

A BEGINNER'S GUIDE TO:

# STUDENT EVENT PLANNING

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CRYSTAL HURTADO

ADMINISTRATIVE AND EVENT PROGRAM ASSISTANT

OFFICE OF CAMPUS ACTIVITIES

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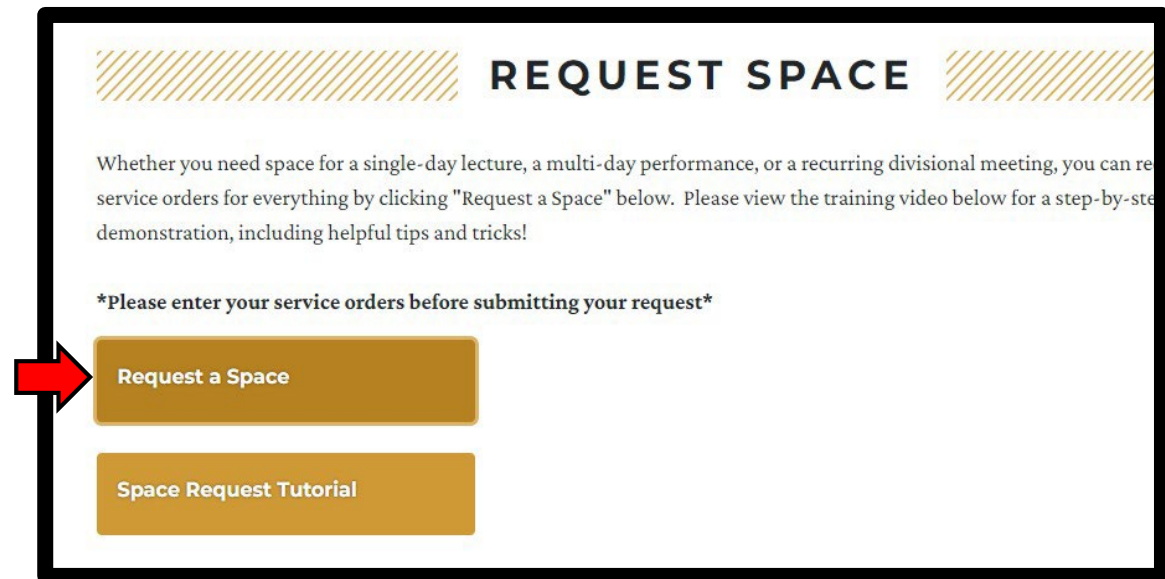
# PROCESS OVERVIEW

1. Reserving Venue
2. Submit Event Request Form
3. Meet with the Summit
4. Enter Service Orders



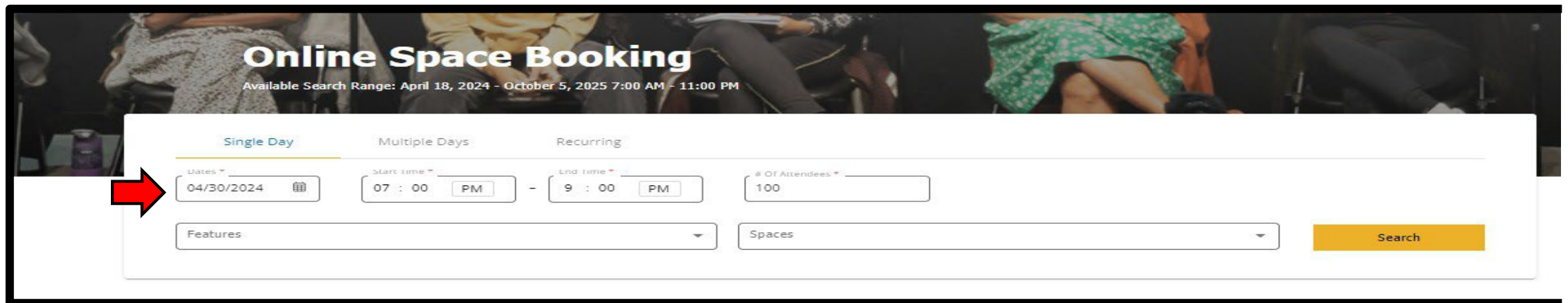
# 1. RESERVE A VENUE

- Sign into “Events Management” under Sign into CC
- Click “Request a Space”



# RESERVE A VENUE CONT.

- Reserve your space at least 10 days in advance.
- Enter your event information to see what venues are available that meet your needs.



**Online Space Booking**  
Available Search Range: April 18, 2024 - October 5, 2025 7:00 AM - 11:00 PM

Single Day     Multiple Days     Recurring

Dates

Start time   - End time

# Of Attendees

Features

Spaces

A red arrow points to the date field.

# RESERVE A VENUE CONT.

- Choose the venue you want.
- Please mind the capacity listed under each space.

The screenshot displays a web interface for venue booking. On the left, there is a 'Refine Your Search' sidebar with filters for dates (04/30/2024), start time (07:00 PM), end time (09:00 PM), and number of attendees (100). The main area is titled 'Search Results' and lists three venues: 'Armstrong Great Hall' (Capacity: 250), 'Auxiliary Gym' (Capacity: 350), and 'Barnes/Olin Quad' (Capacity: 250). Each venue entry includes a placeholder image, a red arrow pointing to the venue name, a 'Request Space' button, and time selection fields (Start Time: 07:00 PM, End Time: 09:00 PM). The interface also shows navigation links for 'Space Booking' and 'My Events' at the top, and a shopping cart icon in the top right corner.

# RESERVE A VENUE CONT.

- Finish providing all required\* event information and click “Go to Summary” when finished.

### Event Details

Please enter the information below regarding your event. Note: Catering from Bon Appetit is required for events at the Fine Arts Center and Robson Arena.

