

# EVENT FORM GUIDE



ORT '22



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**Welcome to your ORT Event Planning Guide!**

This package is prepared as a tool to facilitate the event planning process and provide you and your fellow Execs with the information and criteria needed to get approval for each event. This package should also answer some of your questions regarding how to complete the process of planning and executing an event, so please thoroughly read over and utilize this package! ORT is here to support you in any way we can, so please do not hesitate to reach out!



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ORT Coordinator



**Elisabeth McHarg (she/her)**

Assistant Coordinator



**Jody Ridpath (she/her)**

Logistics Director



**Ben Nethercott (he/him)**

Systems and Support Director



**Layla Haddad (she/her)**

Equity Director



**Olivia Orsi (she/her)**

Concert and Communications Director

# OUR TEAM

**If you have further questions regarding:**

- Space bookings
- Space capacities
- Space prices
- Contingency plans
- Electrical hookups
- Water hookups
- Risk, risk management, and risk mitigation
- Locates (these are required if there will be any staking occurring i.e. signs, tents, etc)
- Equipment
- Buses
- Event cancellation
- Lighting

Please contact Jody Ridpath (ORT Logistics Director) at [ortlogistics@ams.queensu.ca](mailto:ortlogistics@ams.queensu.ca) or (519) 400-0230

**If you have further questions regarding:**

- Sustainability (waste reduction, waste disposal, recycling, garbage units)
- Accessibility (event planning, responding to needs on the go, accommodation)
- IT equipment
- IT support

Please contact Ben Nethercott (ORT Systems and Support Director) at [ortsystems@ams.queensu.ca](mailto:ortsystems@ams.queensu.ca) or (519) 400-9908

**If you have further questions regarding:**

- Equity, Diversity, Inclusivity & Indigeneity
- Equity Grants
- Inclusive and equitable leadership
- Student comfort
- Social issues

Please contact Layla Haddad (ORT Equity Director) at [ortequity@ams.queensu.ca](mailto:ortequity@ams.queensu.ca) or (647) 524-3306

**If you have further questions regarding:**

- Upper year participation
- Community impact
- Event goals
- Student contables
- Queen's First Aid
- Noise By Law 9309
- By-Law Exemption
- Health Permits and Food Permits
- Alcohol
- Traffic controls

Please contact Katie Browne (ORT Coordinator) at [ort@ams.queensu.ca](mailto:ort@ams.queensu.ca)

## Important Notes

**If you only read one page of this package, please, please let it be this page!!**

This is a crash course page on must-knows for writing event forms.

- Do NOT use the word “frosh” at any point. Use “Incoming Students”
- The words “Incoming Students”, “Orientation Executive”, “Orientation Leader” should be capitalized (as shown), and used throughout the form. (i.e. don’t use committee names to refer to leaders or executives; be consistent)
- All addresses used will require a FULL address - this includes a postal code AND city
- Use inclusive language throughout the form
- Use diagrams and tables to describe sections. (e.x. Instead of explaining rotations in words, use a table)
- Don't include ‘fluff’; try to keep descriptions and explanations concise.
  - Include diagrams/ tables where applicable
- For event goals, don't tick off a box for the sake of it. Your event does not need to reach all of the goals. Just make sure it meets all the goals you select, and elaborate on how.
- **Use spell check, and check over your grammar.**
  - We would HIGHLY suggest having a round of internal edits before sending forms to ORT to check for little mistakes such as spelling and grammar!

## Event Considerations

Things to consider when planning an event

### Logistics

- ☐ How long will the event take to run/timeline of event duration
- ☐ Have you assigned enough time for set-up and take-down?
  - If you are unsure, ask Jody!
- ☐ Have you considered loading times for participants when allocating time for your event?
  - Larger facilities will need to take this into account, especially when utilizing areas such as the ARC gyms, Grant Hall, and Mitchell Hall

### Facility

- ☐ Are you meeting the facility capacity?
  - You must consider executives and leaders in your capacity. If you are over capacity you will not be approved for the space and the event will not be approved to run in that location.
- ☐ Have you created a floor plan for your event?

- Floor plans are MANDATORY for every event AND every contingency space. They will be sent to our Environmental Health and Safety representative, after Jody has approved them. They will be checked for capacity auditing as well as safety risks.
- Be as SPECIFIC as possible with your floor plans. If you have any questions please reach out to Jody
- ☐ Do you need an electricity hookup?
  - If you have not yet arranged this, be sure to let Jody know, as not all locations have electrical hookups
  - Please indicate with each Event Form if you will be needing an electrical hookup for that particular event
- ☐ Do you need a water hookup?
  - If you are unsure, ask Jody! She can let you know if you need a water hookup, or if a filled water cooler is sufficient.
  - Please indicate with each Event Form if you will be needing a water hookup for that particular event, please note that not all locations have water hookups accessible.
- ☐ Do you have access to washrooms?
  - If not, please make sure you are aware of the nearest gender-neutral washroom. This information can be found here:  
[https://www.queensu.ca/positivespace/sites/poswww/files/uploaded\\_files/res\\_washrooms.pdf](https://www.queensu.ca/positivespace/sites/poswww/files/uploaded_files/res_washrooms.pdf)
- ☐ Is there shade from the sun if the location is outdoors?
  - It is important while planning an event to be considerate of all environmental factors that pose safety risks. Accessible shade from the sun is an example of risk mitigation.
  - Do not underestimate the effect of the sun, ESPECIALLY if you will be outside all day; have a place out of the sun is extremely important
- ☐ Do you have a detailed contingency plan?
  - Further details regarding contingency plans can be found later on in this package

## Travel

- ☐ Do you have a travel plan?
  - ☐ Do you need buses? (A bus can hold 48 people)
  - ☐ If you decide against bussing, is the location within reasonable walking distance? Consider safety and accessibility of students while walking
- ☐ Do you need a parking permit?
- ☐ Do you require any form of traffic control or road blockages?

