

SSE/SSEC Procedure

Requirements/Responsibilities of Sponsoring Organizations for SSE in UWM Union:

- ❑ President of Organization at UWM must attend all planning meetings, trainings and the event.
- ❑ Sponsoring group members, including the president, must show consistent representation throughout planning process.
- ❑ All parties involved with the event planning process staff must be UWM Students, faculty or staff.
- ❑ No marketing or ticket sales for the event can be made prior to approval of event from Union Director.
- ❑ Tickets must be priced lower for UWM Student attendees than all other non UWM attendees.
- ❑ Sponsor must have all tickets audited and approved by the UWM Student Activities Office prior to marketing or ticket sales.
- ❑ Sponsor must have completed contracts for all entertainment through the UWM Student Activities office prior to the event.
- ❑ Sponsor must obtain actual name and performance history of entertainer(s) to present in SSE request meeting.
- ❑ All guests accompanying DJ must be registered and will count toward room capacity
- ❑ Sponsor must provide a list of volunteers prior to the volunteer meeting.
- ❑ The predetermined minimum number of Volunteers must be present at Volunteer Training for Event to begin.
- ❑ All volunteers for event must attend a pre-event volunteer training, and meet admissions requirements for the event
- ❑ Materials from the Sponsoring Organization must be presented in accordance with the following timeline:
 - Request for space must be made 6 or more weeks in advance of event date
 - Initial planning meeting must be completed 5 or more weeks in advance of event date
 - Entertainment must be announced to planning committee 4 or more weeks prior to event date
 - All publicity plans and materials must be presented to committee member 4 or more weeks prior to event date
 - First Request to SSE must be 4 or more weeks prior to event date
 - SSE meeting the week preceding event must include entertainment
- ❑ Sponsoring Organization must adhere to all event requirements and parameters established by the SSE and SSEC planning process.
- ❑ Changes or substitutions to any portion of the agreed upon terms for the event cannot be made the night of the event. (i.e. Entertainment, # of volunteers, admissions requirements, etc...)
- ❑ Any infractions to these procedures or requirements may result in consequences for current and/or future events.
- ❑ If any sponsor violates these procedures 3 times within the planning process, the event may be terminated.

SSE/SSEC Procedure

Client/sponsor Responsibilities:

- Client must contact the REPS office, and meet with their assigned event planner, prior to the listed **Reconfirm Date on their room hold** to initiate the planning process.
- Client, through the REPS office, must schedule a meeting with the SSE review committee to present their request at least 4 weeks prior to the event date. This request must be in accordance with the standard request template.
- Client must present a complete marketing plan in the SSE review committee, including paper and electronic media.
- Client must provide information on the entertainment for the event, including actual name (s), known alias name(s), performance history, and a brief explanation of entertainment type and style.
- Client must present consistent representation of organization member(s), including the president of the organization, to all planning and request meetings.
- Client must secure contracts with all entertainment through the UWM SAO office.
- Sponsor must have all tickets audited and approved by the UWM Student Activities Office prior to marketing or ticket sales
- Sponsor must provide a list of volunteers prior to the volunteer meeting.
- Sponsor must have predetermined minimum number of Volunteers **must** be present at Volunteer Training for Event to begin.
- Sponsor must have all volunteers for event attend a pre-event volunteer training, and meet admissions requirements for the event
- Sponsor must set tickets prices lower for UWM Student attendees than all other non UWM attendees.
- Sponsor must have all tickets audited and approved by the UWM Student Activities Office prior to marketing or ticket sales.
- Sponsor must comply with all actions instructed by the event request, timeline, or recommendations from the SSE/SSEC process.
- Sponsor must demonstrate an ability to pay for charged services prior to event date.

Event Planner Responsibilities:

- Receive and process space requests from sponsoring organization, ensuring proper time for preparation and recovery of room, accessibility to appropriate staffing and establish a reconfirm date guiding the sponsor to comply with the SSE timeline.
- Conduct initial planning meeting with sponsor to prepare the physical needs for the program and to present/explain the SSE request process, participant responsibilities, and the recommended guidelines for additional steps in the request process.
- Schedule the SSE/SSEC meetings and communicate with participants to ensure representation of necessary parties.
- Prepare Diagrams, Space Reservation materials and UWM Union REPS contract to accompany all aspects of the planning process.
- Meet with event sponsor to assist throughout the planning and request process
- Order the change fund(s) for the event
- Schedule necessary staff to support the event per the SSE/SSEC recommendations.