Event Name* <input type="text" value="Test"/> 4 / 150	Budget Code (Fund-Organization)* <input type="text" value="161301"/> 6 / 30
Will you have any A/V needs? (i.e. Microphones, Projectors, Laptop) * <input type="text" value="Yes"/>	Will you have set-up needs? (i.e. Tables, Chairs, Extra Trash Cans) * <input type="text" value="Yes"/>
Do you need Events Team / Registration Help? <input type="text" value=""/>	Do you need assistance from Communications and Marketing? * <input type="text" value="No"/>
Do you need Parking & Campus Safety help? * <input type="text" value="Yes"/>	Will food be served? * <input type="text" value="Yes, other provider"/>
Will alcohol be served? * <input type="text" value="No"/>	Is this event open to the public? * <input type="text" value="No"/>

# RESERVE A VENUE CONT.

- Finish providing all general event information and proceed to “Summary” when ready.

## Summary

### Event Details

The following bookings have been selected for your event. When you submit your request you are agreeing to use the space as is and to leave it as you found it.

[🛒 Order Items](#) [⊕ Add More Spaces](#)

#### Armstrong Great Hall

📅 Tue 04/30/2024 ⌚ 7:00 PM - 9:00 PM

[Order For This Date](#)

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**Subtotal:** **\$0.00**

[🛒 Check Out](#)


#### This Is a test - Crystal Hurtado

📅 April 30, 2024

⌚ 7:00 PM - 9:00 PM

👤 100 Attendees

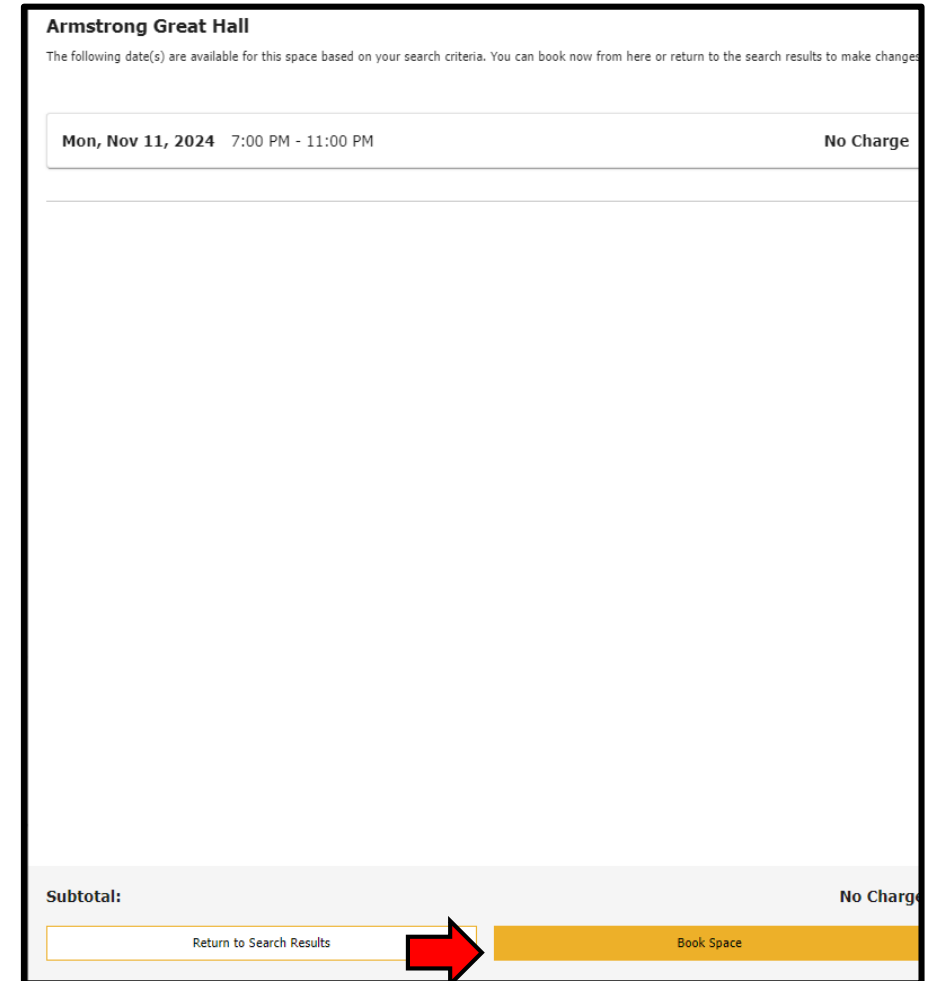
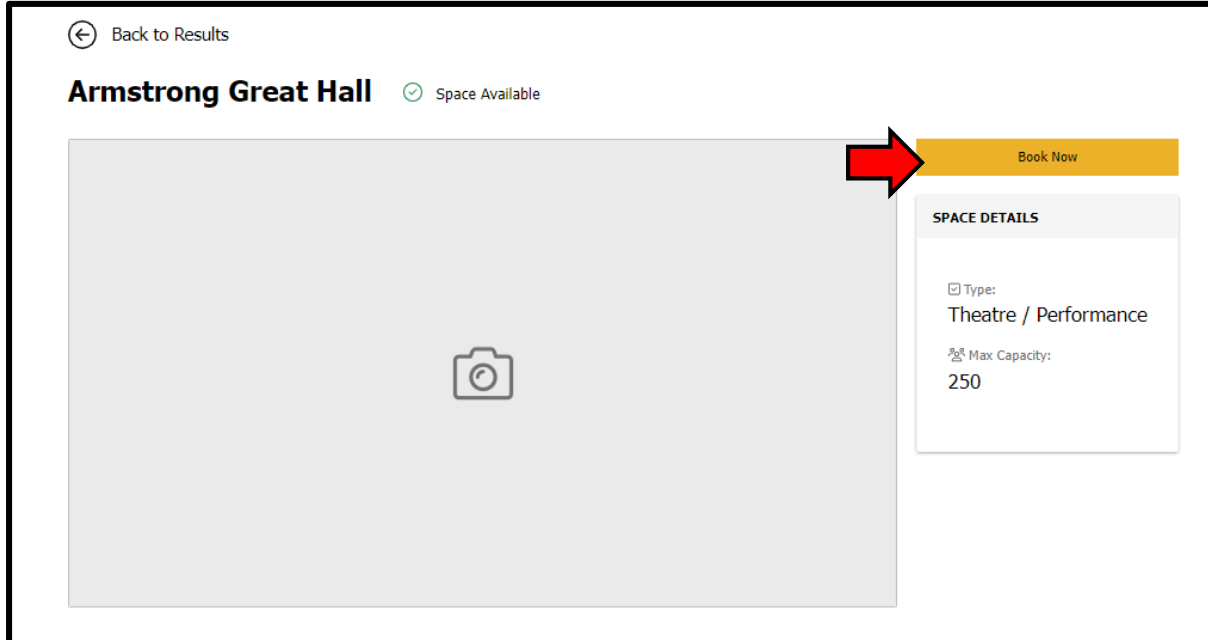
Click "Check Out" to finalize your request.

