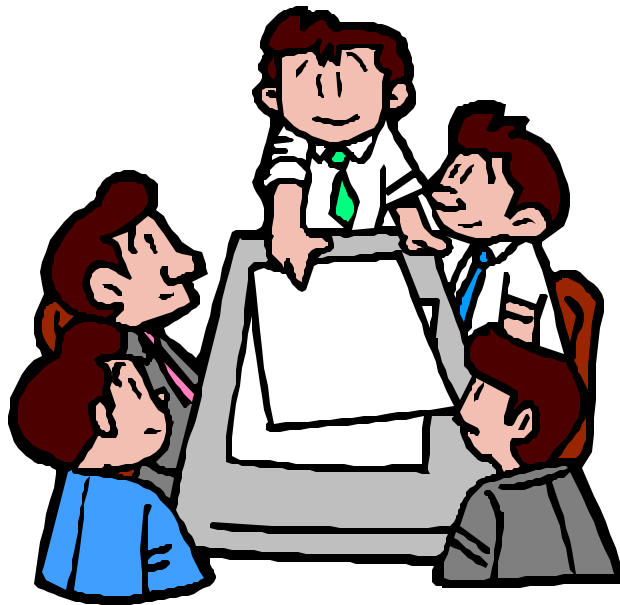


# Clubs and Organizations



**Hobart & William Smith Colleges**  
**2003-2004**

**Navigating Your Way  
to**



**Programming**

**SUCCESS!!!**

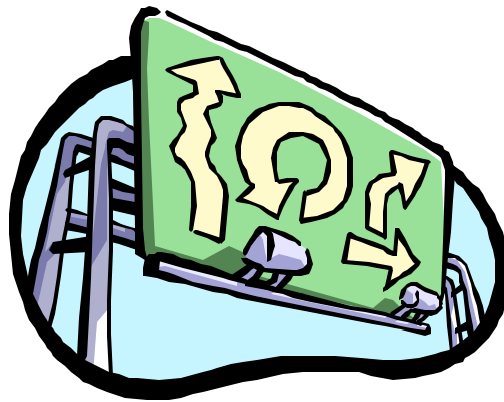
# Know Which Route to Take

## What is the purpose of programming?

- To plan educational and social programs that will benefit the HWS community
- To have an impact on student needs and concerns
- To use resources available on campus to present various topics
- To encourage faculty and student interaction
- To promote learning and student development
- To use creativity when publicizing programs
- To educate the HWS community about the purpose and goals of your particular club or organization
- To raise awareness about a particular issue

## What are the clubs and organization's responsibilities?

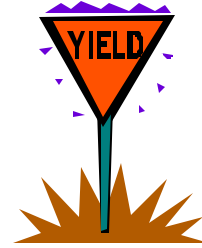
- Motivate your organization's members
- Hold meetings to discuss program ideas or upcoming programs
- Delegate jobs to organization members (i.e. speaker, room reservation, publicity, food)
- Contact other clubs and organizations for collaboration or to find out if similar programs are being planned
- Reach out to the entire HWS student population
- Oversee the club's finances
- To create publicity that is creative to get people to come to your event
- Complete a post-program evaluation with you organization members to determine with the strengths, weaknesses, or areas of improvement are if you were to do this event again.



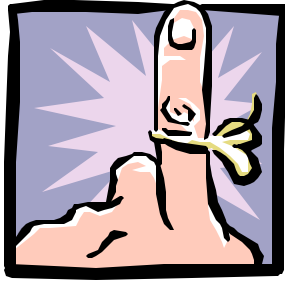
# Don't Forget to Read the Road Signs: Motivation and Accountability

