# Student Event Advising Office (SEA) - Greek Life Event Registration Checklist

All of these actions must be completed **2 weeks BEFORE** your event date.

<table>
<thead>
<tr>
<th>Event Name: ________________________________</th>
<th>Event Date: ________________________</th>
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<tbody>
<tr>
<td><strong>Completed ?</strong></td>
<td><strong>What Needs to be Registered / Approved by the SEA Office?</strong></td>
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</table>
| **Campus Rec Events** | **Ex: Kappa Delta Shamrock Slam or any event occurring in Tootell, Mackell or on a field** | 1) Book space using Virtual EMS Account: [http://muevents.uri.edu/VirtualEms/Default.aspx](http://muevents.uri.edu/VirtualEms/Default.aspx)  
2) Register the event with SEA Office: [https://web.uri.edu/studentinvolvement/student-event-advising-office/register/](https://web.uri.edu/studentinvolvement/student-event-advising-office/register/) and wait for approval email  
3) Submit advertisement to sea@etal.uri.edu  
4) Email Christine Dias to reserve the space in Campus Rec (christine_dias@uri.edu) |
| **Philanthropy Events in the Memorial Union** | **Ex: Sigma Kappa’s Cards for a Cause, **excludes judicial / chapter meetings or interviews** | 1) Book space using Virtual EMS Account: [http://muevents.uri.edu/VirtualEms/Default.aspx](http://muevents.uri.edu/VirtualEms/Default.aspx)  
2) Register the event here: [https://web.uri.edu/studentinvolvement/student-event-advising-office/register/](https://web.uri.edu/studentinvolvement/student-event-advising-office/register/) and wait for approval email  
3) Submit advertisement to sea@etal.uri.edu |
| **Promotional Booths inside or outside of the MU & Table Reservations** | **Ex: Pie events, Car smashes, fundraising booths** | 1) To reserve spaces in the lobby of or outside of the MU, utilize the Virtual EMS link above and select the promotional area / booth option.  
2) Tables can be requested upon scheduling booth spaces when filling out the reservation on Virtual EMS. |
| **Flyers / Advertisements** | **Ex: Advertisements that you will post on individual chapter social media, share around campus, or request to be posted on @URIGreekLife social media** | **For Flyer Approval:**  
1) Be sure that the event is registered / approved before submitting flyer  
2) Email flyer to sea@etal.uri.edu and wait for approval email |

## Important Contacts

- **Kaylan Burns** *(sea@etal.uri.edu, 732-284-0481)*, Greek Life Event Advisor  
  - Send flyers, event registration or questions about events here.
- **Sheri Davis** *(sdavis@uri.edu)*, Coordinator, Conferences, Events, & Marketing, Memorial Union  
  - Memorial Union Space Reservations (includes academic buildings as well)
- **Christine Dias** *(christine_dias@uri.edu)*, Assistant Director, Campus Recreation  
  - Campus Rec Space Reservation (including fields)