[Back to Event Details](#) [Check Out](#) 



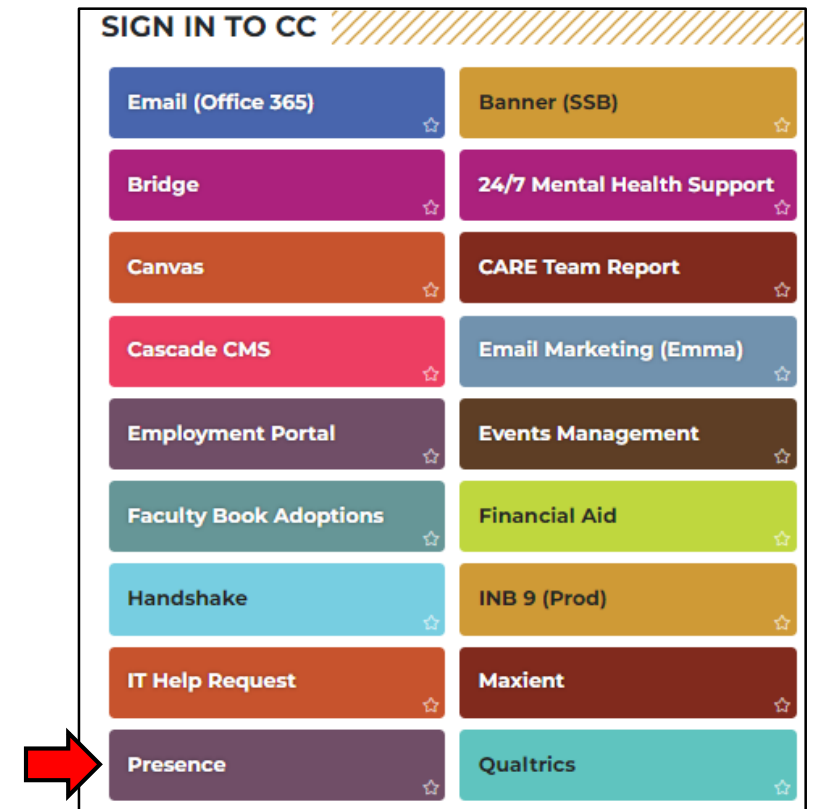
# RESERVE A VENUE CONT.

- Choose the venue you want.
- Please mind the capacity listed under each space.