## Hints on Motivating People

- ✓ Make the members of your group want to do things
- ✓ Study members and see what makes each tick
- ✓ Be a good listener
- ✓ Provide constructive criticism
- ✓ Praise in public
- ✓ Be considerate
- ✓ Delegate responsibilities to members
- ✓ Give credit when credit is due
- ✓ Avoid domination or forcefulness
- ✓ Show interest in and appreciation for the other members of the organization
- ✓ Make your wishes known by suggestions or requests
- ✓ When you make a request or suggestion, give reasons as to why this is important
- ✓ Let the members in on your plans and programs even when they're in the beginning stages
- ✓ Never forget that the leader sets the stage for the organization
- ✓ Play up the positive
- ✓ Be consistent
- ✓ Show your members that you have confidence in them
- ✓ Ask members for counsel or help
- ✓ When you're wrong or have made a mistake, admit it
- ✓ Listen to the ideas of others
- ✓ Remember that people carry out their own ideas best
- ✓ Be careful of what you say and how you say it
- ✓ Don't be upset by little hassles
- ✓ Give your members goals, a sense of direction, something to strive for
- ✓ Keep your members informed on matters affecting them
- ✓ Give members a chance to take part in decision-making, particularly those affecting them



## Some Things to Remember for a Good Meeting



- ❖ Give proper announcement of meetings.
- ❖ Develop an agenda and review it prior to the meeting
- ❖ Publish the agenda in advance, if possible.
- ❖ Make it practice to start the meetings on time.
- ❖ Conduct one item of business at a time.
- ❖ Keep in mind that participation is both a right and a responsibility. Encourage discussion and initiate ideas.
- ❖ Assign follow up actions and responsibilities after each meeting.
- ❖ Summarize what has been accomplished during the meeting.
- ❖ Discuss the progress your group is making on various projects between meetings.
- ❖ Try to limit meetings to one hour.
- ❖ Don't be afraid to replace members who do not produce; but if necessary, do so only after every alternative has been exhausted.

When you talk, you can only say something that you  
already know.

When you listen, you may learn what someone else knows.

Thomas Drier

# Sample Agenda

Name of the Organization

Date:

- I. Call to order
- II. Roll Call
- III. Approval of the minutes
- IV. Committee Reports
  - A.
  - B.
  - C.
  - D.
- V. Officer Reports
- VI. Old Business
- VII. New Business
- VIII. Adjournment
- IX. Next meeting time / place / location

Committee meetings should be scheduled after the completion of organization business.

## **WHAT? MINUTES?**

1. **The use of minutes**
  - Minutes are an official record of business for an organization.
  - Minutes give continuity to procedures, traditional activities, etc.
  - Minutes inform those members who weren't in attendance.
  - Minutes assist in the follow up of assignments and decisions.
2. **What should be in the minutes?**
  - Name of the organization
  - Date of meeting
  - Place of meeting
  - Name of the presiding officer and secretary (secretary should sign the minutes)
  - All of the major motions or decisions
  - Names of the committee members and any reports
  - List of all those who were in attendance
  - Any announcements
  - Adjournment
  - Time / date / location of the next meeting
3. **Some tips on how to write the minutes**
  - Ask people to repeat or restate information if you are not sure what was said
  - Ask for names and spelling clarification if needed
  - You don't have to put everything in the minutes, just major points and highlights
  - Make sure to state whether motions have been passed or defeated
  - Make corrections to the minutes immediately
  - Identify major items of business
  - Include committee reports
  - Record what is done, not what is said
  - Type the minutes neatly



## Construction... Look Out Ahead! A Helpful Guide of How to Program

### *Assessing Needs and Interests*

- Find out what the interests of the HWS students are at the beginning of the year.
- Encourage club members to brainstorm new programming ideas.
- Ask around. Talk to friends, classmates, and teachers to find out what topics interest them.
- Collaborate with other clubs and organizations. Work together to combine resources and present the best program to the HWS community.

### *Purpose and Goal Setting*

- Set a purpose and goals for each of your programs. These do not need to be long objectives, but should include how you expect each programming event will impact HWS students.

### *Arranging the Plans*

How are you going to accomplish the goals you have set?

- Sketch out some ideas and brainstorm.
- Determine the program's format (i.e. discussion, presentation, passive, activity).

Who can you get involved to help implement the program?

- Each club member should have a job to work on so that they feel included.
- If you need help with publicity, visit Student Life and Leadership for some ideas.

What is the best time and date to schedule the program?

