

Fraternity/Sorority Composite Protocols

For organizations seeking for schedule composite sessions during the Fall 2020 semester the following steps must take place.

Step 1: 25Live/University Events

- Place request in 25live to reserve a space on campus. (<http://25live.gmu.edu/>)
 - Requests must be submitted a least 15 business days in advance.
- Due to permanent COVID-19 room set-ups the following rooms are recommended for groups to use for composite sessions: JC Bistro, JC Cinema, or Hub Front. These rooms allow the photographer to set-up on the stage and no furniture has to be moved.
- Indicate the following in the comment section of the request
 - *Appointments MUST be made advance; no walk-ups are allowed*
 - *All participants must be in masks, including the photographer. The only exception to this is when the student is posing for their picture. They may take their mask off for that.*
 - *The onsite client or photographer is responsible for sanitizing seats in between students (if they are sitting).*

Once the request is submitted University Event will complete the event exceptions form and submit it to Mason Risk Management for approval

Step 2: Mason360

- Submit event in Mason360 (<https://mason360.gmu.edu/>)
- Create an event plan that aligns with Mason's Fall 2020 Event Guidelines and Processes (<https://events.gmu.edu/about/event-guidelines-and-process/>)
- Event Coordinator meets with Fraternity and Sorority Life to discuss event plan and COVID-19 mitigation process (completed 10 business days before event)
- University Events will confirm your event during this process
- Once event is confirmed in 25live, event coordinator meets with FSL, and all required step/tasks are completed (will be discussed in meeting) then event will be approved in Mason360 and University Events will be notified of final approval.