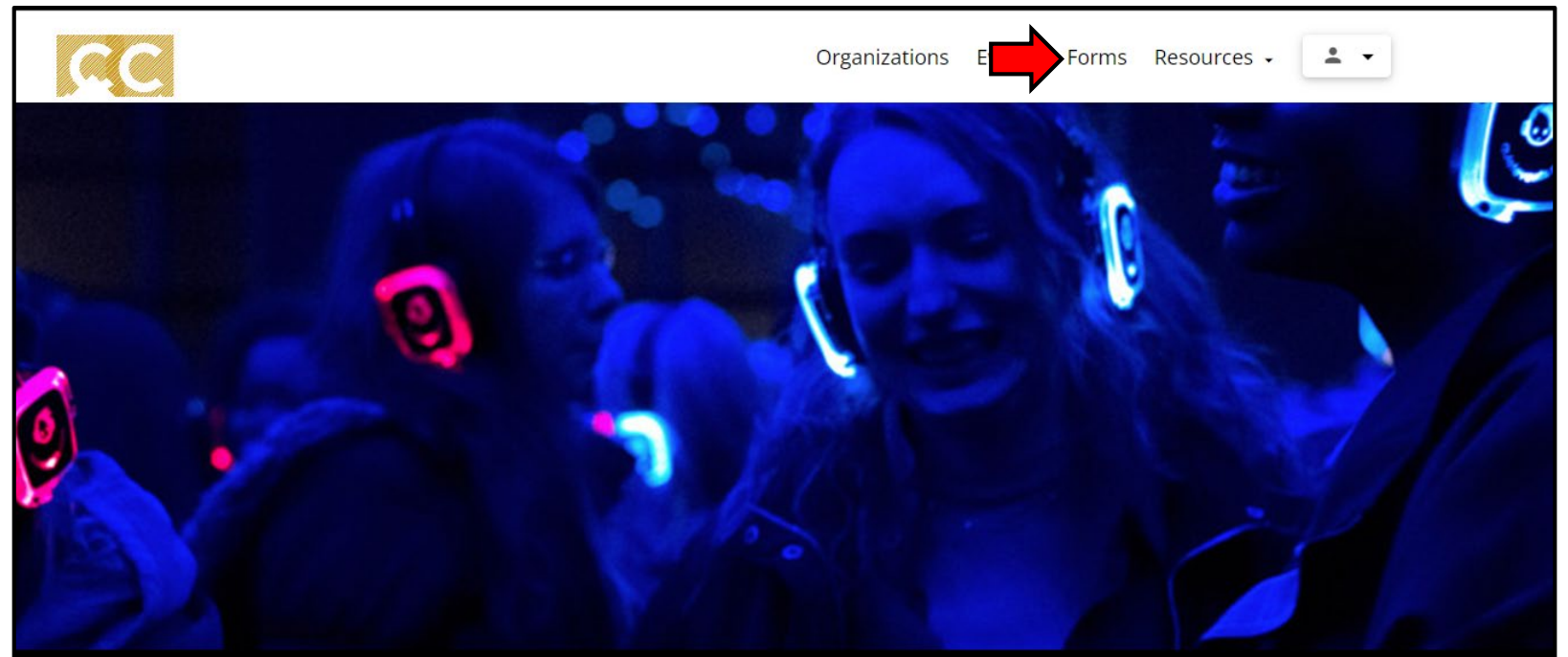
## 2. SUBMIT EVENT REQUEST FORM

- Prior to scheduling an appointment with the Student Event Summit, students must fill out a “Event Request Form” on Presence.
- To sign into Presence, click on the tab under Sign into CC.




## 2. SUBMIT EVENT REQUEST FORM CONT.

- Prior to scheduling an appointment with the Student Event Summit, students must fill out a ["Event Request Form"](#) on Presence.
- To sign into Presence, click on the tab under Sign into CC.
- Click on "Forms"



## 2. SUBMIT EVENT REQUEST FORM CONT.

- Click “Event Registration Form”.
- Fill out all the required\* information.

Title	Description
 <a href="#">Event Registration</a>	
<a href="#">OCA Equipment Checkout Form</a>	Use this form to submit a request to use OCA equipment (board games, yard games, water coolers, sternos, etc.)
<a href="#">Organization Registration</a>	

## 2. SUBMIT EVENT REQUEST FORM CONT.

- When you reach the “Event Details”, check what you need for your event under

- Facilities (setup)
- AV
- Sodexo (cleanup)
- Special Funding
- Food



### Event Details

Questions needing answers for the Student Event Summit.

Will your event need any help from Facilities? \*

YES  NO

Think about things like if you will need tables, chairs, electrical, av, or other things to make your event successful.

Please describe all Facilities needs that you have for your event: \*

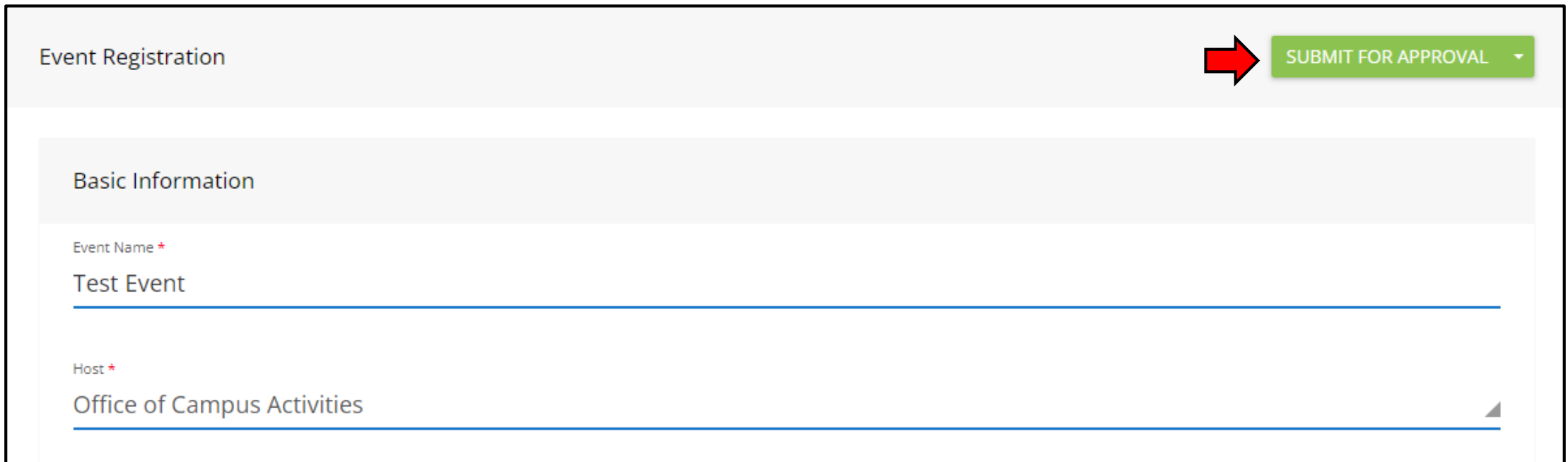
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What items do you plan on needing for your event: \*

- Chairs
- Tables (Round 5', Round 6', High Rounds 30", Banquet 6')
- Stanchions
- Pipe & Drape
- Staging & Stage Steps
- Podiums
- 10'x10' Canopy Tents
- Coat Racks
- Waste Bins (Trash, Recycling, or Compost)

## 2. SUBMIT EVENT REQUEST FORM CONT.

- Click "Submit for Approval".



