



Special Events Advisory Team

Mission

The mission of the Special Events Advisory Team (SEAT) is to review, de-conflict and provide guidance to event promoters on safety requirements for events on the Montana State University-Bozeman campus.

Area of Responsibility

- All special events on campus will be reviewed by the SEAT
- Meet monthly to review requests to special events on campus, de-conflict events and provide guidance to promoter on the safety requirements (Police, Fire, EMS, Dispatch, K9, contract security, metal detectors, etc.) required for their event and determine how to provide adequate safety resources available to support the event.
- Resources to support special events will be requested and discussed at the SEAT
- Review and make recommendations to the Campus Safety Team on policies that impact campus safety associated with special events
- To assume such other responsibilities as assigned by the Campus Safety Team
- The Chair will notify the Campus Safety Team of all reviewed events and safety requirements required of the Special Events Advisory Team

Special Considerations

In the case where a decision to confirm an event happening within 90 days must be made prior to a SEAT meeting, the event may be reviewed by team membership via email prior to event commitment. The sponsoring department should contact the chair or co-chair of the SEAT to initiate this process as soon as practicable. The event shall be discussed at the next SEAT meeting for further review of security considerations.

Definition

Special event is defined as any event where expected attendance is over 300 people, any event that has the potential to create a public safety concern, alcohol events not sponsored by Montana State University departments, any event where weapons will be displayed, or events that have the potential to create a public disturbance or significant media attention.

Membership

Police Lieutenant, Chair	Event Services
Director, Emergency Management, Co-Chair	Sports Facilities
Office of Registrar	Facility Services
ASMSU Recreation and Sports	Fire Marshall
Office of Student Engagement	Insurance Manager
Athletics	Parking Services Manager
Conference Services	VP ASMSU