

To: UWSP Student Organizations

From: Suzette Conley, Director of Dining and Summer Conferences

Date: May 13, 2019

RE: Weather Emergency Policies and Procedures on DSC Catering Events

**Dining and Summer Conferences is putting the following policies and procedures in place to assist us in the event of weather emergencies occurring on the day of DSC Catering Events for UWSP Student Organizations.**

- 1. UWSP Student Organizations will include the cell phone number of their advisor when placing catering event orders. The advisor will be the point of contact for event issues up to and including cancellations.**
- 2. DSC will contact the Student Organization's Advisor by 10 a.m. the day of the event in the event of a weather emergency or ASAP in the event of an electrical outage or other unforeseen emergency that may occur.**
- 3. The DSC Director will make the final decision if the event will continue as planned, continue with revisions or be cancelled after conversation with the Student Organization's Advisor. The safety and well-being of UWSP students and staff will be the deciding factor in event cancellation decisions.**
- 4. DSC will provide the Student Organization's Advisor with a list of contacts and phone numbers for University Communications and Marketing (UCM) staff to assist in the communication of the event being revised or cancelled due to an emergency.**
- 5. It will not be the responsibility of DSC to notify anyone other than the Student Organization's Advisor of any decision that has been made regarding the event. The Student Organization is completely responsible for contacting UCM and attendees of the event to share the updated information regarding the event.**

These policies and procedures are to safeguard the safety and well-being of all involved in attending and serving catered events at UWSP. The decision to cancel an event will be made after communication with the Student Organization Advisor. In the event we are unable to contact the Advisor in a timely manner, the Director of Dining and Summer Conferences will make the decision and communicate with the student(s) who placed the order.