The screenshot shows a web form titled "Event Registration". In the top right corner, there is a green button labeled "SUBMIT FOR APPROVAL" with a small downward arrow. A red arrow points to this button. Below the header is a section titled "Basic Information". It contains two text input fields. The first field is labeled "Event Name" with a red asterisk, and it contains the text "Test Event". The second field is labeled "Host" with a red asterisk, and it contains the text "Office of Campus Activities".

# 3. MEET WITH THE STUDENT EVENT SUMMIT

- Once an Event Request form is submitted, the Office of Campus Activities will receive a notification.
- OCA will reach out the student via email to schedule a Student Event Summit meeting.
- Students will be assigned a 15-minute time slot to pitch their event.



### 3. MEET WITH THE STUDENT EVENT SUMMIT CONT.

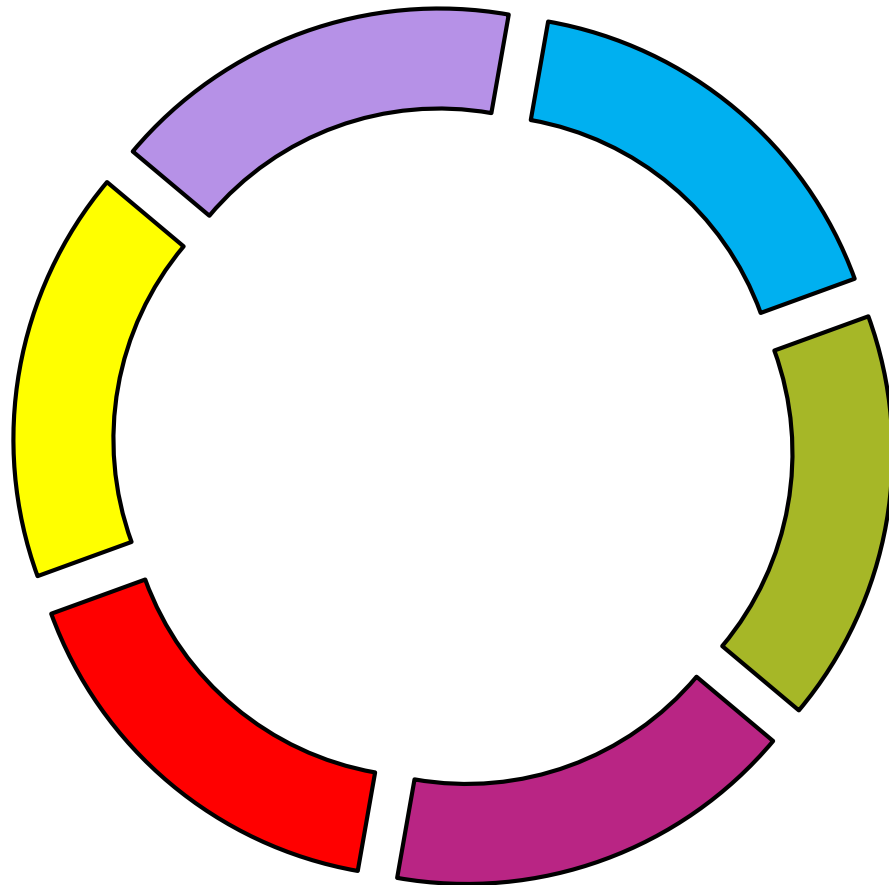
# WHAT IS THE STUDENT EVENT SUMMIT?

- The Student Event Summit (SES) is a committee composed of all departments involved in event execution.
- All student-run events must go through the Student Event Summit.
- The committee holds the right to approve / reject any student event proposal.
- All student **must** meet with the SES at least 10 days prior to their event.