Union Administration Responsibilities:

- Oversee SSE/SSEC process to ensure safety and security of sponsors, participants and staff.
- Make recommendations to best prepare sponsors and staff for the delivery and operation of event
- Provide on-site supervision of planning/request process and event delivery
- Determine appropriate actions based upon event outcomes and sponsor/staff performance
- Approve or deny the progress of events, based on SSE/SSEC requests and processes
- Oversee all operational components of event
- Be on site during event for operational and procedural direction
- Inform policy issues and act upon policy infractions
- Report event conditions and outcomes

SSE/SSEC Procedure

UWM Union Client Services Responsibilities:

- Attend all SSE/SSEC request meetings
- Provide trained guidance on security policies and procedures preparation for event
- Determine security staffing levels and positions for event
- Determine and set all staffing procedures for event
- Contact and schedule licensed contract security personnel for event.
- Prepare ID check terminals prior to event date
- Prepare all cash registers prior to event date
- Train event staff and volunteers on proper cash handling
- Oversee and Secure all cash handling procedures
- Coordinate with all UWM and Licensed Contract Security Staff
- Monitor and Control event admissions process
- Report event conditions and outcomes
- Provide necessary primary EMS response as needed
- Assist in administering all policy issues

Licensed Contract Security Responsibilities:

- Coordinate with UWM Union Client Services to provide an appropriate staff level for event.
- Coordinate with UWM Union Client Services for staffing locations within event space.
- Operate and control metal detector/metal scanning procedures for event
- Observe event space access points, controlling directed ingress/egress
- Assist in observing policy violations and reporting back to UWM Union Staff
- Observe/detect/report in event for potential disruptions
- Act upon all hostile circumstances, remove irritants from event space

UWM Police Department Responsibilities:

- Attend SSE/SSEC request meetings
- Provide expert recommendations of security arrangements and procedures
- Determine appropriate police coverage for event
- Observe event
- Act in any situation where laws are broken
- Liaison with other Law Enforcement and EMS units as is necessary
- Provide necessary EMS response as needed

Statement to DJs or other Entertainment at Special Security Events

The UWM Union recognizes the event entertainment as both the focal point of attention, and a direct contributor to the atmosphere on the event. Because of these conditions it is imperative that the event entertainment be aware of the security procedures/protocol and house policies prior to the event. It is expected from the UWM Union Administration that the event entertainment will conform to house rules and will not instigate or encourage behaviors that will compromise the venue's efforts at maintaining a safe and secure environment for our patrons. It is also expected that the event entertainment will make security staff aware of any signs, signals or patterns of behavior that may prompt patron conflict or violence. The event entertainment will refrain from using materials or actions that have promoted negative behaviors. Violations of this statement may result in restrictions from performing in the UWM Union.

SSE/SSEC Procedure

- ❑ Event Planner Meeting
 - In Attendance: Client, Event Planner
 - Receive original plan for event
 - Produce physical layout for event
 - Gather information for admission regulations
 - Explain SSE/SSEC purpose and process to client

- ❑ SSE Request for Event
 - In Attendance: Client, Event Planner, Client Services Rep, REPS Manager, UWM Police, Union Director (or designee)
 - Cover Event Details with committee
 - Discuss event particulars and SSE/SSEC procedures
 - Ask/Answer questions involving event or event procedures
 - Receive recommendation from Union Director on if/how to proceed

- ❑ SSEC Meeting (or 2nd SSE Meeting)
 - IF SSEC is deemed Necessary:
 - In Attendance: Client, Event Planner, Union Director, President of UPB, President of Student Association, Chief of UWM Police, Dean of Students
 - Appointee of Union Policy Board
 - Agenda of meeting to be determined and led by Union Director

- ❑ IF SSEC is NOT deemed Necessary:
 - In Attendance: Client, Event Planner, Client Services Rep, REPS Manager, Union Director (or designee), Entertainer (DJ or Band), Rep from UWM Police
 - Send Notice to all SSEC members including general event information and brief description of event details
 - Review recommendation from previous SSE meeting and solidify needs to be completed prior to event.

- ❑ SSE 1 week prior to event
 - In Attendance: Client, Event Planner, Client Services Rep, REPS Manager, UWM Police, Union Director (or designee)
 - Review event details
 - Verify the list of union staff members to be working the event
 - Verify the list of Contracted staff members to be working the event
 - Verify the list of Volunteers to be working the event
 - Fully review itinerary for event
 - Send notice of any updates or changes to SSEC participants

- ❑ Volunteer Preparation
 - In Attendance: Event Planner, Client Services Supervisor, Contract Security Supervisor, Building Administrator, ALL group volunteers, advisors and coordinators
 - Review Event Purpose
 - Discuss roles/responsibilities of volunteers, UWM Staff, Contract Security, Police
 - Explain key volunteer times/roles:
 - 11:45 pm – Prep for Building close
 - 15 min prior to end – Prep for exit and parking garage facilitation
 - At Capacity – Aid in informing and redirecting patrons beyond capacity
 - Emergency – Discuss rally point for redistribution
 - Count, verify IDs and check volunteer staff into event.

SSE/SSEC Procedure

- Pre-Event Meeting
 - In Attendance: Representative from Union Administration, Client, event staff, volunteers,
 - Entertainment (DJ or band), UWM Police
 - Identify key leadership for event
 - Review physical layout of event
 - Review all security positions and locations
 - Review all admissions policies and procedures

- Follow Up Meeting
 - In Attendance: Client, Event Planner, Rep from Union Administration,
 - Union Director (or Designee), Client Services Supervisor
 - Review event discuss successes and failures
 - Discuss pros and cons to SSE/SSEC procedure and efficiency of services
 - Make suggestions for future events
 - Send letter to SSEC members relaying the outcome of event and other necessary information