## IT Equipment

- ☐ Is your facility equipped with the IT equipment you need?

- If not, further details regarding equipment ordering will be shared later on. Please contact Ben ([ortsystems@ams.queensu.ca](mailto:ortsystems@ams.queensu.ca)) with any further equipment questions.
- ☐ Do you need to receive training on how to use the necessary IT equipment?
  - Ben will provide IT training for all equipment ordered through ORT.

## Safety

- ☐ Has everyone received appropriate training?
  - ORT will be providing information regarding required training.
- ☐ Are there enough Orientation Leaders to safely run this event?
  - It is beneficial to include the role of leaders throughout events in your Event Form.
- ☐ Do you need Student Constables or Queen's First Aid?
  - Indicate this in your event form, and consider risk mitigation when considering if these resources will be needed
- ☐ Is your capacity accurate?
  - Again, remember to include Orientation Executives, Orientation Leaders, and Upper Year Students in your capacity indications.
- ☐ Is your event well-lit?
  - This is especially important for events that occur at night. Consider if the facility has adequate lighting, or if you will need additional lighting.
- ☐ Will you need food permits?
  - If you are unsure about food permits and required safety considerations, reach out to Katie.
- ☐ Do you have emergency contacts for everyone involved in your event?
- ☐ Do you have a contingency/emergency plan with a detailed outline?
  - Again, further details regarding contingency plans can be found later on in this package
- ☐ Do you have risk mitigation plans in place?
  - It is important to consider physical activity risk, travel risk, and emotional risks
- ☐ Will Upper Year students be participating?
  - Are there contracts in place to ensure their participation is appropriate?
- ☐ Are you staking anything (tents, signs, etc.)
  - Please indicate on your event forms if you will be staking and what you will be staking. Reach out to Jody if you have any further questions, she will arrange for locates should you need any staking done.
- ☐ Do you have a plan to ensure students get home/to their residence building safely?

## Equipment

- ☐ What equipment will you need?
  - Equipment from ORT will be ordered via a form that will be sent out later on.
  - Be sure to check your inventory before ordering equipment

## Community Impact

- ☐ Will you need a noise permit?
  - If you are unsure, please reach out to Katie
- ☐ Does your event impact the public Kingston or Queen's community in any way?
  - Please outline in the appropriate section on your event form how you will minimize the impact that your event will have on the community.

## Financial Accountability

- ☐ Have you budgeted for all associated costs?
  - Some space bookings have costs associated with them, including contingency space bookings, which must be paid for before they are booked. Equipment also has costs, as well as concert wristbands, t-shirts, tams and any other necessary resources. Ensure that you have budgeted and saved appropriately to cover these costs.

## Double Checks to do the Week Before

- ☐ Is your space booked?
  - Have you received a booking confirmation from Jody? If not, please contact Jody ASAP!!
- ☐ Do you know where your electricity hookup is located and if it is functional?
  - Jody will be assessing the functionality of all electrical hookups. If she has not indicated to you that it works, or if you have tested it and it does not work, please reach out to her ASAP!
- ☐ Do you know where your water hookup is located and if it is functional?
  - Jody will be assessing the functionality of all water hookups. If she has not indicated to you that it works, or if you have tested it and it does not work, please reach out to her ASAP!
- ☐ Do you know where the nearest gender-neutral washrooms are?
- ☐ Have you checked the weather? Ensure you are prepared to implement your contingency plan at any time.
- ☐ Are your buses booked?
  - Have you received a booking confirmation email from ORT?
- ☐ Have you placed parking permit requests?
  - Have you received a booking confirmation email from ORT?
- ☐ Have all of your Orientation Executives and Orientation Leaders received the appropriate training?
  - Ensure that all Executives and Leaders who are unable to attend MANDATORY ORT training have been in contact with ORT and are prepared to make up these trainings
- ☐ Do you have all the equipment you need?
  - ORT will release an equipment pickup/dropoff schedule. Ensure you sign up for time-slots prior to your events - note that equipment such as speakers should



NOT be left in a vehicle overnight for risk of theft, and should therefore be dropped off to ORT each night.

- If you have any last-minute requests, contact ORT to see if it is possible.
- ☐ Have Student Constables or Queen's First Aid been confirmed?
- ☐ Have you received necessary food permits?
- ☐ Is everyone informed and prepared for contingency/emergency plans and procedures?
- ☐ Have Upper Year Students been informed of appropriate participation contracts?
  - If you require assistance in this area, please reach out to Katie
- ☐ Have locates been arranged for staking?
  - Ensure that you have received confirmation from ORT
- ☐ Has your noise permit been arranged?
  - Ensure that you have received confirmation from ORT

### **Things to keep in mind the day of**

- ☐ How will you be staying in touch with Orientation Executives, Orientation Leaders, and Incoming Students?
  - This will need to be outlined in your Event Forms. Ensure that you have a realistic and consistent method of communication prepared.
- ☐ How will you be getting in touch with ORT?
  - ORT will instruct you on the appropriate form of communication
- ☐ Are you aware of the nearest gender-neutral washrooms?
- ☐ Are you aware of directions to the nearest hospital?
- ☐ Ensure that everyone involved is aware of how the events run
- ☐ Ensure that you have an accessible first-aid kit AT ALL TIMES.
- ☐ Do you have enough equipment?
  - Contact Ben ASAP if you are in need of any other equipment
- ☐ Most importantly, FOLLOW YOUR SCHEDULE!
  - ORT, SOARB, and other relevant stakeholders will be passing by all events. Make sure you are following your event form details and your master schedule, and ensure that everyone involved is informed of how things are to be run.