# STUDENT EVENT SUMMIT MEMBER DEPARTMENTS



■ Campus Activities

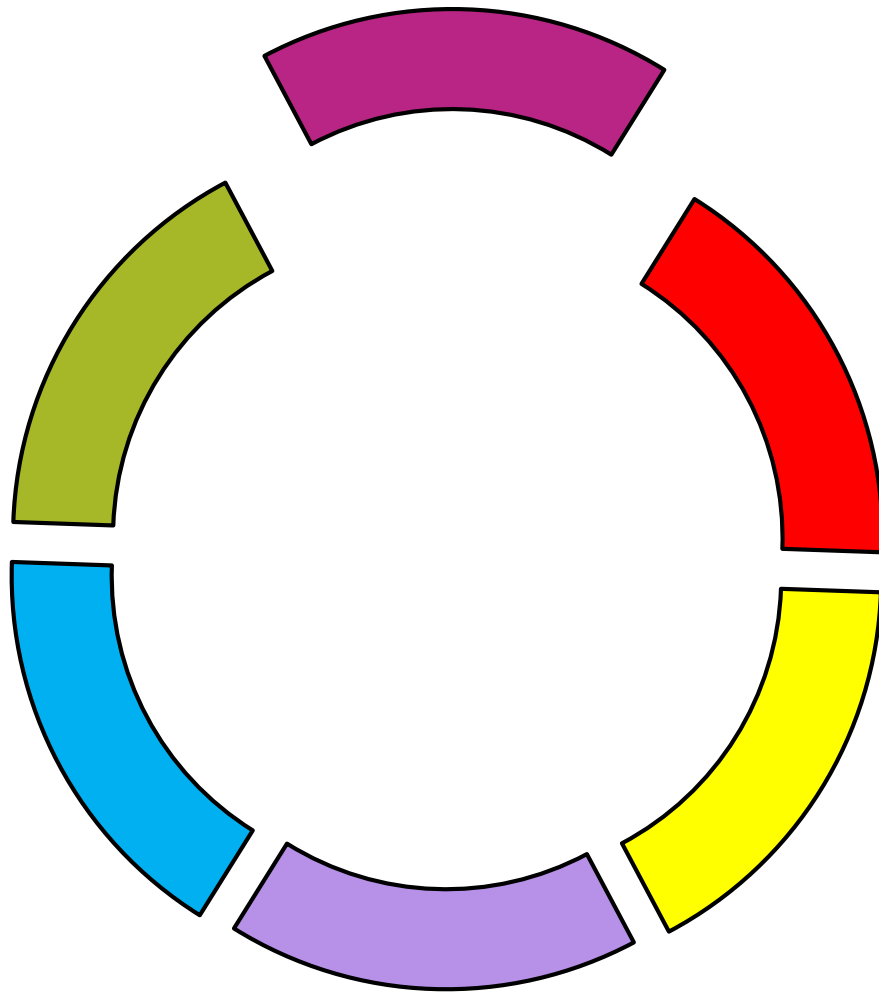
■ Events

■ AV

■ Campus Safety

■ Sodexo

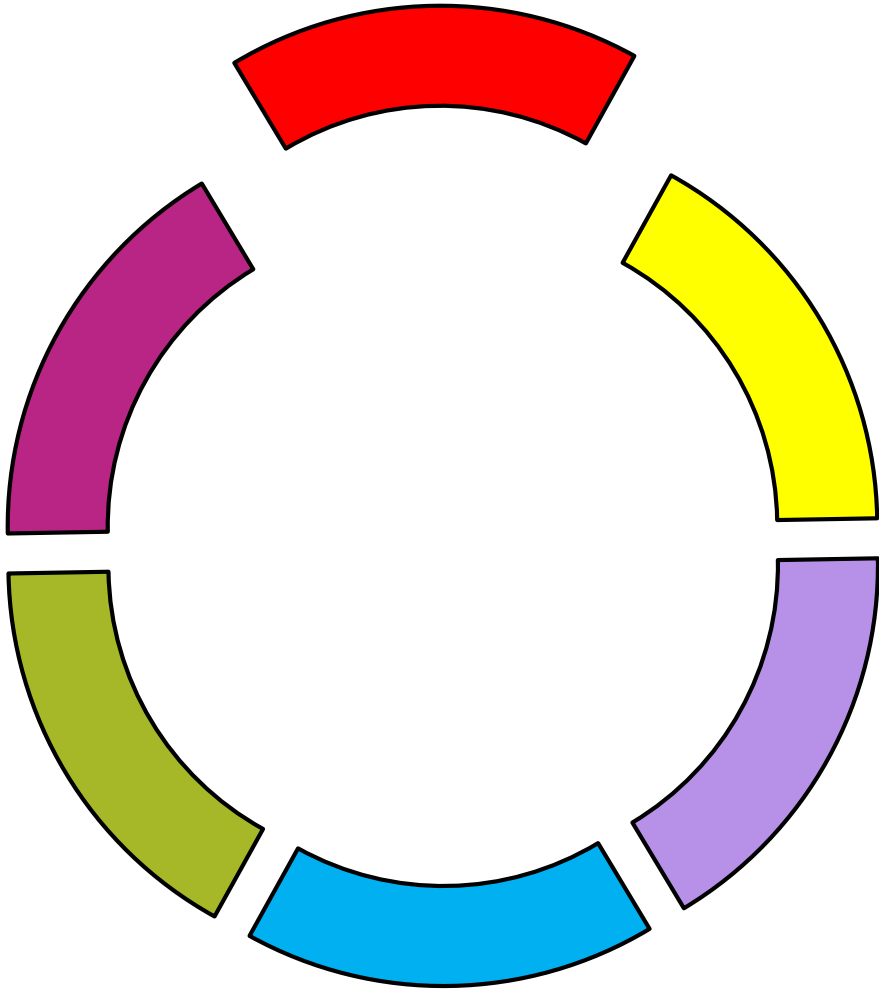
■ Grounds



## CAMPUS ACTIVITIES

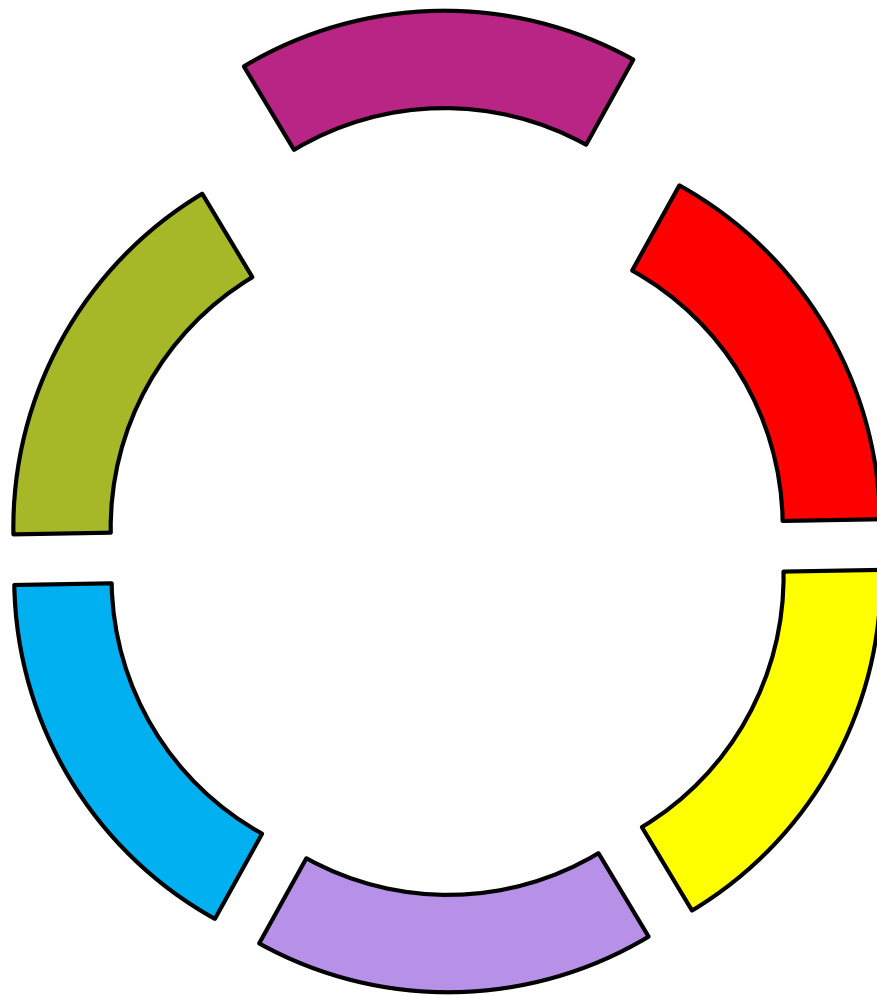
- Main event office in Student Life
- Oversees the scheduling and facilitation of SES meetings.
- Takes SES meeting notes.
- Distributes follow-up emails with meetings notes and approval status.
- Oversees contracts and Pcards.

