



Cornell University Student Assembly

Originally Presented On	1/29/15
Type of Action	Legislation
Status/Result	New Business

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S.A. Resolution #40 Improving Event Planning at Cornell

Sponsored by: Yamini Bhandari '17, Emma Johnston '16

Whereas, several student organizations utilize the Event Registration (Formerly known as Use of University Property) process to host events at variety of venues.

Whereas, many event planners have expressed concerns with the Event Registration process,

Whereas, feedback can be a good means to provide improve the Event Registration process to make it more user friendly,

Whereas, currently no form of providing feedback exists after going through the event planning process,

Whereas, event planners are required to describe how they plan to reduce the environmental impact of their event and accommodate guests who may require accessibility related to their disabilities but no contact is listed on the Event Registration Form to assist people with sustainability or accessibility planning,

Be it therefore resolved, that members of the Community Life Committee draft questions for a survey along with members of Student Leadership, Engagement & Campus Activities Office to be sent out to all campus event planners in the past year,

Be it further resolved, the evaluation form be made anonymous, and the results be used to improve the process for event registration

Be it finally resolved, the results of the evaluation form be made known to the Student Assembly, and be used to take further action,

Be it further resolved, that sustainableevent@cornell.edu be added to the Event Registration Form as a contact for event planners looking for advice on how to make their events sustainable,

38 **Be it further resolved**, that the Cornell Alliance of Students for the Environment and the
39 Campus Sustainability Office gain access to submitted Event Registration Forms in order to
40 be able to contact groups hosting large events on campus and provide sustainability
41 assistance,

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43 **Be it finally resolved**, that accessibility@cornell.edu be added to the Event Registration
44 Form as a contact for event planners looking for advice on how to make their events
45 accessible.

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47 **Respectfully Submitted,**

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49 **Yamini Bhandari '17**

50 *Vice President for Outreach, Student Assembly*

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52 **Emma Johnston '16**

53 *Chair of the Community Life Committee, Student Assembly*

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56 *(Reviewed by: Executive Committee 4-0-0, 1/27/15)*

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