### **Things to keep in mind once event is done**

- ☐ Ensure that Orientation Executives are the last to leave the event
- ☐ Inspect the event location. Are there any damages?
  - If there are any damages, inform Jody IMMEDIATELY. She will guide you on how to manage these damages
- ☐ Ensure to leave the space the way you found it.
  - Clean the space as part of your take-down and appropriately manage your waste.
  - There are possible charges associated with damage and spaces left unclean
- ☐ Check in with all groups involved.

- This includes Student Constables and Queen's First Aid if they were involved, as well as other faculty Executives if it was an interfaculty event.
- ☐ Make note of changes and improvements that could be put in place for the next year.

Logistics Director (Jody) Books	ORT <u>DOES NOT</u> Book
<ul style="list-style-type: none"> <li>➤ Most classrooms</li> <li>➤ Grant Hall</li> <li>➤ JDUC</li> <li>➤ Queen's Center</li> <li>➤ ARC Main Gym</li> <li>➤ ARC Upper Gym</li> <li>➤ Tablespace</li> <li>➤ MacGillivray-Brown Gym</li> <li>➤ Fields</li> <li>➤ Summerhill</li> <li>➤ Common Ground (Cogro)</li> <li>➤ All City Parks Bookings (Coordinator (Katie) involved)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Commerce is responsible for Goodes bookings</li> <li>➤ Con-Ed is responsible for West Campus bookings</li> <li>➤ PHE/KIN: some rooms in the SKHS are booked through the Undergraduate Chair</li> <li>➤ CompSci is responsible for booking the SIM lab and the New Medical Building bookings</li> <li>➤ Eng is responsible for Clark Hall bookings</li> <li>➤ Agnes Etherington Art Center is a private booking - meaning if you are interested, you are responsible for booking yourself</li> </ul>

You can find a list of many of the bookable spaces on Campus at this link, along with capacities and costs associated:

<https://eventservices.queensu.ca/wp-content/uploads/sites/6/2019/10/Central-Room-Reservations-Bookable-Rooms-with-capacities-and-costs-OCTOBER-28-2020.pdf>

\*\* You will be charged "Rate Category A", unless otherwise notified

You can find a list of many bookable spaces in the JDUC and the Queen's Center at this link, along with their capacities:

<http://studentlifecentre.ca/room-reservations/bookable-spaces/>

You can find associated costs at this link:

<http://studentlifecentre.ca/room-reservations/3d-flipbook/>

You can find a list of bookable table spaces on campus at this link:

<http://studentlifecentre.ca/room-reservations/table-spaces-2/>

You can find the associated costs at this link:

<http://studentlifecentre.ca/room-reservations/3d-flipbook/>

You can find a list of bookable Gyms, Fields, and other Recreation Spaces at this link, along with associated capacities and costs:

[https://rec.gogaelsgo.com/sports/2013/7/29/Fac-Serv\\_0729135715.aspx](https://rec.gogaelsgo.com/sports/2013/7/29/Fac-Serv_0729135715.aspx)

\*\*\*\* Please note that prices are subject to change in May. To account for this, increase the prices by 15% as an estimate. \*\*\*\*

### Summerhill Bookings

Please note while booking summerhill, it is pertinent that you specify which section of Summerhill you are interested in. Please use the diagram below to indicate the section of Summerhill you are booking.



### IMPORTANT BOOKING NOTES

- Some spaces, with their capacities and costs, are not listed above. Please email Jody if you are interested in these spaces and require further details: These include:
  - Grant Hall
  - Isabel Bader Center
- Contingency bookings are done last minute, due to extra associated costs. If you are planning on utilizing your contingency spaces, please reach out to Jody at (519)-400-0230
- Pre-week bookings are NOT done through Jody, meaning you are responsible for your own pre-week bookings. However, if you need support with this process, do not hesitate to reach out to Jody.

### City Park Bookings

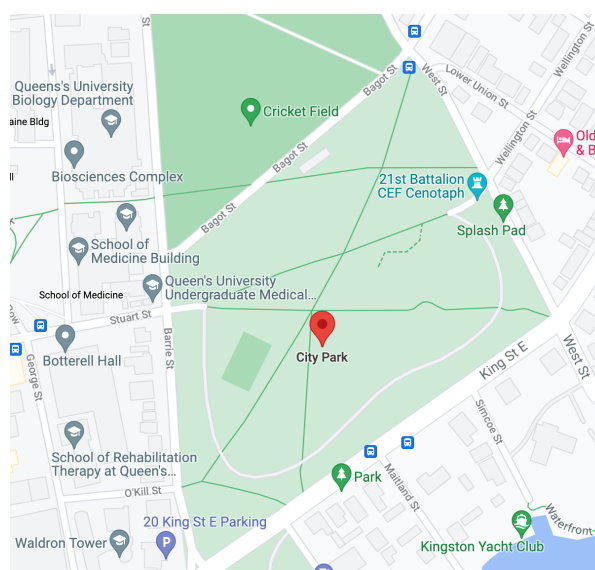
Information about bookings can be found at: [Facility Bookings - City of Kingston](#)

Number of People	Hourly Rate
1-99	\$17.35

100-249	\$32.39
250-499	\$48.81
500-999	\$60.97
1000-2499	\$76.24
2500+	\$114.34

### City Park

Location: 10 minute walk to campus  
Washrooms: Yes  
Electrical Hookup: Upon request  
Water Hookup: Upon request



