

Cross-Campus Open Invite Protocol

With an increase in the number of groups desiring to offer an “open invite” to students from other campuses, the following steps have been established so that a consistent chain of communication, and information can be established to encourage successful, fun, and safe events.

1. Definition of “open invite”: An invitation to an event, most likely weekend parities, by a student organization that seeks to invite more than 5 people from another school to attend their event. Lectures, community dinners and performances are NOT included in this (examples: performances at the '62 Center and MCLA Presents) because they do not fall under the purview of Student Life. These open invite parties must be non-alcoholic, and be able to hold the capacity of the expected number of guests as well as the respective college’s own student body.
2. Student groups who wish to coordinate “open invite” events with other campuses must communicate this intention a week before their event to a designated student life/affairs professional as well as their assigned advisor/point person. At Williams College the Student Life professional is Ben Lamb, and at MCLA this is Jennifer Craig. This information will then be sent out to the listserve, found at end of this document, so that student life/affairs professionals and advisors/point persons are made aware that this event is taking place.
3. The next step is to create and present a guest list at least 48 hours before your “open invite” event. The guest list should include: full name of guest, name of college, phone # and student ID #. Guests who do not sign up by this time will not be allowed into the event.
4. The last step is to pick up the wristbands by Friday before 4:30pm from the student life/affairs professional named above. Once the bracelets are picked up you will distribute them at the event as you check off the guests upon entrance.
5. If students and/or administrators plan to coordinate a shuttle service for students attending events at either institution, communication of that transportation must be provided at least 3 days in advance of the planned event to the listserv.

Individuals on the Williams-MCLA Listserv are:

MCLA

Celia Norcross
Jennifer Craig
Tom Alexander
Theresa O’Bryant
Michael Obasoshan

Williams College

Benjamin Lamb
Ellen Rougeau
Mike Bodnarik
Taj Smith
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Marcela Peacock
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