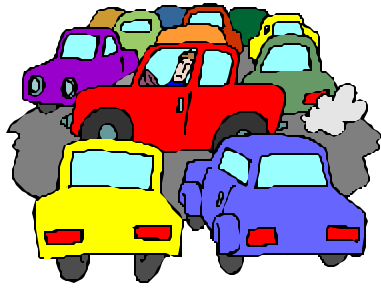
- Avoid planning at peak academic periods and when other events are scheduled.
- Check the campus calendar at [www.hws.edu](http://www.hws.edu) to see what events are going on.

What resources will you need?

- Finances
- Transportation
- Facilities
- Snacks
- Audio Visual Needs

What else do you need to arrange?

- See the *Programming Checklist* for additional hints for successful programming.



## Detour Ahead! Traffic Jam

### Don't Let Your Programs Be Held Up Due to a Lack of Funding

#### Thoughts on Creating a Budget

Spending the money you have wisely is very important. One of the first steps in making this a reality is developing a budget. Budgets give you direction for the whole year and this can be one of the driving forces for your organization. In developing a budget, look at it in 4 parts, in the APIE format:

A s s e s s  
P l a n  
I m p l e m e n t  
E v a l u a t e

#### 1. Assessment of needs

- What are the needs of the organization?
- Is there one area more important than another?
- How much money does the organization need for programming?
- Do you need supplies?
- Remember to consult with your advisor on this budget building process.
- The Student Life and Leadership Office is a great resource for budget questions.

## 2. Planning-put it on paper! Continue to assess the needs of the organization

- Don't let this phase be so strict that it's not flexible.
- Use the resources you have to make your money go farther (for example-after a program, save the unused cups/paper products and other items for the next time. Find out what you can get free from businesses).
- Try to plan events with other clubs and organizations, sharing resources can really go a long way.

## 3. Implement-day to day operation of your budget; carry out and working with the budget

- Balance the budget by utilizing receipt reports and Monthly Budget Reports .
- Remember you can do fundraisers.

## 4. Evaluate

- Take a critical look at the budget.
- What areas can be improved?
- Get ready to start the cycle all over again!



# Fundraising



Fundraising is the key to flexibility with your budgets. Without money it is almost impossible to write letters, publicize events, and sponsor programs. However, successful fundraising does not have to be difficult or boring. Be creative and make it a group effort .

### □ **Planning Your Fundraiser**

1. Plan in advance. At your first or second meeting, develop a strategic plan for your group, including fundraising activities and target dates for your fundraisers.
2. When deciding on your fundraiser keep these things in mind:
  - a. is group interest in the activity high
  - b. is the time commitment clear and agreed upon
  - c. what special talents and connections do your group members have
  - d. what resources and facilities are available
  - e. assess potential profits from the event, project and the amount you will collect and then subtract the cost of organizing the event
  - f. keep in mind your target audience and keep prices reasonable
  - g. is there enough time to properly organize the event
3. Delegate. Once you have decided on the event plan, delegate responsibility to all members so that everyone can be involved.
4. Do a dry run of the event before it happened; this will let you know that you have everything covered.

5. Publicize! There is no easier way to lose money at a fundraiser than to sponsor one that no one knows about. Be visible and let people know for what, when, and where you will be fundraising.
6. Evaluate! At a meeting after the event, ask everyone what he or she thought. What worked? What didn't work? How could it have been better? Make sure to keep a record of all suggestions, so that next year you don't have to reinvent the wheel.



## Hey! Give Me Some Ideas



**Sales:** T-shirt, baked goods, pins, posters, raffles, hoagie sales, candy bars, and anything else you think people might buy. Sales require that you put out the money first in hopes of making a profit later, so don't buy so much that you can't make a profit! (if you need help with this, please see Barry)

**A-Thons:** Write-a-thons, dance-a-thons, rock-a-thons, skate-a-thons, walk-a-thons, and the list goes on and on. These require a little more planning, but can be very profitable. Instead of chasing around pledges after the event, try to get pledges in advance. You can either ask for a block pledge (\$10.00 for the event) or agree to a set number of dances or miles...and ask for payment up front.