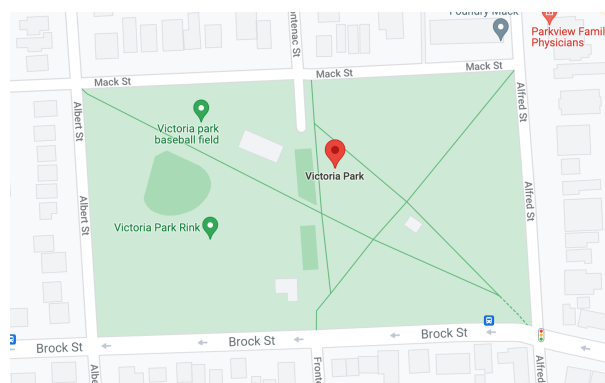
### Confederation Park

Location: 20 minute walk to campus  
Washrooms: Yes  
Electrical Hookup: Yes  
Water Hookup: Yes



### Victoria Park

Location: 10 minute walk to campus  
 Washrooms: Yes  
 Electrical Hookup: Upon request  
 Water Hookup: Yes



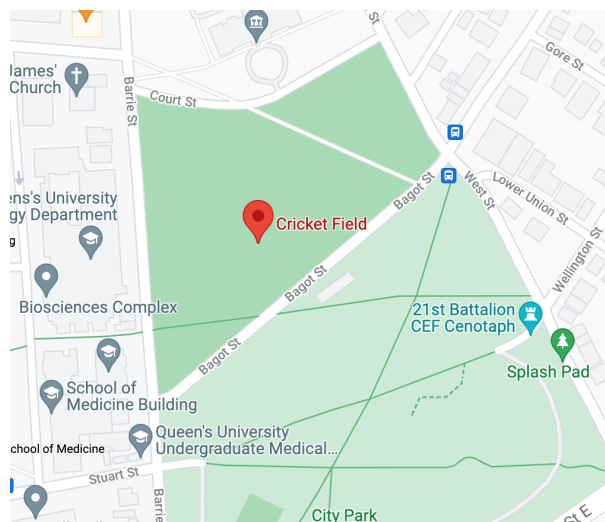
### Navy Memorial Park



Location: 15 minute walk to campus  
 Washrooms: No  
 Electrical Hookup: No  
 Water Hookup: No



### Cricket Field

Location: 5 minute walk to campus  
 Washrooms: Yes  
 Electrical Hookup: No  
 Water Hookup: Yes



MacDonald Park	
Location: 15 minute walk to campus Washrooms: No Electrical Hookup: No Water Hookup: No	
An Gorta Mor Park	
Location: 15 minute walk to campus Washrooms: No Electrical Hookup: No Water Hookup: No	

## Service Requests

There are many on-campus resources and services that you may require at your events. These include:

- ☐ Mental Health Services
  - ☐ PSC Trigger Booth
    - The PSC offers “confidential and non-judgemental support to all undergraduate students attending an event that may contain sensitive content (e.g. sexual violence, mental health, trauma, bullying etc.).”
    - Available from 10:30am-9:30pm, 7 days a week
    - Need to contact at least 10 days in advance
    - Requires a private lockable room at location of event
    - <http://amspeersupport.com/trigger-booth/>
- ☐ HREO

- Human Rights and Equity Office
- Provides training and resources on Human Rights, Equity, Accessibility, and Sexual Violence
- [Home | Human Rights and Equity Office](#)
- ☐ Student Wellness Services
  - Provides help and support for mental health concerns
  - [Student Wellness Services | Queen's University](#)
- ☐ Safety
  - ☐ Student Constables
    - “The Queen’s Student Constables is a peer to peer security service that embodies the unique idea of students being responsible for students. The Queen’s Student Constables are made up of Queen’s students, just like you, who wish to make a difference in the Queen’s Community.”
    - [Student Constables – Alma Mater Society](#)
  - ☐ Queen’s First Aid
    - “Queen’s First Aid Campus Response Team is a university campus first aid response team serving Queen’s University and its direct community in Kingston. At its core, the team is composed of motivated and enthusiastic students who are looking to make a positive difference while developing their leadership, communication skills and confidence. Queen’s First Aid serves as a confidential and professional service responding to medical emergencies on campus. During the regular academic year, we operate and are available 24/7. Our presence is also seen at many events, both on and off campus, where first aid teams provide coverage free of charge.”
    - [Queen's First Aid](#)
  - ☐ WalkHome
    - “Walkhome is a student-run safety service at Queen’s University in Kingston, Ontario. We provide safe walks to students both on campus and within the Kingston community. We are a completely anonymous and confidential service, so our staff members do not wear any clothes identifying them as a Walkhome team. We are inclusive to all students on campus, no matter your year or faculty. When you request a walk, teams of one male student and one female student will accompany you to a destination of your choosing. Whether you want enjoyable conversation, friends for your walk, or even someone to share with, Walkhome is the place to call!”
    - [Walkhome – Alma Mater Society](#)

# Risk Management

How do I know which level of risk to rank my event?

Follow this diagram:

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

A reminder that **ALL** events need a completed risk assessment.

## Can high risk events run?

High risk events can run, BUT there MUST be risk management and risk mitigation plans in place. Your Event Form must include a detailed description of the actions you will take to minimize risk. In order for your event to run, your contingency plan and Event Form must be approved first by ORT, then SOARB, Queen's Health and Safety Services, and other stakeholders that request to view your risk management plans. Please be honest about the risk level of your event, and complete the form accordingly. Do not copy paste risk assessments from years previous: think critically about the event, and decide on your own strategies. Certain events may need specific equipment in order to mitigate risk. Please see below for risk mitigation strategies you can utilize.

