Student Organization Event Management and SPACES Access
Spring 2015

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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
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.
Event Registration Checklist

- **Step #1 Plan Event**
  - Will the event work?
  - How many people are we expecting?
  - Will the time frame work?
  - Do we have the resources to make it happen?

- **Step #2 Secure the location through SPACES**
  - Requests must be in at least 3 business days prior to the event/meeting
  - Must wait for the event CONFIRMATION to hold event
  - Fac/Staff advisor must approve before the event/meeting can occur
  - Wait for Confirmation email from the Moseley Center Staff
Event Registration Checklist

- Set #3 Put in Moving and Setup Request
  - FixIt Work Order Request
    - Please include time of the event, the location, contact information, and environmental needs
  - Must give at least 3 business days notice, the more advanced notice the better
  - Any weekend meetings/events, starting after 4pm on Friday through 8am Monday Morning, must be submitted to Physical Plant no latter than 10:00am on Wednesday!
  - Any requests that do not meet the timelines will not be supported.
  - Submit a work order here: [https://www.elon.edu/iService/Default.aspx](https://www.elon.edu/iService/Default.aspx)
Event Registration Checklist

- **Step #4 Technology Request**
  - Submit requests at least 3 business days in advance
  - If you need to hook up a Mac to a projector, please get an adaptor from ETS
  - Submit Requests Here [http://www.elon.edu/e-web/bft/technology/forms/eventRequest.xhtml](http://www.elon.edu/e-web/bft/technology/forms/eventRequest.xhtml)

- **Step #5 Catering Requests**
  - Aramark has first rights of refusal
  - Submit requests 7 business days in advance, a $50.00 fee will be added if done after
  - Orders must be confirmed 3 business days prior to event
  - Student Catering Guide: [http://www.elon.edu/docs/e-web/students/activities/EU%20to%20go%20Student%20Express%20Guide.pdf](http://www.elon.edu/docs/e-web/students/activities/EU%20to%20go%20Student%20Express%20Guide.pdf)
Event Registration Checklist

- Step #6 Officer Requests
  - 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.
  - 10 Business days in advance, the more the better!
  - The Request form can be found here: http://www.elon.edu/docs/e-web/students/greek_life/RequestforOfficers.pdf
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.
Academic Spaces

- Spaces are only available for the current semester!
- You can request a classroom but it may take up to a week for approval
- Spaces cannot be reserved for the following semester until 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: Off Campus Events & Third Party Vendors

- They must meet guidelines pertaining to Insurance policies, Alcohol licensing, and University Contract.
- The University Honor Code does apply to off campus events.
- Any contracts need to be signed by the Purchasing Department
  - If you sign the contract, you are liable for it
  - Jeff Hendricks from Purchasing can review and sign on your behalf for your protection
  - Get an unsigned copy to your advisor and they will submit the contract
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
- https://wiki.elon.edu/display/TECH/Digital+Signage

Flyers—Approved by Moseley Center

- Bring ONE flyer to be stamped then make copies
- No bricks
- No glass
- Designated bulletin boards-see next slide

- http://www.elon.edu/e-web/students/handbook/genpol.xhtml#poster
Posting Locations

- The designated approved spaces are as listed below. Each building has specific locations on where the flyer can be posted. Please be cautious and diligent in finding the correct designated space to hang your flyer. Please hang all flyers with painters tape. The organization posting the flyer has 24 hours following the event to take down the flyers.
  - Acorn Bulletin Board
  - Alamance 2nd and 3rd Floors (in the vestibule) on the corkboard bulletin boards
  - Campus Rec Front Desk
  - KOBC Atrium Tables
  - McEwen School of Communications Second Floor Bulletin Board
  - McMichael Patio Bulletin Board
  - Mail Room in Moseley Center
  - Numen Lumen Pavilion Oasis Bulletin Board (located in room 203)
    - Please check in with the front desk first
  - Residential Halls- This request should go through the main Residence Life Office.
Need Help Planning?

- If you need help planning your event, contact the Office of Student 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!)
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.

- **SGA Fun Fund**
  - $1,000 grant to any student, staff, or group on campus
  - Must be open to everyone
  - Cannot be a ticketed event nor a charge for attendees
  - Apply with SGA

- **Coke Grant through Auxiliary Services-Carrie Ryan**
Fundraising

- Provide detail about fundraising event, where the money is going and goal to be raised
  - NC Tax Laws-Contact Kera Hinton in accounting
  - Ticket sales have to be taxed
  - T-Shirts with sales tax

- 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
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. 5330).
  - This includes bake sales and potluck style dinners.
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
- Setup 1 on 1 appointments
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. 2014-AANHKU)
Contact Information

- Moseley Center
  - 336.278.7215
  - moseleyfrontdesk@elon.edu

- Physical Plant
  - 336.278.5500

- Campus Safety and Police
  - 336.278.5555

- Event Technology Support
  - 336.278.6521

- Catering
  - 336.278.3550
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 those who can.

- When in doubt...Call or email.