**Money-Making Meals:** Pancake Breakfasts and Taco Dinners are easy and can really raise funds for your organization. Bake sales, Hoagies and candy as mentioned before work well too. Another idea is to buy fortune cookies and then stuff them with fortunes that contain information about your organization and sell them.

**Jail and Bail:** Gather a list of your organization members and faculty or staff that will agree to be arrested. Then people can donate money to any of the people on the list arrested. After arrested the person must agree to match the amount of pledged that got them arrested in the first place, or donate time to the organization to help with other things.

**Exam Breaks:** Hold an exam break where you supply food or a relaxing atmosphere, maybe you provide toys or games like play-dough, slinkies, gameboy, checkers, or coloring books for students to get away from the studying for a while. Just charge a small admittance fee. You could also sell exam care packages.

**Holidays:** Candy Grams and Flower Grams are a nice way to raise money. Choose a holiday or special event and create a message gram that fits the theme. Charge people for them and send the gram to the person that it is bought for.



## SHOW ME THE MONEY!

### **Solicitation and Fundraising**

The Director of Student Life and Leadership must approve all campus solicitations. Additionally, the Director of Student Life and Leadership must approve all fundraising efforts. This includes sales (there is a ticket sale policy), raffles, and contests.

### **Obtaining Funds from Student Government**

The Treasures are responsible for signing expenses and maintaining the budgets of the Student Governments. When a club or organization needs money for anything, in addition to their current budgets, they should petition the budget allocation committee as follows:

- Obtain a proposal form from the Office of Student Life and Leadership
- Fill out the form, providing detailed information
- Turn the form in by Monday at 5pm in order to appear before the budget allocation committee the following Thursday.
- Plan to present your proposal to the budget allocation committee on Thursday at 6:30pm in the Student Activity Center conference room.

Proposal forms are due to the Office of Student Life and Leadership by Fridays at noon so that they can be reviewed by committee members PRI OR to the meeting. We also recommend that you set up a meeting with Barry or Kristen so they can assist you in organizing the proposal and presentation.

The Budget Allocation Committee will discuss the proposal, based upon the following criteria: conflicts with other events on campus, timing of the proposal, quality of the proposal, and possible attendance, etc. The treasurers send a letter on Friday mornings that will include the decision for the proposal and the rationale for the decision.

Once you have received your funding you may use any of the following to actually purchase the goods and/ or services required for your event.

### **Purchase Orders**

A purchase order serves two purposes. First, it is notification from the controller to a vendor that the office or group that is spending the money has the indicated amount of money in their account. Second, it is a promise from the controller that the money has been set-aside for the sole purpose of paying the vendor. Typically, we will use purchase orders for party supply catalogs, athletic equipment suppliers, t-shirt printers, etc.

A professional staff member and/or a student government treasurer must complete purchase orders and the Director of Student Life and both the HSG and WSC treasurers must sign it. Once the information is completed on the purchase order, it will be placed in the "Sign This" folder for the treasurers, which is located in the SL&L Office. After both treasurers sign the

PO, it will be sent to the Business Office. When the Business Office approves it, they will assign a number to the purchase order and send it back to SL&L. SL&L staff will call the person who initiated the PO and then place it in the "Completed Purchase Order" folder. You may then pick up the Purchase Order and you may then use it to purchase items for your event. You must then return the store receipt with the Purchase Number written on the receipt to the SL&L Office and complete a Check Requisition Form. A purchase order requires at least 72 hours notice so that the Business Office can process it. The contact person listed on the PO will receive a phone call when the PO is ready to be picked up.

#### **Departmental Charges**

A departmental charge serves the same purpose as a purchase order, but it is less formal. Some local vendors with whom we do a lot of business will accept departmental charges as payment. The departmental charge can be completed by the Director or Assistant Director of SL&L and indicates the maximum amount that may be charged, the account that is to pay the charge, and the person who will be using the charge. Receipts should be returned within 24 hours after purchase. A copy is made and kept on file in the office for tracking and budget reports.