## What possible risks should I consider?

Consider:

- ☐ Weather
- ☐ Physical activity
- ☐ Travel
- ☐ Emotional



When considering risks, be realistic. If one of the above categories does not apply, do not feel the need to touch on it. However, every event comes with some sort of risk, so be sure to discuss your risk management with every event.

## What are some risk mitigation strategies?

### Some risk mitigation strategies for each category:

- Weather: a detailed contingency plan with alternate transportation methods
- Physical activity: A water cooler, shade from the sun, QFA on site, alternate and optional activities
- Travel: cancellation of travel in inclement weather, ensuring students are hydrated and safely directed while walking long distances, option of alternate transportation and/or bussing in inclement circumstances
- Emotional: icebreaker activities to ease the group into activities, alternate activity options, reduced ratio of students to leaders, option to go to trigger booth (Queen's Mental Health Services)\*\*\*\*\* check on this

## Contingency Planning

### What are some reasons to switch to contingency planning?

- Inclement weather (i.e. rain, thunder, lighting, extreme heat, tornado warnings, hurricane warnings)
- Last minute space booking conflicts
- Inaccessibility or inclusivity of location (i.e. students with mobility restrictions and accommodations are unable to participate at the selected locations)

### Important details to include in contingency plan description:

- ☐ Immediate action
  - Where will students be remaining safe while contingency details are put in place? It is NOT acceptable to say they will take shelter in the nearest building. All spaces being utilized must be booked for safety and capacity purposes, so be SPECIFIC.
- ☐ Take down
  - How will the event be taken down safely in case of inclement weather and emergency circumstances?
  - What will happen with your equipment to ensure it is safely transported and taken care of?
- ☐ Transportation
  - How will Orientation Executives, Orientation Leaders, and Incoming Students transport from their current location to the contingency space safely?

- How will Incoming Students be safely transported home? (this can be as simple as stating that Orientation Leaders will be walking the Incoming Students to their respective residences or homes once it is safe to do so)
- ☐ Adapting the event
  - In many cases, outdoor events being relocated indoors cannot run the same. How will you adapt your event to fit the new space? What new activities or different activities will be occurring?
  - Be sure to include set-up and take-down information, the same as if you were describing your original event
- ☐ Communication plan
  - It is important to have a plan in place as to how you will communicate with all Orientation Executives, Orientation Leaders, and Incoming Students
  - It is also important to recognize that ORT MUST be notified if you are switching to contingency scheduling. It is exceptionally pertinent to let Jody know, as she will be responsible for ensuring your bookings are followed through with.

#### **Important Notes:**

- Contingency planning is often overlooked, BUT it is very important to invest as much effort into ensuring your contingency plan is detailed and well-thought out, the same as if you were describing your original event
- In inclement emergency circumstances, ORT, SOARB, and stakeholders will want to know how you will be specifically implementing alternate events, and how you will prioritize safety of the students
- If you have any questions on how you will ensure your contingency plan is realistic, and how to alter events to fit a contingency plan, do not hesitate to reach out to Jody!!

#### **Important Formatting Notes**

Category	How to Implement
Capitalization	<p>The following must be capitalized throughout your event form</p> <ul style="list-style-type: none"> <li>- Orientation Executive</li> <li>- Orientation Leader</li> <li>- Incoming Student</li> </ul>
Language	<p>Be sure to use objective language throughout the event form.</p> <p>Consistently refer to executives as Orientation Executives, leaders as Orientation Leaders, and students as Incoming Students. (i.e. do not simply state that the 'executives will...')</p>

	<p>Do not refer to your Orientation Executives or Orientation Leaders by your committee names.</p> <p>Do NOT use the word 'frosh' at any point throughout the form.</p>
Timing	<p>Please utilize military timing throughout the Event Forms (24 hour clock)</p> <ul style="list-style-type: none"> <li>- Instead of 8:30 PM please say 20:30</li> <li>- On E-Rez life the times are in AM and PM format, but please use military time in any attachments</li> </ul>
Addresses	<p>All requested spaces and addresses that will be used throughout your event require a FULL address. Include a postal code and city.</p>

## Floor Plans

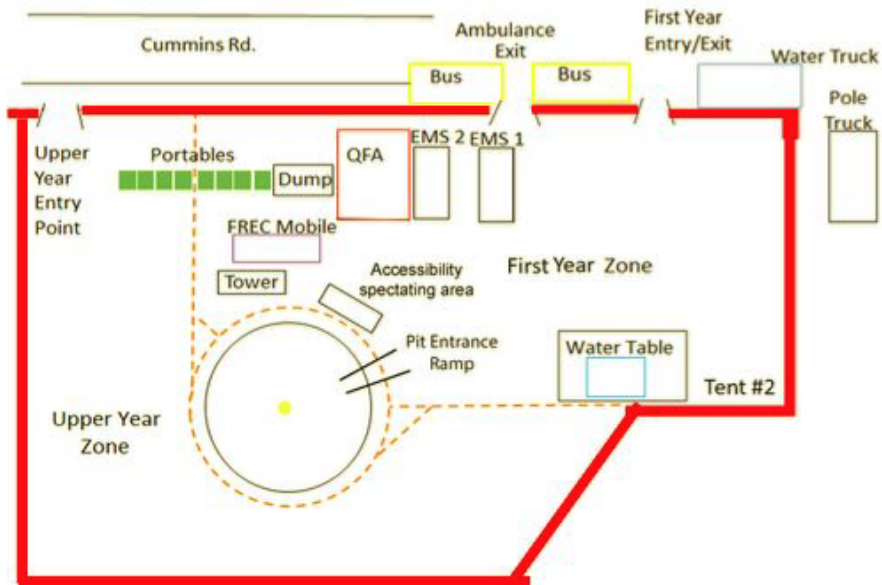
Please note that every event requires a floor plan, including every contingency plan. This means that every event form should have a **MINIMUM** of two floor plans.

