



# Guidelines for Events and Tours

Georgia Tech Student Ambassadors, 2020-2021

## Purpose

To develop a set of guidelines for event and tour requests in order to ensure Ambassadors are working roles that are necessary, safe, and “within the scope of the organization.” If an event or tour conflicts with these guidelines, the Ambassadors may deny the request.

## Guidelines

1. A detailed description of the roles are necessary before we can advertise the roles to the Ambassadors General Body. Failure to provide information requested by the Ambassadors sufficiently in advance of the event date may decrease the likelihood of the Ambassadors participating in the event.
2. Ambassadors should be utilized in ways that recognize their unique student perspective and leadership. Roles that are suited for the Ambassadors include but are not limited to:
  - a. Welcoming guests to events
  - b. Discussing the student perspective with guests and alumni
  - c. Networking with guests and alumni
  - d. Reintroducing alumni to campus life
  - e. Introducing prospective students and guests to campus
  - f. Providing assistance to event coordinators
3. The Georgia Tech Student Ambassadors value the diversity of our members including, but not limited to, diversity of race, religion, gender identity, sexual orientation, socioeconomic class, and all other protected classes by law. As a result, we ask that all parties involved at an event act respectfully towards the Student Ambassadors.
4. If an Ambassador faces inappropriate behavior including prejudiced, sexual, or other demeaning/explicit comments, the event coordinator is responsible for providing a space for the Ambassador to pause and take care of their own mental health.



## *Covid-19 Specific Guidelines*

1. A pre-established plan clearly outlining event protocols/procedures regarding social distancing and other safety measures must be included in the request for Ambassadors. Requests will only be fulfilled for those events that comply with CDC guidelines.
2. No Ambassador should be asked to go against CDC guidelines, including removing their masks or not socially distancing.
3. It is expected that everyone at the event will practice social distancing or wear masks in situations where social distancing cannot be enforced.
4. Ambassadors may adapt tours in the instance that the standard route or procedures compromise social distancing protocol.
5. In the instance of shared surfaces and objects (i.e. microphones), proper sanitization should occur between use of the objects.
6. Ambassadors should not be expected to perform their roles in unsafe situations. If an Ambassador feels uncomfortable, they have the right to leave their role and the event.

**Violation of any of the above guidelines during the event may lead to unwillingness from the Ambassadors to work similar events in the future.**

**If you have any questions, please feel free to contact Parth Gami at [parth.gami@gatech.edu](mailto:parth.gami@gatech.edu).**