

Event Planning 101

Planning successful events



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Student Activities

Spring 2011

How does the Event Request Process work?

Only registered student organizations ("Clubs") may reserve space and host approved events. *Non-student organizations may co-sponsor an event with an HWS department or registered club.

The process begins in the Student Activities Office (Second Floor of Scandling Center • 781-3513) where you pick up an Event Request Form and receive consultation by our staff on the specifics of your event. Our staff will assign the "Level" of your event. Levels are assigned based on a number of factors including size of the event, location, and potential risks. When planning your event, keep in mind that you may not advertise events until they are approved.

Deadlines:

- Level One (1) Event forms must be submitted at least 3 class days prior to the event for approval.
- Level Two (2) Event forms must be submitted at least 5 class days prior to the event for approval.
- Level Three (3) Event forms must be submitted at least 20 class days prior to the event and the organization will need to follow the event approval process outlined in the brochure.

Consult a Student Activities staff member to find out the classification level of your proposed event.

NOTE: Events will not be approved on reading days or during finals week.

Level I Events

Level one events include tables in Scandling, outdoor informational displays, organization displays (including windows in Scandling), educational displays, art displays, and regular club meetings.

All Level 1 Events will need approval at least THREE (3) CLASS DAYS prior to the event. Bring the Event Request Form to the Student Activities Office for consultation. Your event may be upgraded to a higher level according to the complexity of the event. A staff member will approve the activity.

Level II Events

Level two events include lectures, debates, coffeehouse type programs, recreational, events with food not involving catering of any sort, fundraisers, etc.

All Level 2 Events will need approval at least FIVE (5) CLASS DAYS prior to the event. These are the steps that you must follow to receive approval:

- Read and complete the Event Request Form.
- Submit the Event Request Form to the Student Activities Office for review .
- Consult with a staff member.
- Receive a signed copy of the Event Request Form as your event's confirmation.

Level III Events

Level three events include concerts, dances, any event involving a contract, fireworks, "theme week" events, events requiring catering, outside lectures, or any event deemed "high risk" by Student Activities staff.

All Level III events will need approval at least TWENTY (20) CLASS DAYS prior to the event itself. These are the steps that you must follow to receive approval:

- Read and complete the Event Request Form and submit it to the Student Activities Office .
- A staff member will review the form and have an initial consultation session. (Please Note: depending on the complexity of your event, more than 20 class days may be required to sufficiently plan for the event.)
- You will then be placed on the Event Request Committee (ERC) agenda for review. Sponsoring clubs may need to present details to the ERC if requested.
- Your club will receive a letter and/or email from the Student Activities Office that will serve as a confirmation of your event approval. If your event changes, you must notify the Student Activities Office immediately.
- Approved events may require follow up meetings with Student Activities as your club continues to plan your event even after your event is approved.

Scandling Tables

Scandling Tables may be reserved for information distribution in the Scandling Center. Tables are limited and available for reservation on a first-come, first-served basis through the Student Activities Office. It is recommended that reservations be submitted at least **3 class days** prior to the desired date.

Work Orders

Buildings and Grounds (B &G) assists with your set-up needs such as: tables & chairs, facility preparation, clean up, and other facilities needs. 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. Be specific in your work order to include layout needs for tables & chairs, electricity, lighting, etc. Charges may apply for some services. All work orders must be initiated through the Student Activities Office prior to submission.

Audio Visual Requests

Information Technology (IT) handles all A/V requests (i.e. cpu/projection, microphones, sound systems, internet enabled computers, etc.) Requests must be initiated two weeks in advance.

Travel/Trips

Registered student clubs may utilize the Colleges' van fleet for approved club sponsored travel. Fees apply and will be billed to the club's HWS account. Trips planned for 100 miles or more from campus must include an HWS advisor or faculty/staff chaperone.

Event Times

All events must end by 12:00AM Sunday-Thursday and 1:00AM Friday & Saturday. Requests for exceptions to this policy will be reviewed on a case by case basis by the Student Activities Office.

Catering

Student organization events that require catering services must use a New York State licensed caterer. This is to help ensure that New York State Health Codes are met when serving food at a function that is "open to the public." Additionally, student clubs and organizations may not purchase food for any caterer to cook. The costs for purchasing and cooking food should be included in the caterer's overall cost. Catering can also supply table linens, utensils, etc. All caterers are required to have a contract (must be reviewed and signed by Student Activities) and a W-9 form filed. Some examples of local caterers are Sodexho (our campus caterer), Club 86, Wegman's, and Abigail's Restaurant. Sodexo catering must be used in the following campus spaces: Saga, Comstock Dining Hall, the Cellar Pub, Vandervort Room.

Posting Policy

All display materials must include the name of the sponsoring club or organization, the date, time and location of program and have the stamped approval from the Student Activities Office.

Sponsoring clubs must remove publicity materials after the event passes. Remaining fliers, posters, etc. may be discarded by Colleges personnel. Materials associated

with an approved event or program may be displayed for no more than ten (10) class days unless specific approval is obtained from the Student Activities Office. Materials deemed obscene, defamatory or in violation of Colleges policies or federal, state, or local laws are prohibited.

Posters, flyers, etc. may be displayed on campus bulletin boards only. Postings must be affixed with thumbtacks, pushpins or regular staples. Glue, tape or other adhesives are prohibited. Posters or flyers must be limited to one (1) per bulletin board per event. Posters, or flyers may not be placed on interior or exterior walls, floors, doors, windows, sidewalks, statues, or public art. Only painter's tape or poster putty may be used.

Chalking is permitted on the exterior sidewalks of Scandling Center. Chalk is prohibited on buildings or any surface.

Window painting is encouraged along the hallways of Scandling Center to advertise approved events. Permission and art materials may be requested from Student Activities.

All student/campus emails may be submitted to thebuzz@hws.edu for inclusion in the Student Buzz. The "Student Buzz" is a semi-weekly announcement of student organization sponsored events published each Tuesday and Thursday. Submissions are due by 12:00 noon each Monday and Wednesday.

Scandling TV slides may be submitted to studentactivities@hws.edu for posting each Monday, Wednesday and Friday. Submissions are due by 12:00 noon each Tuesday and Thursday.

Student Activities

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