

Additional Guidelines to assist Student Organizations with the PPSP
Saint Louis University
Updated: June 19, 2012

This document is to assist Student Organizations when utilizing the Performance, Presentation, and Speaker Policy (PPSP). (Please refer to the full policy to assist your group in discussions and planning.) Since student organizations and departments are responsible for upholding University policies such as the PPSP these additional guidelines are to provide support and guidance for a student organization during their event planning process for events/programs that fit their organizational goals while adhering to the University mission and values.

“While Saint Louis University acknowledges a student's individual right to express and explain his or her own beliefs, by virtue of its Catholic, Jesuit character, the time, place and manner of exercising speech on campus for events planned by students and recognized student organizations is subject to policies and procedures adopted by the University. As such, the University reserves the right to review programs proposed by students and recognized student organizations, including those which are funded in full or in part by University sources (e.g., student activity fee). It also reserves the right to reject or alter programs that the University deems to be inconsistent with its values and mission. This means that a balanced program, one that would include opportunities for opposing viewpoints to be presented, may be necessary in order for controversial societal, political, moral and/or ecclesiastical topics to be addressed in a way that provides a more complete educational experience and understanding of the subject matter.” (3.3.5.1 from the PPSP)

“Examples of programs that the University would not approve would include those deemed to encourage, celebrate or glorify hatred, violence, abusive behavior, religious intolerance, irresponsible or illicit drug and alcohol use, and the objectification of human beings.” (Taken from 3.3.5.2 of the PPSP)

During Program Planning:

Student Organizations have a responsibility to have a full discussion that involves thoughtful reflection when considering developing a program that involves a presentation, performer or speaker. It is suggested to involve the advisor and the executive board minimally in the discussion when considering events that may need additional reflection and planning. Each student organization leadership and membership may be made up differently so consider who needs to be represented in the discussion.

Keep in Mind the Values of Saint Louis University:

Saint Louis University is committed to holistic student learning and development, and promotes values that inspire standards of conduct at Saint Louis University which are guided by: 1) respect and compassion for the dignity of all persons; 2) a genuine regard for all persons and finding God in all things; 3) a commitment to creating a community of dialogue and service; 4) care and concern for self, others, and community; 5) a recognition that all persons live in solidarity with one another; 6) a commitment to justice and serving the poor and marginalized; 7) holistic formation of the mind, body, heart and spirit; and 8) an understanding that individuals develop, not in isolation, but in interactions with others.

Reflection Questions: (Consider having discussion about the following question prompts with your student organization prior to selecting the delivery method such as a presenter, performer, or speaker.)

- What is your student organization trying to accomplish with the event?
 - What are the learning outcomes and objectives for the event?
 - What characteristics do we wish to have in the speaker/performer/etc. to fulfill these learning objectives? And then... Who are potential speakers/performers/etc. that fulfill these characteristics?
 - If your group's objective is to have fun or provide entertainment; how is this done in the guidelines of the PPSP? What is the broader goal beyond "having fun or providing entertainment"? (Example: Is it to build community? If so, then how will this be accomplished?)
 - How does the performer/speaker/etc. help accomplish the objective and meet the learning outcomes?
 - Why is this specific performer/speaker/etc. uniquely positioned to address these outcomes?
- Given the value Saint Louis University places on diversity and inclusion relevant to our Jesuit heritage and values, does the event have the potential to polarize another group on or off campus? If so, what steps have been or can be taken to outreach to that group prior to the event? Is there a way for groups to work together to create an educational event that showcases multiple points of view? (These reflection questions should be revisited once research occurs on the potential speaker/performer/etc. since information may not be available until the group begins researching the potential speaker/performer/etc.)
 - Refer to the PPSP and The Oath of Inclusion to assist your group during your internal review process.
- What types of collaboration could occur to meet your objectives? Are there academic departments, other campus departments, student organizations, etc. that could partner with your student organization to have a co-sponsorship?
 - Student organizations are encouraged to meet with other groups to consider possible collaborators prior to settling on one speaker/performer/etc. This also encourages shared partnerships to decrease duplication of events and resources.
 - Consider approaching other groups/departments during your planning process or minimally before you complete your plans.

Things to Consider:

- Is the event being planned as an outdoor event?
 - Need to consider city ordinances for outdoor events.
 - If the event is outdoors then consider what could occur if people choose not to attend but they can still see or hear the performer/speaker. What outreach or notification does your group need to do to ensure that others on campus are aware of your outdoor event?
 - Outdoor venues create additional items for the student group to consider – discuss with your advisors if you are unsure of steps to take. Your group can also contact the

Student Involvement Center or Events Services to understand additional steps when planning outdoor events.

- To assure providing an inclusive event what steps will your organization make to assure accommodation needs/requests from individuals?
- What reviews of the background of the intended speaker/performer has your student organization completed beyond reading the performers'/speaker's bio? Please conduct a thorough search and provide the information in your online Program Planning Form (PPF)
 - Search online for news articles – is there information regarding the performer/speaker that could be in conflict with Catholic teachings or values?
 - Find online videos to view their past performances/lectures.
 - Have other Jesuit schools hosted the performer/speaker on campus?
 - If so, how did the event go at other Jesuit campuses? What was the response from the student body and others?
 - How do you distinguish between what the speaker/performer has done/said in the past versus what will be said in the content of your proposed event?
- What guidelines will your organization provide performer/speaker so they know the focus of the event?
- How will you explain the focus of the event in your marketing materials so it is clear what the purpose of the event is to the campus community and public?
- If an entertainment performer – does your group need to consider asking for radio/TV edited versions of the performance? (examples: songs that are edited by artists to play on radio stations or performances that are edited for broadcast television)
- Consider announcing the format for the program prior to the speaker introduction. Tell the audience what they can expect, such as how questions will be handled and if follow-up questions will be allowed.
- Consider what communication can be provided at the beginning of the program (e.g.; written notice in program, verbal announcement just before introducing the speaker, etc.). Sample statement included below. During the review process your student organization may be asked to read the statement at the beginning of the event. In addition, the University may require the sponsoring person or organization to include the statement in all program publicity, announcements, or press releases.
 - “The views expressed by speakers, presenters, or others who participate in this program do not imply approval or endorsement by the sponsoring group or by Saint Louis University.”
- Is the speaker/presenter/etc. associated with a political party or a politician?
 - Representatives from the Student Involvement Center, Student Government Association, and the Office of General Counsel have convened to discuss how the University will handle political or election related speakers during Election cycles. As a University who receives funding from the Federal Government, we must adhere to specific guidelines as to how and in what manner we are allowed to host politicians or those who represent or would potentially promote one political party or candidate over the other. Saint Louis University is a 501(c)(3) charitable organization and will not endorse or oppose any candidate or candidates for elected public office. Additional information can be provided by SGA or the Student Involvement Center.