Event Risk Management and SPACES Training
# Event Management 101: Meetings vs. Events

**Meeting**
- Basic, routine meeting
- Informational session
- Interest meeting
- No programming aspects
- Open to the campus community or closed to members only

**Event**
- Large or small occurrence
- Programming or social aspects
- Speakers, performances, fundraisers, alcohol, exhibits
- Advertised
- Open to the public

Organization Rep. submit an online student request form for meetings and events.
Event Management 101: How the Moseley Center can help you

- Identifying spaces and schedulers across campus
- Acknowledging conflicting events
- Assuring event policies are met
- Providing programming tips and shortcuts
- Ensuring all resource providers are informed of needs
Event Management 101: Helpful Tips

- Identify spaces available through the SPACES System first. Be prepared with back-ups.
- Refer to the student handbook policies on advertising and flyers.
- Become aware of the Moseley Tables set-up: contact the phoenix card office for card readers only available at certain tables
  - Tables 2, 7, 8, 9
What needs to be registered?

- EVERYTHING!
- On Campus events!
- Off Campus events!
- Anytime you are meeting as a group it must be registered through SPACES.
Need Help Planning?

- If you need help planning your event, contact the Office of Campus Activities!
  - They can help plan your event
  - They have resources that you potentially can use
  - They can co-sponsor events to draw bigger crowds
  - You will not be competing with the University for space or attendees.
Funding Resources

- An organization/individual contacts the SGA Treasurer (sgatreasurer@elon.edu) about a budget/special allocation
- The organization/individual's budget/allocation is approved by the treasurer, finance committee, and student senate
- The organization/individual spends their money on the project/event (keeping the receipts!)
Funding Resources Cont.

- The organization individual fills out checks or petty cash requests from the SGA office (check request if the amount is greater than $150)
- The treasurer, student and accounting office approves and processes the forms
- The individual whose name is placed on the form receives an email saying that their check/petty cash request is available for pick up at either the accounting office (checks) or student life office (petty cash)
Funding Resources Cont.

- In addition to budgets and special allocation, there is also the option of the SGA Fun Fund, from which any student can apply for a grant for an event.
Academic Spaces

- Spaces are only available for the current semester!
- Spaces cannot be reserved for the following semester until two weeks after the semester has started
Event Management 101: Events Outdoors

- Have a rain plan location ready
- Approval from landscaping (Tom Flood)
- Trash cans from environmental services
- Sound and media equipment will require special consideration
- Schedule and reserve outside grills
- Security
Event Management 101: Security Concerns

- Obtain approval for parking for community commuters (Campus Police)
- Provide information to visitors for parking and location of events (include maps)
- Security Officers Required for overnight events, parties, events with over 100 people, and/or alcohol
- Need at least one week notice, the more the better!
Event Management 101: Off Campus Events & Third Party Vendors

- All off campus venues and third party vendors must be approved by the University (Moseley Center & Greek Life)
- They must meet guidelines pertaining to Insurance policies, Alcohol licensing, and University Contract.
- The University Honor Code does apply to off campus events.
Travel Policy

- Van Certification
  - First Tuesday of each month

- 60 Miles outside of Elon, an advisor must be present!
- Advisors must be present for overnight excursions (or an AETL for Club Sports) or if University vans are being used outside of a 60 mile radius from Elon.

- If the Advisor is required to travel, he or she must be present in the van.

- Travel policies can be found at: [http://www.elon.edu/e-web/students/campuscenter/vanrequest.xhtml](http://www.elon.edu/e-web/students/campuscenter/vanrequest.xhtml)
Event Management 101:
Publicizing Events

- Digital Signs—Send to MoseleyAds@elon.edu
  - PowerPoint File!
  - elon.edu/moseley
- Flyers—Approved by Moseley Center
- No bricks
- No glass
- Designated bulletin boards
- http://www.elon.edu/e-web/students/handbook/genpol.xhtml#poster
Event Management 101: Fundraising

- Provide detail about fundraising event, where the money is going and goal to be raised
  - University Advancement MUST be notified
- Need approval from Auxiliary Services if selling items that are not campus approved.
- Raffles are not allowed and will not be approved. Students can have drawings to win non-cash prizes
Event Management 101: External Vendors on Campus

- You must receive approval from Auxiliary Services (ext. 5584).

- If your event plans to have food from off campus vendors, you must receive approval from Aramark (ext. 5333).
Modifying Events

- To change, modify or cancel an event, contact the Moseley Center Front Desk 336.278.7215.

- Please provide your reference number for quick access (e.g. 2013-AALHKU)
Questions?

- If you have any questions please contact the Moseley Front Desk at 336.278.7215 or at moseleyfrontdesk@elon.edu.

- They will be able to answer your questions or direct you to those who can.

- When in doubt...Call or email.