

Student Organization Event Cancellation Check List

What should organizations do when cancelling an event?

- Inform your members.
 - Here's a template that you can tailor and send out to your members:
 - Out of an abundance of caution and growing concerns over the COVID-19 outbreak, Bentley University has officially cancelled or suspended all on-campus events and activities through at least April 3 and all gatherings greater than 50 people through the end of April. This cancellation includes _____ event on _____, 2020. We are sorry for any inconvenience.
- Inform your attendees.
 - You can use the template above.
- If applicable, pursue every opportunity to refund your participants.
 - If your organization has collected funds through the Bentley Community Engagement website and needs to issue a refund, please contact Alexa Erb (aerb@bentley.edu) and she will work with Student Financial Services to issue refunds.
 - If your organization needs additional support in navigating a different ticketing system's refund policy or the financial feasibility of your org issuing a refund, please contact Alexa Erb (aerb@bentley.edu).
- Communicate with your vendors.
 - For vendors with a fully-executed contract (both Bentley and the vendor have signed):
 - Our office recommends you work with vendors to see if they will allow you to cancel at no cost, or at least give you a credit for a future event. Please email aerb@bentley.edu to touch base about current or future contracts. If you have any challenges communicate with vendors about contracts and payments, please contact Nicole Chabot-Wieferich at nchabotwieferich@bentley.edu.
 - For vendors without a fully-executed contract (Bentley has not yet signed, the vendor has not signed, or neither party has signed):
 - Our office recommends emailing the vendor using the following template:
 - Out of an abundance of caution and growing concerns over the COVID-19 outbreak, Bentley University has officially cancelled or suspended all on-campus events and activities through at least April 3 and all gatherings greater than 50 people through the end of April. This cancellation includes _____ event on _____, 2020. Unfortunately we are no longer able to move forward with this event. We are sorry for any inconvenience and hope to work with you to either reschedule the event or on an event in the future.
 - If vendors have questions or express frustration with the decision to cancel, please contact nchabotwieferich@bentley.edu.
- Identify the status of all pending payments (for services already rendered/performed) or reimbursements for purchases already made. This does not include payments for services that have not yet been rendered/performed or purchases that have not yet been made. We expect those planned expenses to be cancelled. If contracts are involved, please see above.

- Email this information to GA_AIA@bentley.edu and Riley Fickett at rfickett@bentley.edu.
- ❑ Announce your event cancellation on your organization's social media channels.
- ❑ Give yourself time to process, and know that SP&E is here for you.
 - There is a tremendous amount of planning, logistical orchestration, hard work, and passion that has gone into your programs. As we're trying to keep the health and well-being of the Bentley community at the forefront of our decision making, we want to acknowledge that well-being is holistic. If you, your e-board, or your organization would like support in processing the cancellation of your event or assistance in re-imagining events so that they can be held to comply with the new policies, please reach out:
 - **Student organizations:** Alexa Erb (aerb@bentley.edu), Program Coordinator for Student Involvement
 - **Club sports teams:** Riley Fickett (rfickett@bentley.edu), Assistant Director, Student Programs & Engagement
 - **Fraternities & sororities:** Matt Galewski (mgalewski@bentley.edu), Associate Director, Student Programs & Engagement, or Nick Poling (npoling@bentley.edu), Graduate Assistant, Fraternity & Sorority Life

What will SP&E do?

Student Programs & Engagement will cancel the following on your behalf:

- ❑ EMS Reservation
 - SP&E will take cancel your event booking in the EMS portal
- ❑ Follow up with Campus Services
 - SP&E will also follow up with Catering, University Police, and Facilities to cancel any services tied to your event
- ❑ Communicate with AIA on behalf of all organizations
 - SP&E will inform AIA that generally all events between now and at least April 3 and all events over 50 people between now and April 30 have been cancelled, unless an organization decides to postpone or adjust events to comply with the new policies.

Please remember, SP&E staff members are here to support you in whatever ways you need. We are happy to help you navigate the cancellation process, reschedule events, reframe events so that they can be conducted virtually, or process the feelings and impact that you may be experiencing. Please keep us informed with what you need and how we can best support you.