### Details:

- Be as specific as possible. Someone who is not familiar with your event should be able to look at your floor plan and understand how your event will run.
  - For reference, your floor plans will be submitted to our Health and Safety representative, once Jody has approved them. **They will be sent separately from your event form, meaning the individual assessing the floor plan has NO other information regarding your event, but still needs to understand the floor plan.**
- Include the number of people involved. It is acceptable if this is documented as a small section below the image of the floor plan.
  - Be specific as to how many Orientation Executives, Orientation Leaders, and Incoming Students are involved, and where they will be located in reference to the floor plan
  - For example, write a small section stating "8 Orientation Executives will be located \_\_\_\_, 28 Orientation Leaders will be located \_\_\_\_, and 100 Incoming Students will be located \_\_\_\_."

Below is a previous floor plan from Engineering for the Grease Pole. This is an example of a well-done floor plan, outlining all specific details as well as locations of participants involved.

Engineering: Grease Pole



The red line represents the modular fencing which will surround the site. The dotted line represents snow fencing. The wall of Orientation Leaders will be made along the entirety of the snow fencing, with the Orientation Leaders standing in the Upper Year Zone.

### Rotations:

- If you have an event with rotations, it is important to clearly outline the various locations.
- Below is a previous example of a well done floor plan by ArtSci that clearly outlines the various rotations in their event.



## PPS Notes

PPS - Physical Plant Services

### Facilities

- No rooftop access will be permitted for any building on campus.
- No activities should be planned in areas immediately surrounding construction sites
- Chairs, tables, and any other equipment cannot be removed from any buildings
- Requests for keys for classrooms will be processed only with the understanding that they should not be considered 'secure' storage spaces

### Grounds

- No food or drink is permitted on or in the vicinity of any turf fields
- No vehicles are permitted on any green spaces
- Vehicles unloading/loading from nearby lanes or roadways must have hazard lights engaged and key-holder remaining in the vehicle

### Charges

Charges may be filed to the appropriate account under the following circumstances:

- Materials/furnishings are damaged/missing
- Repairs are required to facilities or grounds
- Extra cleaning is required
- Emergency trades call-ins to address tripped breakers, damage to infrastructure, or event support

## Sustainability

### What is it?

#### Environmental Science Definition:

The quality of not being harmful to the environment or depleting natural resources, and thereby supporting long-term ecological balance.

#### Orientation Week Definition:

Creating a week that is environmentally conscious, can continue to be held in the future, and educate Incoming Students on sustainability.

### Waste Management

Paint	Coverall painting is a large contributor to this category <ul style="list-style-type: none"> <li>- Latex paint is <u>very bad for the environment</u> when put on objects other than coveralls. Consider recycled paint!</li> </ul>
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	<p>(<u>EcoCoat</u> has some great colours)</p> <ul style="list-style-type: none"> <li>- When determining how much paint to use, be vigilant during events so you don't open more cans than you need and therefore, waste a bucket that can be saved for next year</li> <li>- When the event is over, it is a good idea to consolidate the paint into their cans and PROPERLY reseal the cans</li> <li>- A can which is not sealed properly can spoil quickly and is a serious hassle to dispose of</li> <li>- During Orientation Week we receive a permit that allows us to dispose of small amounts of paint by diluting it - this will be explained at fall training</li> </ul>
<b>Cardboard</b>	<ul style="list-style-type: none"> <li>- Consider finding ways to reuse cardboard (group signs, etc)</li> <li>- Get cardboard in the appropriate bins as well as properly condense all boxes to save space</li> <li>- Ensure that if your event is using excess amounts of cardboard you will have ways of disposing of it properly</li> <li>- If cardboard is covered in non-recyclable material (i.e., Thundersludge, paint), the cardboard must go in the garbage! Consider switching to recyclable materials!</li> </ul>
<b>Recycling</b>	<ul style="list-style-type: none"> <li>- Plan to recycle any materials that can be recycled</li> <li>- Recycling totes can be ordered for events, and you must have clear plastic bags to go with them</li> <li>- You can also plan to just have clear plastic bags in the back of your vehicles to collect recycling and then deposit the bags at a recycling bin later</li> <li>- When planning events remember:             <ul style="list-style-type: none"> <li>- Clear bags = recyclable materials</li> <li>- Black bags = waste/non-recyclable materials</li> </ul> </li> <li>- Don't know what can be recycled? Here is a quick list:             <ul style="list-style-type: none"> <li>- Paper products</li> <li>- Cardboard</li> <li>- Plastic bags</li> <li>- Metal</li> <li>- Plastic or glass food and beverage containers</li> <li>- Rigid plastic packaging</li> </ul> </li> </ul>
<b>Garbage</b>	<ul style="list-style-type: none"> <li>- The same as above can be done for garbage, with the use of black bags</li> <li>- Please do not include garbage in your recycling, it ruins the whole bin</li> <li>- Avoid creating garbage if possible, but always keep black plastic bags on hand to collect waste and dispose of them in the correct waste bin later on.</li> </ul>
<b>Compost</b>	<ul style="list-style-type: none"> <li>- Any events with food should be ordering a compost bin for organic waste</li> <li>- Don't know what can go into the compost? Here is a quick list:</li> </ul>

	<ul style="list-style-type: none"> <li>- Food waste</li> <li>- Soiled paper products</li> <li>- Small amounts of yard waste</li> </ul>
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### **Vehicle Emissions**

- This year we are asking all committee to track their mileage for the Carbon Neutral Vehicle project (explained closer to Orientation Week)
- Cluster trips when possible and only send as many vehicles as absolutely needed
- If you can walk to your destination, don't drive there!

