Welcome
Jill Townsend- Executive Director, Special Events & Protocol

Major Events Protocol
Patty Mahaffey- Assistant Vice Chancellor, Student Life
Darlene Schlueter- Senior Director, Special Events and Protocol

Event Security
Melissa Luth- Sergeant, UC San Diego Police Department

Faculty Club - “What can they do for you?”
Gus Thompson - Executive Director, Faculty Club
Terri Miller- Catering Sales Manager, Faculty Club

Happy Hour
MAJOR EVENTS POLICY

According to University Policy 510-1 Section V.A. Policy on Major Events on campus: A Major Event includes an Event at which one or more of the following conditions apply:

- The Event Sponsor anticipates over 100 persons are likely to attend;
- Alcohol is intended to be served at the Event.
Before hosting a Major Event at UC San Diego, the sponsoring campus department must review the university's major events policy and then enter information using the Major Events Protocol (MEP) form.

Facility Managers must complete MEP for outside organizations reserving university space.
Before hosting a Major Event at UC San Diego, the sponsoring student organization, or campus department must review the university's major events policy and then enter information in the appropriate web form. Facility Managers must complete the Major Events form for outside organizations reserving university space. Receiving this information will enable the university to consider appropriate safety, event visibility and coordination related to Major Events occurring on campus.

According to University Policy 510-1 Section V.A. Policy on Major Events on campus: A Major Event includes an Event at which one or more of the following conditions apply:

1. The Event Sponsor anticipates over 100 persons are likely to attend;
2. The event is a Dance, regardless of the number of anticipated attendees; or
3. Alcohol is intended to be served at the Event.

Once submitted, your form will be reviewed by the appropriate Vice Chancellor or his/her delegate. Should questions or concerns arise regarding your event you will be contacted.

Enter an Event

For student organization and student initiated Student Life events use TAP (Triton Activities Planner)
For campus departments and non-affiliate events use MEP is intended for UC San Diego and SIO on-campus events only.
The UCSD Police Department is always available to assist in planning security for your event. However, there are a few factors that will trigger the need to discuss your event in detail with us:

- Your event is for 3000+ attendees
- Your event will have a high profile/controversial speaker, performer, etc
- You will be serving alcohol at your event
Events that will be attended by 3000 or more will need increased security. This may include, but is not limited to:

- Increased fencing or other physical barriers
- Road closures
- The use of metal detectors at the entrances
- Enhanced police presence
If you plan to bring high profile or controversial talent to your event the threat assessment unit may assist in:

- Evaluating current intelligence regarding the speaker/performer and making security recommendations accordingly
- Working with allied law enforcement agencies to ensure safe transport to and from the event
- Providing dignitary protection during the event
If you are serving alcohol at your event, you may need a permit through the police department. Please contact Sergeant Nel Garcia for more information.

m1garcia@ucsd.edu

858-822-1130
Police Department Contact

Melissa Luth, Sergeant
Specialized Services Division
mluth@ucsd.edu
858-822-0355 Desk
619-857-7321 Cell
Questions
UC San Diego Faculty Club
Thank you all for coming.
Please join us in Cecil’s Lounge for refreshments.