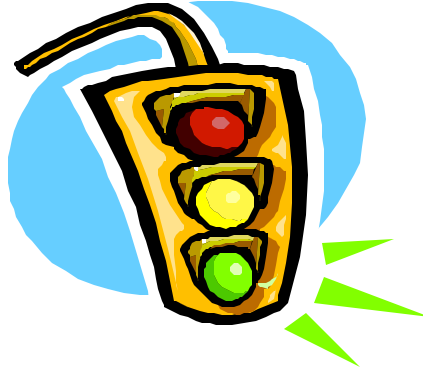
#### **Wegman's Charge**

SL&L has 10 Wegman's charge accounts that are used like charge cards. To get a card, see an SL&L staff member. The card must be returned to SL&L within 24 hours along with the receipt that is issued at the register. To use the card, swipe it through the credit card reader at the check out line. It will ask for a password which is located on the envelope for the card.

#### **Advance Payment**

To receive a check prior to purchasing equipment, food, etc., the student must submit an invoice for the amount to be paid with a check requisition form, to the "Pay This" folder at the SL&L office. Forms submitted by Monday at Noon will have checks available by Friday. If the check is cut for contract services (performance, caterer, etc.) you must have the performer complete a contract and a completed W-9 form (tax document) in order to get a check. Contracts and W-9 forms are available in the SL&L office.

# Put the Pedal to the Metal With the Publicity Green Light

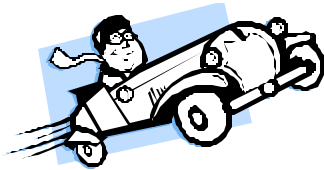


Publicity is any tool used to attract or to stimulate interest in involvement in a topic, issue, program, etc. The only limit to its form and use are our own creative energies.

If the programs we provide are an important and beneficial part of college life, then we owe it to the community we are attempting to serve, and to ourselves, to do the best job possible of promoting and publicizing our programs and activities.

No matter how wonderful the program or the activity, if people do not see, read, hear, or like our advertising, they are not going to choose to attend our programs.

This will provide you with some of the guidelines and suggestions to use as a resource in designing creative and effective advertising. Good Luck!



On your mark...  
Get set...  
GO!

## THE CONTENTS OF PUBLICITY



- ✓ Name of event
- ✓ Date
- ✓ Place
- ✓ Time
- ✓ Admission price (if any)
- ✓ Sponsoring Club or Organization

## WHEN TO PUBLICIZE

- ✓ At least four to five days in advance for most events
- ✓ A week to three weeks in advance for special events
- ✓ Saturate the campus with publicity as the date draws close

## BRIGHT IDEAS



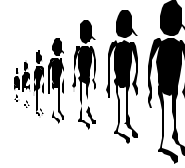
There are many ways to communicate. With a little creativity, almost any method can be used effectively. Combine methods, do things differently. Don't limit yourself—surprise people!

If you are having a movie or a play, have people dress in costumes and go through the residence halls or the dining hall greeting and inviting people. Have someone in a sandwich board walk around campus. Play the soundtrack to a musician or band in the dining hall or on the Video Update. Make posters, table tents, draw on a balloon or send personalized initiations.

Brainstorm...what attracts you to events?