### **Bins on Campus**

Ben will be emailing all of the roundtable members a map which shows the types of bins on campus and what type of materials can be deposited at them.

### **Resources and Materials**

#### **Look at your Inventory**

- Make sure you do a full catalog of your current inventory before requesting equipment or going to buy more materials
- Every week usually over-purchases small thing such as paper, napkins, tape, or event specific items like glow sticks
- By knowing what you already have you won't buy excess materials, will increase your week's sustainability as well as save money
- Use up less sustainable materials if you have them left over from previous years - it makes more sense to finish napkins from the year before instead of going and purchasing more napkins just because they are compostable

#### **Spend More Now**

- In some instances, there are opportunities to buy better quality and longer lasting materials that can be used every year
- By spending more this year, you are allowing future years to not have to spend money on that item

#### **Develop events to utilize less non-sustainable items**

- Many events can be resstructured or tweaked slightly to allow you to save on waste and reuse resources next year
- Ask any event sponsors to consider creating a PDF advertisement that can be shared with Incoming Students instead of printing flyers

### **Reduce First, Reuse Second, Recycle Third**

Your focus should be on reducing waste first, then reusing those materials year-to-year and event-to-event, and then recycling your materials appropriately

# Accessibility

What is it?

## Accommodation

Managing the needs of an individual AS they occur.

## Accessibility - Our Focus

- Preemptively and actively preparing for potential barriers
- Process of elimination and mitigation
- Accounting for all types of barriers that exist, including ones that aren't necessarily visible within your event

## Barriers

### Definition:

A circumstance or obstacle that prevents access, progress, and/or communication.

### Orientation Week Definition:

Anything that potentially limits participation, may cause an individual to feel left out, or may cause an individual to feel unsafe

## Challenge By Choice

**Comfort Zone:** A place or situation where one feels at ease or without stress

**Growth Zone:** A place or situation that allows one to try something new, expand their social circle, and be exposed to new opportunities

**Danger Zone:** A place or situation where one feels unsafe. Ideally, we want our events to take place in the Growth Zone by offering Incoming Students the chance to meet new people, be exposed to new resources, and try something new. With that being said, not every Incoming Student has the same comfort, growth, and danger zone. This is important to consider during event planning. It may be in one Incoming Student's comfort zone to stand up in front of a group and talk, whereas sitting in the crowds at an event is in another Incoming Student's growth zone. Remember everything is **optional**, and Incoming Students are able to attend and participate as they please.





## Accessibility for Ontarians with Disabilities Act-Barriers:

**Physical Barriers** - entrances, narrow spaces, high activity level

**Information and Communication Barriers** - lack of captioning, lack of proper volume projection

**Technology Barriers** - computers, phones, and any piece of technology presented without needed assistive devices

**Systemic Barriers** - barriers that are created by policy and procedure

**Attitudinal Barriers** - assuming someone can't do something due to disability, immediately offering an alternative instead of working to create an accessible option

<b>Mobility Restrictions</b>	<p><b>ONLINE</b></p> <ul style="list-style-type: none"> <li>- Not as much of a concern</li> <li>- If you are planning events that require a lot of movement, try to balance these out with low-intensity options/events</li> </ul> <p><b>IN-PERSON</b></p> <ul style="list-style-type: none"> <li>- If your events are on fields, this can be hard for those with mobility concerns. Make use of accessibility information that is provided by <b>Accessibility Queen's</b></li> <li>- Make sure you consider accessibility when creating your floor plans. Think about the flow of people</li> </ul>
<b>Auditory Impairment</b>	<p><b>ONLINE</b></p> <ul style="list-style-type: none"> <li>- Close-caption all of your videos</li> <li>- Provide transcripts for your videos</li> <li>- Hire an ASL interpreter on the day of your event, or ask them to interpret a pre-recorded event. <b>Canadian Hearing Services (CHS)</b> offers ASL interpretation services</li> </ul> <p><b>IN-PERSON</b></p> <ul style="list-style-type: none"> <li>- Hire an ASL interpreter</li> </ul>
<b>Visual Impairment</b>	<p><b>ONLINE</b></p> <ul style="list-style-type: none"> <li>- Ensure your files allow for text-to-speech capabilities</li> </ul> <p><b>IN-PERSON</b></p> <ul style="list-style-type: none"> <li>- Plan your layout so that walkways are free of obstacles, and ensure signs are made in large print and in contrasting colour</li> </ul>
<b>Financial Barriers</b>	<p><b>ONLINE &amp; IN-PERSON</b></p> <ul style="list-style-type: none"> <li>- A lot of Orientation Weeks incorporate some form of charity, ensure that you are partaking in awareness-based fundraising!</li> <li>- Let people know that buying things like coveralls, although nice, are by no means necessary</li> </ul>

