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| Event Packet |
| Student Life Office |
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| **7/19/2013** |

This packet was created to help you navigate the process for holding events on and off campus. Inside this packet you will find:

* Policy for Organizing Student Events
* Event Planning Form (must be completed for every event, trip or meeting outside of your regular club meeting)
* Space Request Form (must be filled out in order to find available space use on campus)
* Facility Reservation Form (must be filled out for every on campus event to confirm space reservation)
* Activity Waiver Form (must be filled out for every off campus event for everyone attending the trip)
* “Sample” Purchase Requisition (must be filled out if you’re purchasing food or other items)
* Event Profit/Loss Summary and Evaluation (must be filled out for every event or trip except regular club meetings)
* Programming and Event Checklist (this should filled out as you go along)

Student Life Office

On Campus Event Procedures

All forms must be submitted at least **15** business days before scheduled event.

**Event Planning ( No food or purchases being made)**

* **Step 1 Event Planning Form**

Fill out the Event Planning Form

* **Step 2 Space Request Form**

Fill out the Space Request Form (this form is to find out what space is available)

If the Space Request Form is approved proceed to step 3

If the Space Request Form is denied go back to step 1

* **Step 3 Facility Reservation Form**

Fill out the Facility Reservation Form and e-mail it to

[HousatonicStudentActivities@gmail.com](mailto:HousatonicStudentActivities@gmail.com)

**Event Planning (With On-Campus or On-line Purchases)**

* Follow steps 1 through 3 above **AND** Go to step 4
* **Step 4 Purchases from Johnny/ The Bookstore or On-line (i.e. Staples.com)**

ONLY If you are purchasing food from Johnny (HCC Café)

Get a written quote from Johnny

Complete a Purchase Requisition

**Event Planning (All Other Purchases)**

* Follow steps 1 through 3 above **AND** Go to step 5
* **Step 5 Off Campus Vendors**

Ask the Vendor if they will accept a Purchase Order (The vendor will not be paid until after the event)

If the Vendor will accept a Purchase Order you will need to get the following things:

1. Written Quote with detailed description
2. Vendor Federal Identification Number (FEIN)

Complete a Vendor Contract **allow 4-6 weeks to process**

A copy of your club minutes that clearly state and show a vote by the club to allocate money for the purchase must be attached. Hand in all forms to the Student Life Office at least **15** business days before proposed event. Be sure to keep a copy in your club binder.

Student Life Office

Off- Campus Event Procedures

All forms must be submitted to the Student Life Office at least 30 business days before scheduled event. **A Copy of Your Club Minutes are required!** Be sure to keep a copy of paperwork in your club binder.

**Event Planning ( No purchases being made)**

* **Step 1 Event Planning Form**

Fill out the Event Planning Form

* **Step 2 Assumption of Risk Form**

Every club member and guest must fill out an Assumption of Risk Form.

Club members can fill out one form to cover the club’s activities for the semester **if changes occur a new form must be submitted.** In lieu of completing new forms for each trip Advisors must submit a list of names of the students attending each trip/activity to. [HousatonicStudentActivities@gmail.com](mailto:HousatonicStudentActivities@gmail.com) . In the subject line write club name and Trip.

**Event Planning (All Other Purchases)**

* **Step 1 Event Planning Form**

Fill out the Event Planning Form

Proceed to Step 2 if you require bus or van rental

* **Step 2 Ordering Transportation**
* **Coach and Activity Buses**

In most cases activity and coach buses are pre-ordered a year in advance to go to CT, NYC, MA, NJ, PA

* **Vans**

Obtain a quote from Enterprise Car Rental and complete a Purchase Requisition

* **Step 3 Ordering Show Tickets**

Obtain a quote from from the site (i.e. museum, theater, etc.)

Complete a Purchase Requisiton

Attach club minutes showing the club’s allocation of the rental and be sure to include trip date(s), time and location

* **Step 4 Selling Tickets**

All tickets are sold out of the Student Life Office unless otherwise noted.

* **Step 5 Assumption of Risk Form**

Every club member and guest must fill out an Assumption of Risk Form

Club members can fill out one form to cover the club’s activities for the semester, **if changes occur a new form must be submitted.** In lieu of completing new forms for each trip Advisors must submit a list of names of the students attending each trip/activity to [HousatonicStudentActivities@gmail.com](mailto:HousatonicStudentActivities@gmail.com) . In the subject line write club name, trip and date. (Ex. Gospel Choir Trip to UNH April 4, 2013).

Student Life Office

Programming and Event Checklist

Title of Event:

Sponsoring Organization:

Contact Person: Phone #:

Date of Event: Time of Event: Location:

Performer(s): Phone #:

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| Was an Event Planning Form  Completed and signed by Student Life & your Advisor | Yes No Date: |
| Did the Agency or Performer make a commitment  Did you receive a contract from the performer?  Did you receive a signed W-9 from the performer?  Did you receive an invoice for services from the performer?  Did you have The Student Life Office review and process the contract?  Did you return a copy of the signed contract to the performer?  Did you confirm with the performer? | Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date: |
| Was a Space Request Form completed, e-mailed, and confirmed? | Yes No Date: |
| Was a Facility Reservation Form completed and e-mailed? | Yes No Date: |
| Does the event require transportation?  Is a larger bus required for the event?  If Yes: Bus Company Name and Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Did The Student Life Office review and process the contract? | Yes No Date:  Yes No Date:  Yes No Date: |
| Does the event require catering?  Has your request been made to Johnny? Have you received a quote?  If using another caterer, have you received a quote?  If using another caterer, have you completed a contract?  If using another caterer, has the contract been reviewed and processed by The Student Life Office?  Was the time, date, and order confirmed with the caterer? | Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date:  Yes No Date: |
| Have you competed the Event Profit and Loss Summary | Yes No Date: |

**Be sure to include club minutes that show the club’s vote to spend money this event!**