

# Club ReFuel

Who Will  
Attend?



# Communication and Marketing

1. Every group has [LionLink](#) page where events and communications can be posted.

Protect your personal information. Do not post anything personal on public websites. Lionlink provides an opportunity to post information and make it accessible solely to the Columbia community.
2. [CUIT](#) provides information regarding websites and email aliases.
3. Work with your adviser to develop the appropriate communication and marketing plan for your event.



# Non-CUID Attendees in Lerner

1. Anyone with a CUID should be able to swipe in to Lerner Hall
2. If you anticipate having non-CUID attendees OR participants at your event, you can work with your adviser to submit (2 business days in advance) a guest list of no more than 30 names.
3. If your event will have more than 30 non-CUID attendees/participants, there are several other options (including providing them wristbands) which should be discussed and planned in advance with your adviser.



# Residence Hall Lounge Guest Lists

1. If your event takes place in a residence hall lounge, a guest list must be provided for anyone who does not have swipe access.

In general, BC and GS students, as well as students who live off campus do not have swipe access to residence halls.
2. Guest lists should be emailed to your adviser along with the space reservation confirmation for the event no less than two business days prior to the event.
3. If you do not know the names of all attendees prior to the event, you may be able to arrange for an “Event Host” to provide them access. Work with your adviser to arrange this.



# Working with Minors

If your group is planning a program or event, on or off campus in which non-CUID minors (those under 18) will be present, please work with your adviser to ensure all members of your group have completed the necessary University training on working with minors. This applies to one-time events as well as ongoing programs