

RSO Event Planning Resource Guide

University of North Texas — Step-by-Step Guide for Registered Student Organizations

This guide walks Registered Student Organizations (RSOs) through the University of North Texas process for planning, approving, and hosting an on-campus event. Due to possibility of updates to these documents at any time, always confirm current requirements with the [Student Activities Center](#) before finalizing plans.

Step 1: Confirm Your Organization Is Registered

Before any event can be submitted for approval, your organization must be currently registered with the Student Activities Center for the applicable academic year (e.g., registered for 2026–2027 before submitting an Event App for a Fall 2026 event). Event Applications will not be accepted from unregistered organizations.

- **Policy reference:** [UNT Policy 07.019 – Student Organizations](#)
 - **More info:** [Event Applications overview](#)
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Step 2: Start Planning Early

Good event planning starts with a clear goal. Before booking anything, define:

- What you want to accomplish and the experience you want for guests
- A tentative date, time, and location
- Whether the event involves food, alcohol, off-campus guests, minors, ticket sales, or outdoor space (these trigger extra requirements — see Step 5)
- Coordinating potential vendors, guest speakers, or other activities

Resource: [Before Planning Your Event – Event Planning & Scheduling Services](#)

Step 3: Submit an Event Application in EagleLink

An **Event Application ("Event App")** is required whenever an RSO wants to host an in-person event on campus, including in fraternity/sorority houses. Event Apps are not required (but encouraged) for off-campus or virtual events, since submitting one lets you promote the event on your RSO's and the university's public calendars.

- The Event App is submitted through **EagleLink**.
- Only officers granted permission on the RSO's roster can access the Event Application form.

- An Event App is not considered "submitted" until **both the student org President and the UNT Faculty/Staff Advisor** have approved it in EagleLink, unless the President is the individual submitting the event.
- If you're requesting only a information table (no other activity), submit a **Solicitation Permit Application** instead (see Step 6).

Before your first submission, watch the Event Management training video and read the Event Application Procedures, both are linked on the page below.

- **Start here:** [Event Applications – Student Activities](#)
- **Policy reference:** [UNT Policy 07.019 – Student Organizations](#)

Submission Deadlines

Deadlines depend on the event's level of risk, determined by Student Activities (not the organization):

- **Standard events:** submit as early as possible; some spaces require at least 5 business days for reservations.
- **Higher-risk events:** generally speaking, if the event is outdoors, involves food/beverage, physical activity, off-campus guests or minors, expects 150+ attendees, involves ticket/item sales, or handles hazardous materials — submit **at least 15 business days** before the event so there's time for full review, including by the **Event Safety Committee (ESC)**.
- No Event Apps are approved during university closures or during designated pre-finals/reading/final exam days.
- When unsure, submit 15 business days out, or contact Student Activities for guidance.
- **Reference:** [Event Applications – Submission Deadlines & Event Safety Committee Review](#)
- **Related policy:** Pre-Finals Days, Reading Day, and Final Examinations (UNT Policy 06.031) — see [Policies and Resources](#)

Step 4: Reserve Your Space

Once your Event App is submitted, it's routed for review by the appropriate campus entities (e.g., the University Union, Facilities, Risk Management, UNT Police, Food Safety) depending on what the event involves.

- Registered student organizations receive Union meeting rooms at **no charge** for standard reservations, and classroom space can be reserved through Student Activities on the Event App.
- If a specific room isn't available (due to prior booking or guest-count/room-setup mismatches), you may be offered an alternate space.
- For recurring/series events (e.g., weekly meetings), submit **one** Event App listing all dates rather than separate forms.

- **Resource:** [Plan an Event – Student Organization Reservations](#)
- **FAQs:** [Student Org Event FAQs](#)
- **Policy reference:** Facilities Use Coordination — see [Policies and Resources](#)

Step 5: Address Any Special Event Elements

Depending on your event, you may need additional approvals or forms. Review these policies early, since several require lead time:

