

Non-Signature Night Guide

With comparative charts for Signature vs. Non-Signature Nights

Thank you for your interest in hosting a Non-Signature Night event! By holding such special events, you will have an important opportunity to demonstrate pride in your country, educate our campus community, advance internationalization initiatives, and well, feel good about it!

Along with the perks of hosting such events, you must be well acquainted with University and State of Minnesota policies, procedures, and resources available to you. This guide provides information you will need to begin planning your event.

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Differences: General Overview

	Signature Nights	Non-Signature Nights
Ownership	Signature Nights are planned and executed by KIC and RSO	Non-Signature events are entirely planned and executed by an RSO in close collaboration with their organization's advisor. The advisor plays a pivotal supporting role to help the group plan and execute the event.
Selection	The KIC selects RSO(s) in consultation with ISA and various other offices	RSOs who wish to host Non-Signature Nights simply decide to do it themselves. The reason that the KIC requires groups to complete THIS application is to help them get started and be ready for when they work with other campus offices.
Timing	Occur three times each academic year, typically during October, February and March.	Events may occur any time, depending on availability of CSU space.
Planning Support	KIC staff trains, supervises and supports featured country groups from initial event planning stages to after the event.	The RSO's Advisor has primary responsibility to guide and support the group through all phases for the event. Advisors must confirm their commitment to the group and event.
Space Reservations	The KIC reserves the CSU ballroom, Lower Level and other spaces for groups. Groups must request any other spaces they may need for tabling and rehearsals.	RSOs are responsible for making their own reservations. Due to high demand, requests for CSU spaces should be made well in advance.
Food Facilities	RSOs <u>have automatic permission</u> to use the CSU Sodexo kitchen. This is because Sodexo grants the KIC use of their facilities 4 times/year for Signature Nights and the International Festival.	Signature Night groups are <u>not eligible</u> to use the Sodexo kitchen simply because limited capacity and their extremely full schedule do not allow. If RSO's want food at their event, they must find an approved off-campus location to prepare, cook, and serve the food.

Differences: Ticketing

	Signature Nights	Non-Signature Nights
Ticketing	<p>The KIC has authority over pre-event and night-of ticket distribution and the regular monitoring of money made. Any group who does not abide by the following will be disqualified from hosting the event.</p> <p>Tickets are:</p> <ul style="list-style-type: none">• Controlled and monitored by the KIC• Online ticket sales only prior to the day of the event. Ticket sales at the door allowable if available.	<p>Tickets for the event are designed and printed by the RSO, under the supervision of their advisor, and with prior approval from the CSU main office and/or Printing Services.</p> <p>Tickets must abide by University policies on design and wording included.</p> <p>Be sure that tickets are number for easy tracking.</p> <p>The hosting group and their advisor will be held fully <u>responsible</u> for ticket and profit tracking, as well as following any University and State policies that pertain to earnings and tax reporting, as applicable.</p> <p>Groups are responsible for their own ethical monitoring of ticket printing, collection of money and monitoring.</p>

Differences: Funding & Food Prep Requirements

	Signature Nights	Non-Signature Nights
Funding Support	<p>The KIC buys all food-serving products (plates, cups, bowls, etc.).</p> <p>Groups may request shopping assistance from a KIC graduate assistant or ask KIC to order specialty items online. In these cases, the KIC's credit card is used, so that students do not need to pay up front themselves.</p> <p>Such purchases go toward \$1,800 of seed money which the Kearney Center applies toward group expenses. RSOs pay the office back with ticket-sale money made or with their own organization's funds.</p> <p>Groups may also fundraise with prior approval from KIC and CSU Scheduling Office.</p> <p>Money raised from ticket sales must go toward recovering event expenses. Any revenue left will be deposited directly to the RSO's 901xxx account.</p>	<p>Groups are responsible for covering their own event expenses. The RSO advisor must be kept informed about spending, especially when challenges arise in paying bills. RSOs must be prepared to largely fund themselves.</p> <p>Group may receive \$75 each semester from the KIC (or \$150 in the Spring) to put toward their event, <u>providing they have been regularly attending ISA General Assembly meetings and completing ISA office hours.</u></p> <p>Groups may also fundraise by receiving prior approval from the CSU Scheduling Office.</p>
Food Prep Requirements	<p>While using the Sodexo kitchen strict rules must be followed.</p> <p><u>No less than 8 weeks</u> before the event to:</p> <ul style="list-style-type: none"> • Provide recipes and ingredient lists • Learn about health, safety, cleaning, and use of the kitchen • Plan for food quantities and supplies needed <p>ALL food must be prepared and cooked under the ServSafe supervision of Sodexo staff. NO food may be prepared off campus and brought on campus!</p> <p>Groups who do not abide by the timeline or Sodexo and the KIC requirements will not be allowed to host the event.</p>	<p>Despite using an off-campus facility for food preparation and service, RSOs and Minnesota State are <u>still</u> bound by strict state-wide health and safety regulations and are liable for guests' safety.</p> <p>RSOs must recruit and be supervised by a ServSafe Certified employee for all food prep, cooking and service. NO food prepared off campus may be served on campus! Groups who violate these requirements will not be allowed to host future events on campus.</p> <p>Alternatively, groups may order food <u>from the Sodexo menu</u> through their catering menu, and they may THEN have their event on campus.</p> <p>It is NEVER permissible for groups to prepare food off campus and then bring it on campus to serve. This is also a violation.</p>

