Planning a successful event can be challenging for any student organization. The Center for Student Organizations hopes to provide student organizations with resources and information that clarify the event planning process. The following processes explain the steps student organizations should take to ensure proper timing and permitting is obtained by all required areas. These processes should be followed for any events that are not considered “General Meetings” (or those organizational meetings that are held on a consistent basis).

**For Outdoor Space (Concourse/Open Air Forum), Student Center Tabling, & Promotional Space (Billboards, yardsigns, banners, etc):**
1. Log on to AUinvolve (auburn.edu/auinvolve)
2. Search for your organization
3. On your organization page, click Events on the left column.
4. Click Create New Event (Must have appropriate administrative privileges)
5. Enter event information (this information is public for students to read!)
   a. If applying for a banner permit, event name would be “Organization Name Banner Permit”.
   b. For promotional materials, the start and end date should include the length of time in which you intend on having your materials out.
6. After completing the information, on the next page select the type of permit you wish to apply for.
7. Read and agree to the terms of your permit.
8. The next event information page allows you to describe, in detail, your permit request. Please be very specific on this page.

**For Larger Events in the Student Center, Green Space, or other Student Affairs Controlled Areas:**
1. Contact Student Affairs Reservations to discuss availability and room locations for your desired event. Upon agreement of location, date, and time, Student Affairs Reservations will place a hold on your reservation until all permits and other paperwork are approved.
2. Fill out an Event Request Form through the Office of Communications & Marketing (auburn.edu/auevent). This form may require you to obtain
additional permits or forms for various reasons (amplified sound, tents, etc).

3.

4. Upon approval of your Event Request Form, within 2-3 business days contact Student Affairs Reservations to confirm your reservation. Your reservation hold will be released if you do not contact within the allotted time period.

5. Upon confirmation from Student Affairs Reservations, submit your event through AUinvolve.
   a. Click on Organizations
   b. Search for your organization
   c. On your organization page, click Events on the left column.
   d. Click Create New Event (Must have appropriate administrative privileges)
   e. Complete & Submit Information

For events not controlled by Student Affairs Reservations:

1. Contact the location in which you would like to host your event to establish the process in which they would like you to follow.

2. Submit your event to auburn.edu/au/event. This form may require you to obtain additional permits or forms for various reasons (amplified sound, tents, etc).

3. Upon approval of your event, submit your event through AUinvolve.
   a. Click on Organizations
   b. Search for your organization
   c. On your organization page, click Events on the left column.
   d. Click Create New Event (Must have appropriate administrative privileges)
   e. Complete & Submit Information

Important Contacts

Student Affairs Reservations:
Andrea Conti-Elkins, contial@auburn.edu, 334-844-1303
Debbie Hood, hoodel@auburn.edu, 334-844-4492

Office of Communications & Marketing Event Management
Chris Green, GreenC1@auburn.edu, 334-844-9135