■ Campus Activities ■ Events ■ AV ■ Campus Safety ■ Sodexo ■ Grounds



## EVENTS

- Oversees venue setup.
- Provides things like tables, chairs, pipe and drape, etc.
- Aids in assessing venue risks.



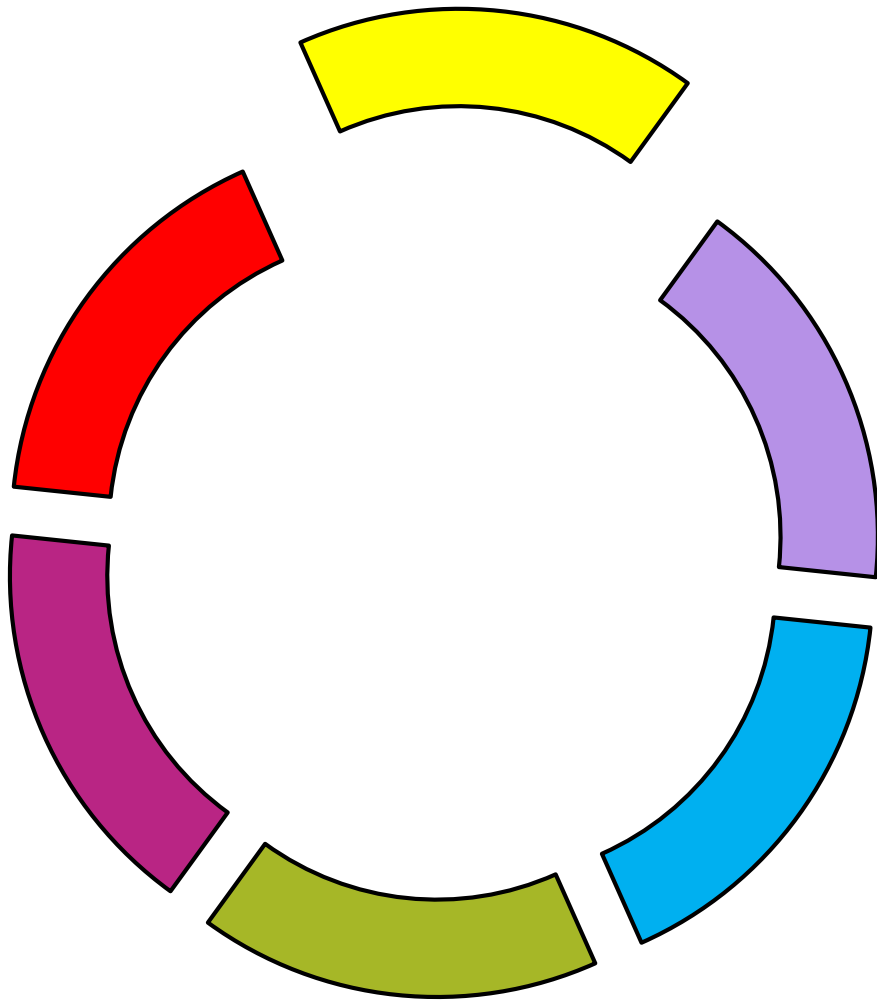
■ Campus Activities ■ Events ■ AV ■ Campus Safety ■ Sodexo ■ Grounds

## CAMPUS SAFETY

- Evaluates event risks: crowd control, venue capacity, etc.
- Provides event security.
- Provides emergency aid if necessary in collaboration with CC EMS.
- Hires external security if needed.

\*\*\*Any event anticipating a high attendance rate **MUST** have Campus Safety's approval *and* presence.

