

EVENT SECURITY CHECKLIST

For the purposes of events held at the University of Pittsburgh, “officers” will be hired through the University of Pittsburgh Police Department and “security” is recommended to be hired through Landmark Event Staffing Services.

- A minimum of 21 days prior to the event’s date, a meeting will be held between a representative from Student Life and the event organizer(s) to discuss officer/security needs and potential cost. If it is decided that Pitt Police and/or additional security is needed, account numbers will be verified with SORC to assure money is present in the student organization’s account to cover expenses.
 - Please refer to the [Event Scheduling Guidelines](#) to learn how and when security is needed and who incurs the cost.
- 1-2 student representatives will be designated as “safety liaisons” for the event and can be contacted by the venue staff and/or Student Life should problems occur at the event. These representatives are chosen at the time of requesting the venue and must be present for the duration of the event.
- The student organization’s advisor must be present for the duration of the event.
- Officers/security will arrive 30 minutes before the event start time and/or doors opening.
- All parties agree to professional interactions.
- A security meeting will be held with all officers/security, event organizers, advisors, and venue staff a minimum of 30 minutes before the opening of doors to discuss roles and expectations.
- Unless asked otherwise, officers/security will remain in their positioned locations for the duration of the event.
- Security will guard building and event entrances and monitor lines as needed
 - Due to the number of building entrances, a minimum of 3 guards will be required at William Pitt Union and 2 guards at O’Hara Student Center
 - Additional security and/or officers are subject to the venue’s discretion
- Security (not Pitt Police) will be responsible for bag checks and metal detectors or pat downs, as needed.
- Officers/security will depart once the venue has been cleared of all attendees and will check in with event organizers before leaving.
- A satisfaction survey will be sent to the event organizer(s) within 24 hours of the event’s conclusion. All feedback will be shared with advisors, officers/security, and senior leadership of the Division of Student Affairs.

Note: The additional use of plain cloths officers can be discussed at the initial meeting with Student Life and event organizers.