Zags Guide to Expressive Activity

Planning Checklist

Seek Advice and Support Speak to faculty/staff who can be helpful as you plan your activity.

Collaborate with Partners Proactively work with the decision makers, influencers, and individuals/groups most impacted by the issue.

Set Event Objectives Spend time discussing desired outcomes and the best approaches toward achieving them.

Know Relevant Policies Become familiar with the Student Conduct Code and relevant policies and procedures regarding events.

Designate Leadership Designate a student point-person or a group of individuals who will serve as the primary leader(s) for your activity.

Make Location & Logistical Arrangements Reserve spaces early for a smooth event.

Use Public Spaces Coordinate with CSPS and Student Affairs if your event is being held on a public space without a reservation.

Communicate and Coordinate Coordinate final plans to your target audience and coordinate logistics with your planning group. In a world of rumor mill and viral posts, choose your spokesperson(s) and media carefully to communicate messages that align with your group's cause and principles.

Educate Participants Educate participants about policies, possible consequences, and your event expectations to prioritize safety and informed decision making.

Clear Out and Clean Up After your event is over remember to be a good steward of the space and clean up.

Debrief the Experience Debrief with participants and discuss next steps.

Engage in Self-Care Planning and participating in social action takes a lot of time and energy. Remember to take time for yourself before, during, and after.

Student Conduct Code and Relevant Policies

Students should become familiar with the Student Conduct Code, and the policies listed below before planning any type of expressive activity on campus. The safety of all community members is primary and should guide decision-making during the planning process. All policies can be found online at gonzaga.edu/student-life/student-services/resolution-center.

- Gonzaga Events Policy
- Gonzaga Interim Policy on Demonstrations and Overnight Activity On-Campus
- Gonzaga Policy on Political Campaign Activities
- Gonzaga Posting Policy
- Gonzaga Harassment and Discrimination Policy
  - Bias Incident Reporting Process
- Gonzaga Information Technology Use Policy

The Student Code of Conduct contains a non-exhaustive list of behavior considered in violation of the Code.

Student Affairs

509.313.4100
College Hall Suite 120

/zagstudentlife

Contact Information and Resources

Center for Community Engagement
Hemm 206 and 010
serve@gonzaga.edu

Campus Security and Public Safety
Huetter Mansion
csps@gonzaga.edu

Center for Student Involvement
Hemm 304
getinvolved@gonzaga.edu

Housing & Residence Life
Crosby 201
housing@gonzaga.edu

International Students & Scholar Services
Hemm 102
isss@gonzaga.edu

Lincoln LGBTQ+ Resource Center
Hemm 214
lgbtq@gonzaga.edu

Payne Center for Leadership Development
Hemm 313
pcld@gonzaga.edu

Resolution Center for Student Conduct and Conflict
Crosby 202
resolutioncenter@gonzaga.edu

Unity Multicultural Education Center
Hemm 215
umec@gonzaga.edu