# Creative Publicity

## Ideas to Help You Stand Out!



- Make footprints out of paper leading to the program site
- Spell event in windows
- Put up table tents in the Scandling Center and Dining Areas
- Get stickers with the event advertisement
- Have committee members wear t-shirts with the event information on it
- Publicize with the campus radio station
- Publicize through the campus newspaper
- Banners on appropriate buildings
- Letter to organization presidents asking them to announce program
- Information table in Scandling Center, academic buildings, or outside
- Create a mailing list via e-mail or direct mail of people who attend your events and want further information
- Ask professors for small area of chalkboard in a classroom
- Chalk sidewalk with information-not buildings, the chalk does not come off!
- Door hangers in residence halls
- Advertise on campus TV station
- Free sample promo
- Hang posters next to clock in classrooms
- Dining hall tray liners
- "Crowd Wanted" flyers with event information on little strips on the bottom
- Promote at high schools when appropriate
- Send out e-mails with mystique-1<sup>st</sup> one with a hook, 2<sup>nd</sup> with another hook, 3<sup>rd</sup> with a reminder
- Get organizations to donate a small amount of money and list them all as sponsors, they will come and bring their friends
- Target Greek organizations. Work out a deal so if they come or help organize they get community service hours
- Make t-shirts for members to wear each time their group has an event that say "Event Tonight" or "Ask Me What I'm Doing Tonight"
- Get support from faculty -draw up a professor packet that gives information, references, what student will gain, etc. Ask them to promote in class or offer extra credit!
- Contest for group who brings the most members to a program
- Christmas lights around a poster
- Place mats
- Message on stakes around campus
- Visit student organization meetings
- People with sandwich boards walking around campus
- Odd shaped posters and flyers
- Make a series of posters to be displayed throughout the week
- Bookmarks
- Use buttons. You can sell them as tickets to your event
- Put large sign or banner on a car and park it in a busy student parking lot
- Postcard size announcements in bathroom stalls
- Information at cash registers in bookstore and dining halls
- Paint window
- Free tickets to event giveaways
- Hang flyers in laundry room

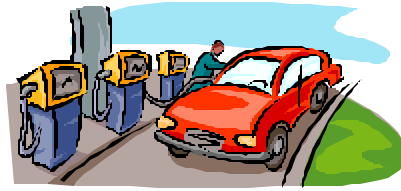


- Give away candy with information attached
- Tie helium balloons to chairs in dining areas with event information attached
- Make posters to look like road signs
- Spray paint or food coloring snow to advertise
- Poll departments for co-sponsorship or to have them help promote an event
- Give a prize to the student/residence hall that comes to the most events (punch card system)
- Use stickers
- Put a poster on the floor and tape it down with bright colored tape (clear tape or contact paper)
- Use odd shape signs or posters
- Use glitter or paint instead of markers
- Write a message on the toilet paper in the bathroom
- Write a message on the mirrors in the bathroom with dry -erase markers
- Make cookies with a message written on the frosting
- Write a message on helium balloons and give one to everyone in the dining hall
- Make collage posters or flyers using magazines
- Use computer graphics or clip art
- Use candid photos of students on a poster or flyer
- Use a comic strip format or actual comic strips
- Make doorknob hangers with do not disturb on one side and your message on the other side
- Paint a lounge window

#### **Don't Forget These HWS Resources for Publicity:**

- **Posters**-Make copies for Residential Education (90 posters) and the poster route (20 posters). The poster route covers highly visibility locations around campus including the kiosks and bulletin boards.
- **On-Line Publicity Form** -Check out the HWS website at <http://www.hws.edu/publicity/index.asp>
- When you submit an event to the Publicity page your event will be advertised in the Weekly Update, Daily Update, on the Campus Calendar, the Tabletops, and on the Video Update.
- **Posting Policy**-Posting is not allowed on glass (windows/doors), brick surfaces, or light poles.
- **The Light Board**- The light board is located in the lobby of the Scandling Center and may be used to display posters. You may reserve the light board through SL&L. The Copy Center (located in the basement of Scandling) makes 4 -part posters to put on the light board.
- **Sheets**-Sheets are just that-sheets. Contact SL&L to reserve a space to hang your sheet from the roof of the Scandling Center. SL&L does not provide the sheet. Cheap sheets may be purchased at Wal-Mart. You will also need rope to tie the sheets from the railing on Scandling Center.
- **Calendar of Events, Video Update, and Table Tops**-The calendar of events, Video Updates, and Table Tops are administered by SL&L. After submitting your event information to the Publicity Page that information will automatically be entered onto the Calendar, Video Update, and Table Tops. These three methods of advertising are high visibility ways to announce your event/activity to the entire HWS community.
- **Tables in the Scandling Center Lobby**- Tables are an excellent opportunity to promote awareness of your club or event. There are three tables available for student use in the Scandling Center. The tables are located under the computers near the Café and should be reserved through SL&L. When you use the tables, your student ID must be dropped off in SL&L. When you are finished using the tables, please return them to the cabinet under the computers.

