONCLUSION (BASICS REVISITED)**

Before planning an event, the executive committee should always keep in mind that events are only successful if they contribute to promoting the ideals and values set forth for Kappa Kappa Psi by the National Council. Should an event serve no purpose in the betterment of the Florida State University bands or the encouraging of fraternal experience, it is not encouraged to take place.

As outlined by national documents and the Florida State University Student Code of Conduct, no event directly or indirectly involving Kappa Kappa Psi is allowed to have alcohol or any other illegal substance at any event - including even those of legal drinking age. Each member of the fraternity should review what hazing is and none of this behavior will be tolerated at any event.

An important part in any event planning process is to read the location's rules and regulations for using their space. If the rules and regulations are asked for and none are given, it's not suggested to continue using that particular site.

Remember to always strive for the highest regards while the Gamma Nu chapter is out at an event. We are always representative of ourselves on a chapter and fraternity level, as well as the Florida State University as a whole. Make sure to always do everything in our power to plan events safely and according to the location's rules and regulations - and have fun.