<b>Mental Health</b>	<p><b>ONLINE</b></p> <ul style="list-style-type: none"> <li>- Record events and post them for later viewing</li> <li>- Offer both high and low-intensity events</li> <li>- Do not force anyone to attend events!</li> </ul> <p><b>IN-PERSON</b></p> <ul style="list-style-type: none"> <li>- Offer both high and low-intensity events</li> <li>- Do not force anyone to attend events!</li> </ul>
<b>Situational Barriers</b>	<p><b>ONLINE</b></p> <ul style="list-style-type: none"> <li>- Record events and post them for later viewing</li> <li>- If you can, offer a blend of asynchronous and synchronous events             <ul style="list-style-type: none"> <li>- Asynchronous events allow those who work, or those in different timezones to still participate</li> </ul> </li> <li>- Offer events at different times of the day, so those who may be working and those in different timezones can still attend events</li> </ul> <p><b>IN-PERSON</b></p> <ul style="list-style-type: none"> <li>- Offer events at different times of the day, so those who may be working and those in different timezones can still attend events</li> </ul>
<b>Those Experiencing Autism</b>	<p><b>ONLINE</b></p> <ul style="list-style-type: none"> <li>- Record events and post them for later viewing</li> <li>- Offer both high and low-intensity events</li> <li>- Do not force anyone to attend events!</li> </ul> <p><b>IN-PERSON</b></p> <ul style="list-style-type: none"> <li>- Offer both high and low-intensity events</li> <li>- Do not force anyone to attend events!</li> </ul>
<b>Learning Disabilities</b>	<p><b>ONLINE &amp; IN-PERSON</b></p> <ul style="list-style-type: none"> <li>- Make sure to use simple fonts, and easy-to-read colours on text materials</li> <li>- Try not to overcrowd your documents with things like large fonts or multiple images</li> </ul>

**NOTE:** These are examples of only a few barriers. Please know that this list is not exhaustive

## Accessibility Checklist

### Event Planning

- ☐ Is information about the event accessible to a broader range of participants?
  - Including website and handbook information
- ☐ Have you considered how your event may present barriers to participation?
- ☐ Have you designed an event that allows everyone to participate?

- This is step one: accessibility over accommodation when possible
- ☐ If not, how will you accommodate participation?
- ☐ Have funds been allocated in the budget to cover the cost of accommodations?
- ☐ Are food options available for participants with dietary restrictions/allergies?
- ☐ Did you visit the site of an off campus event before booking a location to check out the location's accessibility?

### **Location**

- ☐ Are there accessible parking spaces?
  - For off-campus students, presenters, etc.
- ☐ If the event is on an upper floor, is there an elevator?
- ☐ Is there an accessible entrance?
- ☐ If in a lecture hall, are there stairs or a ramp?
- ☐ Are gender-neutral restrooms located along an accessible route of travel, within a reasonable distance from the event?
- ☐ Is there an accessible toilet stall close to the event?
- ☐ Have you visited the site within a few weeks of Orientation Week to assess changes?

### **Sound**

- ☐ Is video content captioned?
- ☐ Are the speakers being played at a reasonable volume?
- ☐ Is what is being said/played available in sign language?
- ☐ Is there a transcript available?

### **Leaders**

- ☐ Are your Orientation Leaders knowledgeable about communicating with people of various abilities?
- ☐ Are your Orientation Leaders aware of how to approach asking someone if they need help?
- ☐ Are your Orientation Leaders aware of how to adapt to certain components of an event to meet Incoming Student's needs?
- ☐ Are your Orientation Leaders' needs being met?
  - ☐ Do they have breaks throughout the day?

### **Event Specific**

- ☐ Have event presenters been asked if they need accommodations for equal access?
- ☐ Have event presenters been informed of ways to make presentations accessible to the audience?
- ☐ If an overnight stay is required, has the accessibility of rooms been assessed?
- ☐ Do you have a designated cool down or low intensity area?

### **Inclusivity**

- ☐ Are you taking into consideration: race, classs, sexual orientation, gender, religion, etc.?
- ☐ Are your cheers and dances inclusive?
  - Are references you make inclusive?
- ☐ Are you aware of your own positionality and systemic bias?
  - Some Incoming Students may not have experiences the same privileges as you

Here you will find a map of accessible buildings and entrances at Queen's:


<https://www.queensu.ca/pps/sites/webpublish.queensu.ca.ppswww/files/files/Campus%20Accessibility%20Map%202017-10-11.pdf>

Accessibility supports and Services for Students:

<https://www.queensu.ca/accessibility/students/supports-and-services-students-disabilities>

## COVID-19 Planning

No one knows what COVID will look like in August, but it is important to plan for any scenario. Depending on restrictions, an event may not be able to run, or additional rotations or restrictions may have to be implemented. Please keep in mind:

- ☐ Capacity limits
  - How will you ensure your event does not run over-capacity?
- ☐ Vaccination status
  - How will you enforce or check vaccine status?
- ☐ Masks
  - How will you enforce masks?
- ☐ Social Distancing
  - How will you enforce social distancing?
  - Do you have a plan to run additional rotations if needed?
    - How will this be implemented?
- ☐ Hand Washing
  - Will Leaders and Execs be required to wash their hands following proper technique?
  - Will you have hand sanitizer available at events?
    - How will this be accessible to students?
  -  Hand-washing Steps Using the WHO Technique
- ☐ Symptoms
  - How will you ensure symptomatic Students, Leaders, and Execs are not attending events?
- ☐ Contact tracing
  - ☐ Will you be completing contact tracing to ensure safety of those in attendance?

**Resources:**

Current public health measures: <https://covid-19.ontario.ca/public-health-measures>

Ontario's COVID website: <https://covid-19.ontario.ca/>

Please include necessary COVID-19 precautions in all aspects of your event.

## Final Notes

Once you have completed your event form, there will be a button to click in order to “send” it to necessary parties (Include pic of button here?). **Please ensure for the first round of edits you click send to ORT! NOT SEO!!**

And finally; you got this!! Event forms may seem tricky, but please please utilize this guide, it will answer most of the major questions you will have! You are all smart, wonderful, capable individuals, and Orientation is **SO SO LUCKY** to have you! If you have any further questions, please do not hesitate to reach out to any of the directors for more guidance, we're here to support you! Good luck <3

- ORT '22 (Katie, Jody, Ben, Layla, Liz, Olivia :) )