Similarities

	Signature Nights	Non-Signature Nights
Event Safety and Security	<p>Groups are required to include safety and risk strategies in their plans. Members and volunteers must be assigned accordingly. In addition, the University may require an off-campus security service (called, "ASIA") be hired to provide additional support.</p> <p>Participating RSOs should be aware that hiring ASIA will incur an additional expense and will be deducted from any profits. This expenditure must be included in budget planning.</p> <p>Events will not proceed until adequate safety plans are in place.</p>	<p>Groups are required to include safety and risk strategies in their plans. Members and volunteers must be assigned accordingly. In addition, the University may require an off-campus security service (called, "ASIA") be hired to provide additional support.</p> <p>Participating RSOs should be aware that hiring ASIA will incur an additional expense and will be deducted from any profits. This expenditure must be included in budget planning.</p> <p>Events will not proceed until adequate safety plans are in place.</p>
Meeting with Campus Partners	<p>Participating RSOs are required to meet with the KIC staff before and after the event. Progress updates will be required weekly and as often as needed.</p> <p>In addition, group representatives must attend 1-2 group meetings with the following individuals and offices for planning guidance.</p> <ul style="list-style-type: none"> • KIC staff • RSO Advisors if available • Scheduling and Conference Services • Sodexo • Campus Safety • Risk Management <p>The meetings will be scheduled by the KIC staff.</p> <p>Groups who do not attend will not be allowed to host the event.</p>	<p>Hosting groups must meet regularly with their advisor.</p> <p>In addition, RSO representatives must attend 1-2 group meetings with the following individuals and offices for planning guidance.</p> <ul style="list-style-type: none"> • KIC staff • The RSO's Advisor • Scheduling and Conference Services • Campus Safety • Risk Management <p>The meetings will be scheduled by KIC staff.</p> <p>Groups who do not attend these meetings will not be allowed to hold their event.</p> <p>RSO advisors must ALSO attend these meetings for the event to proceed.</p>

	Signature Nights	Non-Signature Nights
ServSafe Supervision	<p>All groups MUST abide by MN Department of Health safety requirements <u>and</u> have ServSafe supervision whether they serve food on or off campus. RSOs will be penalized for not abiding by food safety regulations.</p> <p>Sodexo has staff who have attended ServSafe training.</p> <p>Note: It is NEVER permissible for groups to prepare food off campus and bring it on campus.</p>	<p>All groups MUST abide by MN Department of Health safety requirements in addition to <u>having</u> ServSafe supervision whether they serve food on or off campus. Not abiding by food safety regulations or having proper supervision is a serious violation since the University can be held legally responsible should a guest become ill.</p> <p>Allow time to find someone who is ServSafe certified. This person must be available to supervise all food preparation, cooking and service. (If you hire a restaurant to cater your event, it must be licensed and show proof.)</p> <p>Not abiding by food safety regulations is a serious violation and RSOs will face penalization.</p> <p>Note: It is NEVER permissible for groups to prepare food off campus and bring it on campus.</p>
Fundraising	<p>Before any fundraising occurs, RSOs must present their ideas to the KIC and receive prior approval.</p> <p>Groups must complete the fundraising permit request form through the Scheduling Office for their approval as well.</p>	<p>Groups must complete the fundraising permit request form through the Scheduling Office for their approval as well.</p>

Confirmations and Signatures

With my signature, I _____, the **lead coordinator of this event**, confirm on this date _____ that I have read the information above. I also confirm that my organization will abide by policies and procedures as required by the KIC; CSU Scheduling and Building Operations; Campus Safety; Risk Management; the Minnesota Department of Health; and the Minnesota State Colleges and Universities system.

With my signature, I _____, the **RSO Advisor**, confirm on this date _____ that I have read this information. I plan to guide the RSO in abiding by these rules and procedures and will actively support the group as they plan and execute the event.

Applying

- 1. NO LESS THAN 90 DAYS BEFORE YOUR EVENT**, the group's lead coordinator(s) must meet with KIC staff to discuss the application and important policies and procedures. *Schedule this meeting in advance by contacting Jacy Fry, Director, KIC at jacy.fry@mnsu.edu or 507-389-5204.*
- 2.** The group then completes the following [application](#) - with their advisor - and delivers to the KIC for review (please allow 3-5 days). This initial screening by KIC helps groups organize ideas. This in turn helps them communicate clearly with CSU Scheduling, Building Operations, Risk Management and Campus Safety.
- 3.** Upon KIC approval, RSO reps and their advisor complete a [Special Events Checklist](#) for the Scheduling Office and other offices. This form requires the group to be very specific about event details and equipment needed in the CSU (except for food, which must occur off campus as previously noted). **The Checklist must be submitted in Presence no less than 6 weeks before your event.**

As a follow up, the RSO and their advisor must then meet with the CSU Scheduling Office.

Important:

1. Throughout the event's planning and execution, the **RSO advisor** must be "hands on," providing active support and advising to the group. ***Non-Signature Night events cannot move forward until the RSO advisor can attend the KIC meeting, the meeting with the Scheduling Office and the meeting with various campus partners.*** *RSOs must begin discussions with their advisors early, so they can reserve time in their schedules to attend all necessary meetings.*
2. Once the group has finalized details of its event, the KIC will arrange a meeting with CSU Building Operations, Safety, Risk Management and others as appropriate. Your group will be asked about the event and be able to ask questions too. You will also learn about required procedures and policies, and receive final approval to hold the event.

Questions:

Contact Jacy Fry, KIC Director, for additional information at Jacy.Fry@mnsu.edu or 507-389-5204.

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