## Ways to Improve Your Program



- Get enough helpers involved from start to finish. A variety of people can help with program ideas, planning, publicity, and rounding up attendees.
- Use a variety of people as resources. There are many people both on and off campus who are willing to present programs.
- Plan far enough in advance. You will need a sufficient amount of time to assure the availability of a speaker, reserve facilities and equipment, order food, etc. It's never too early to start planning.
- Set a date and time for the program that is most convenient for students. Consider night classes, popular TV shows, events on campus and other factors when choosing a date and time.
- Advertise using a variety of publicity techniques. Regular flyers lose their ability to attract students to programs after a while.
- Sit down with your organization and evaluate your efforts. What worked well? What did not go so well? Did people enjoy the program? Use this information when planning your next program.
- Thank the people involved. You could send notes, post a sign, or simply tell them thank you.
- Don't be afraid to ask for HELP!

# Map Reading 101: Programming Checklist

Program Event:

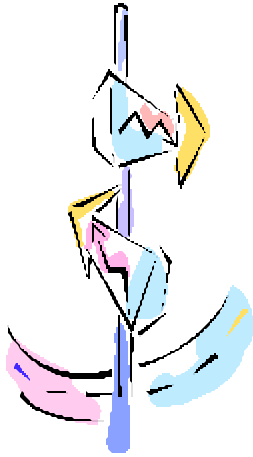
Program Description:

Date:

Time:

Location:

Publicity Plan:



## *Did you remember to...*

- \_\_\_\_\_ Reserve Room
- \_\_\_\_\_ Confirm Speaker
- \_\_\_\_\_ Buy snacks
- \_\_\_\_\_ Arrange equipment
- \_\_\_\_\_ Submit a Maintenance Request
- \_\_\_\_\_ Thank you cards
- \_\_\_\_\_ Fill out evaluation form

# Event Evaluation Form

Club or Organization:

Event:

Date:

Time:

Number in Attendance:

Description of Events:

Program Strengths:

Program Weaknesses:

Types of Publicity Used:

Would you recommend the program again?

FINANCES:

Expenses: \_\_\_\_\_ Description: \_\_\_\_\_  
\_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_

-----

## OVERALL RATING

1 2 3 4 5 6 7 8 9 10  
Poor Fair Okay Good Excellent



## Roadside Assistance: Dial ###

### **Buildings and Grounds**

**#3660**

Buildings and Grounds (B & G) may assist you in the set up of an event, facility preparation, clean up, tables, and a variety of miscellaneous items. A work order must be submitted at least seven (7) days prior to your event. Work Orders may be submitted by e-mail to [facilities@hws.edu](mailto:facilities@hws.edu). Be specific in your work order indicating exactly what it is that you want done and how you want it done. Be advised that there may be costs involved when utilizing B & G's services, so be sure that you have requested the funds from Student Government to cover these costs.

### **Safety & Security**

**#3656**

Safety & Security should be contacted if your reserved space needs to be unlocked or if there are any emergencies or problems during the event. The Director and Assistant Director of SL&L may also be contacted during off hours through Safety & Security for problems and emergencies. For large events, additional security offices may be necessary.

### **Dining Services**

**#3509**

For catering needs you should contact Pat Heieck to obtain a price quote and to reserve Comstock, SAGA or the Faculty Dining Room. A variety of menus are available at various costs. One thing to consider when using Dining Services is that in many cases, the cost quotes includes set up and clean up after the event.

### **Audio-Visual/Media Services**

**#3557**

Whenever you will be requesting AV needs please email the Director or Assistant Director of SL&L to make us aware of your request. AV will need advance notice for all events. Most needs may be arranged with a three-day advance notice and at times a two-week notice is needed. For specifics, please refer to additional information in this manual regarding AV needs.