If your event involves...	You'll need to...	Policy / Resource
Serving, selling, or consuming alcohol	Submit an Alcohol Use Request on the Event Application	UNT Policy 04.016 – Use of Alcoholic Beverages
Food, beverages, or snacks	Get pre-approval from Risk Management; food must be pre-packaged from an approved source or catered by UNT Dining/a restaurant with a health permit on file (be aware of what spaces allow outside food)	Policies and Resources – Food Guidelines
Tabling, sales, fundraising, or recruiting	Submit a Solicitation Permit Application (separate from the Event App)	UNT Policy 04.013 – Solicitation, Signs, and Postings
Posting signs or flyers	Follow posting/removal timelines (event-specific signs must come down within 2 days after the event; yard signs limited to 10 calendar days)	UNT Policy 04.013 – Solicitation, Signs, and Postings
Outdoor activities, sound amplification, rallies, or guest speakers	Follow content-neutral time/place/manner rules; reserve designated outdoor areas at least 5 business days ahead for Free Speech through the Dean of Student Office	UNT Policy 07.006 – Free Speech and Public Assembly on Campus Grounds and Free Speech Procedures
Overnight stays or sleeping on campus	Select camping or overnight stay on the Event App to notify the Dean of Students Office in advance (camping/overnight events require Dean of Students approval)	Prohibition of Camping on University Property — see Policies and Resources
Youth participants (under 18, non-UNT students)	Register through the UNT Youth Protection Program and follow the Youth Protection Program Handbook. If your event targets minors, you will be required to purchase	Policies and Resources – Youth Programs

If your event involves...	You'll need to...	Policy / Resource
Police or security or parking needs	general liability insurance to host the event; if you are working with minors and no parental/guardian chaperone, volunteers will need a background check and to complete training	
	UNT Police will be coordinated through the Event Safety Committee if your event is high risk, otherwise police or security may be requested at the expense of your organization. Transportation can assist with parking permits for your event (submit parking requests early; space isn't guaranteed)	Policies and Resources – Police & Parking

Step 6: Promote Your Event the Right Way

If you plan to table, solicit donations, recruit members, or fundraise on campus, remember:

- Solicitation is generally restricted to registered student organizations and approved vendors/departments.
- Tabling in or in an area managed by the University Union requires an approved **Solicitation Permit**. The Solicitation Permit Request form is only for information tables, otherwise the RSO needs to complete an Event App.
- Permits for approved solicitation tables are may be picked up in person (e.g., University Union 4th Floor, Room 418 with a student ID.
- Submitting an Event App, even for off-campus or virtual events, lets you promote through your org's EagleLink calendar and UNT's public calendar.
- **Policy reference:** [UNT Policy 04.013 – Solicitation, Signs, and Postings](#)

Step 7: Know the Rules That Apply to Everyone

A few university-wide policies apply regardless of event type:

- **Student Organizations Policy** governs how RSOs are administered, including event procedures and space relocation: [UNT Policy 07.019](#)
- **Alcohol and drug conduct standards** apply to members and guests: [Alcohol and Other Drugs – Dean of Students](#)

- **Campus Carry:** Texas law (Senate Bill 11) allows licensed handgun holders to carry concealed handguns on public university campuses, including UNT, under the university's implementation policy — factor this into event planning as applicable.
- All UNT policies are maintained centrally: [UNT Policy Manual](#)

Consequences for policy violations can include a warning, fine, event cancellation, loss of on-campus event privileges, or suspension — and providing incomplete or inaccurate information on an Event App can itself lead to disciplinary action. Review the policies that apply to your event before submitting.

Step 8: Day-of Event Checklist

- Confirm final room assignment, A/V, and any furnishing setup (theater vs. classroom seating affects capacity).
 - Have permits (solicitation, alcohol, etc.) and health permits (if catering) on hand — permit desks may hold a student ID during the event.
 - Confirm parking arrangements with guests in advance if applicable.
 - Know who your on-site contacts are for Risk Management, Police/Security, and Facilities if an issue arises.
 - Remove event-specific signage within the required timeframe afterward (within 2 days per posting policy).
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Quick-Reference: Where to Go for Help

Need	Office / Resource
Event Application & EagleLink access	Student Activities Center – Event Applications
Room reservations, A/V, event planning support	Event Planning and Scheduling Services
Food/catering approval	Risk Management Food Safety, Verde Catering
Alcohol requests	UNT Policy 04.016
Solicitation/tabling permits	UNT Policy 04.013
Outdoor/free speech reservations	Dean of Students – Free Speech Procedures