### **Copy Center**

**#3520**

Many of your printing needs can be met by the Copy Center, located in the basement of the Scandling Center. Be sure to allow a few days for your job to be completed. Also, make sure that the funds are allocated to cover the costs of the printing. The Copy Center can make a variety of poster sizes and four part posters for the light board. Just stop by SL&L to get a department charge slip first.

# Audio Visual/Media Services



Last minute requests may not be accepted. All requests received with acceptable notice will be processed on a first-come, first-served basis. Student use of AV equipment and services should also be arranged with Stan in advance and approved by the appropriate faculty member. All AV requests may be made in person, by calling the Department of AV/Media Services at x3557 or by e-mailing [avmedia@hws.edu](mailto:avmedia@hws.edu). Please copy Barry Robinson on all written requests. When requests are made by e-mail a note will be returned to you confirming that the request was received and notifying you whether or not they will be able to accommodate it.

Please abide by the following guidelines:

## EQUIPMENT SETUPS

- Microphones (where PA systems are permanently installed) - 3 working days
- Slide projectors - 3 working days
- Overhead projectors - 3 working days
- Cassette and CD players - 3 working days
- VHS players (where TVs are permanently installed) - 3 working days
- Satellite and cable viewing in the Geneva Room - 3 working days
- TVs and VHS players (where none are installed) - 1 week notice
- 16mm film showings - 1 week notice
- Sound systems (places requiring equipment to be brought in) - 1 week notice

## AV/MEDIA PRODUCTS

- Overhead transparencies - 2 working days
- Video tapes of satellite or cable broadcasts - 2 working days
- Audio copies - 3 working days
- Audio recordings (lectures, poetry readings, concerts, etc.) - 1 week
- Audio editing - 1 week
- Video copies - 3 working days
- Video standards conversion - 3 working days
- Video recordings (classes, lectures, etc.) - 1 week
- Slides from books or prints - 2 weeks
- Video production (editing, computer graphics for video, etc.) - 2 weeks minimum

Copyright laws must be followed where applicable in Media Production.

All borrowed AV equipment must be returned at the agreed time.

The Department of AV/Media Services must be informed of any equipment malfunctions as soon as they occur.

# Event Production

## **Contracts**

Please keep in mind that a contract is a legal and binding agreement! It is best that you work closely with the Director or Assistant Director of SL&L when dealing with contracts. Contracts should be finalized well in advance of a performance to allow for payment to be processed and to make other arrangements such as lodging, meals, and technical needs.

## **Hospitality**

Many of the performers who visit campus will require a place to stay. First, determine how many people will need a bed space. Delancey House (the campus guest house) is the first choice for lodging because it is available at no cost. Delancey House can be booked through Lorraine Heatherly at the Registrar's Office (contact information is on the bottom of this page). If Delancey House is booked, then call the Chanticleer Motor Lodge. SL&L has a billing arrangement with this hotel and no cash upfront is needed. The performers will also require a meal if needed. A meal voucher may be arranged with Sodexo so the performer may obtain a meal in campus dining facilities.

## **Facility Reservations**

Facilities and performance spaces will need to be reserved. The offices/individuals listed below are responsible for the following spaces:

<b>Office of Student Life and Leadership</b> <a href="mailto:Semans@hws.edu">Semans@hws.edu</a>	<b>#3513</b>	<b>Student Activity Center The Cellar The Barn The Creedon Room The Light Board, Tables, Sheets</b>
<b>Lorraine Heatherly</b> <a href="mailto:heather@hws.edu">heather@hws.edu</a>	<b>#3652</b>	<b>The Geneva Room The Sanford Room All Classroom Spaces Albright Auditorium Wasey Room Delancey House</b>
<b>Kerry Cassell</b> <a href="mailto:kcassell@hws.edu">kcassell@hws.edu</a>	<b>#3467</b>	<b>Hirshson Lounge All Residential Spaces Emerson Kitchen/Lounge Comstock Lounge</b>
<b>Pat Heieck</b> <a href="mailto:Heieck@hws.edu">Heieck@hws.edu</a>	<b>#3509</b>	<b>Comstock Dining Hall SAGA Faculty Dining Room</b>