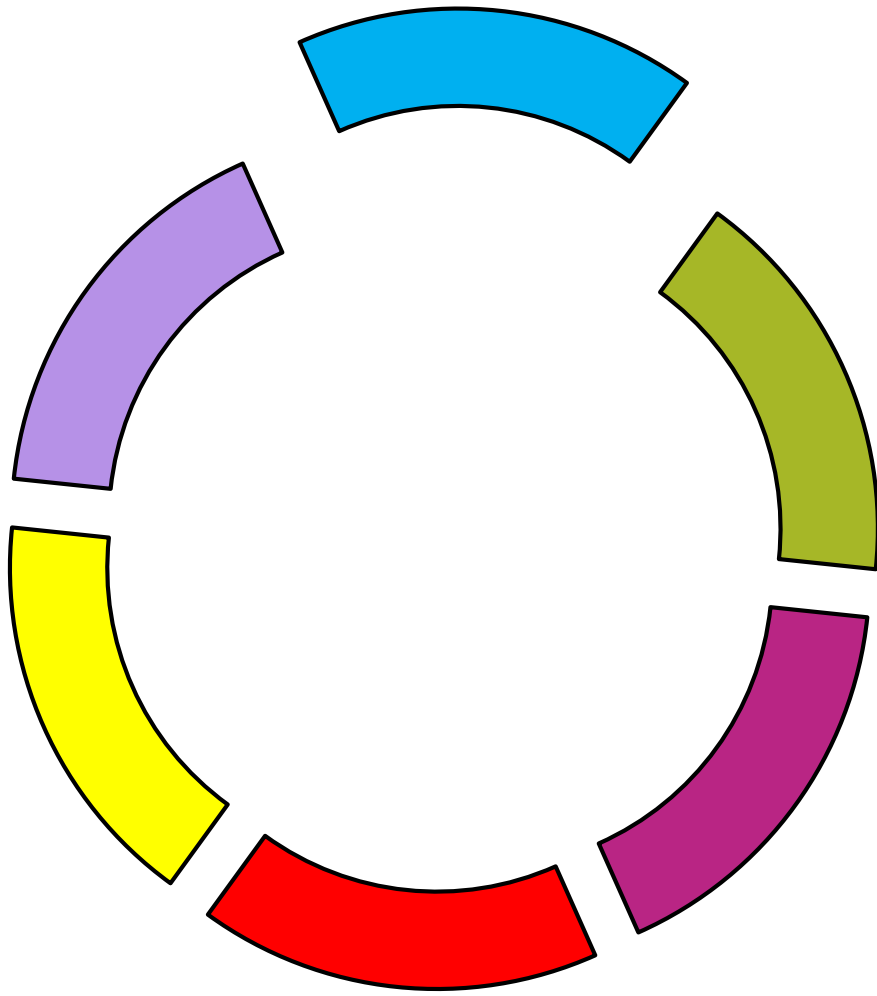
\*\*\**any event where risk of injury is a factor must have EMS presence.*\*\*\*



■ Campus Activities ■ Events ■ AV ■ Campus Safety ■ Sodexo ■ Grounds

## AV (AUDIO/VISUAL)

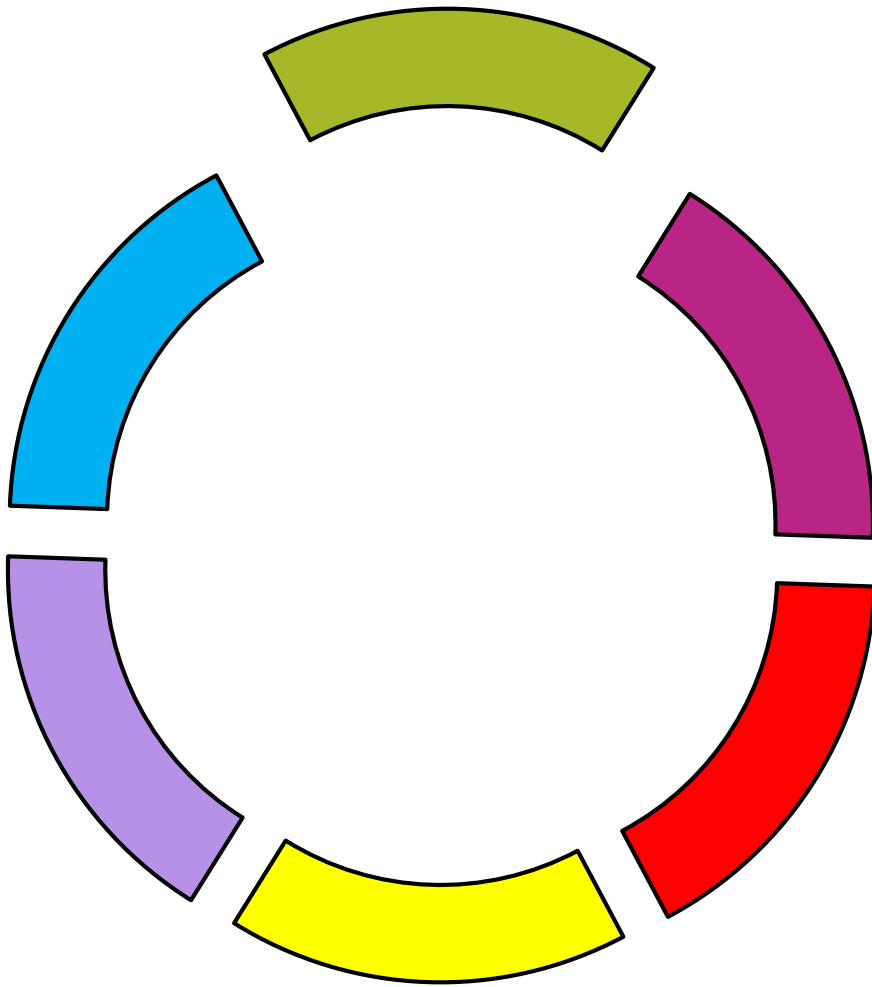
- Provides all AV equipment: speakers, microphones, lighting, projectors, cameras, as well as sound checks, troubleshooting, and technical support.
- Provides set-up and takedown of AV equipment.
- Hires external support if needed.



■ Campus Activities ■ Events ■ AV ■ Campus Safety ■ Sodexo ■ Grounds

## SODEXO

- Venue maintenance.
- Identifies sanitation needs for events.



## GROUNDS

- Evaluates risks for all outside venues.
- Provides things like fencing, sprinkler management, and grounds maintenance.

■ Campus Activities ■ Events ■ AV ■ Campus Safety ■ Sodexo ■ Grounds

### 3. MEET WITH THE STUDENT EVENT SUMMIT

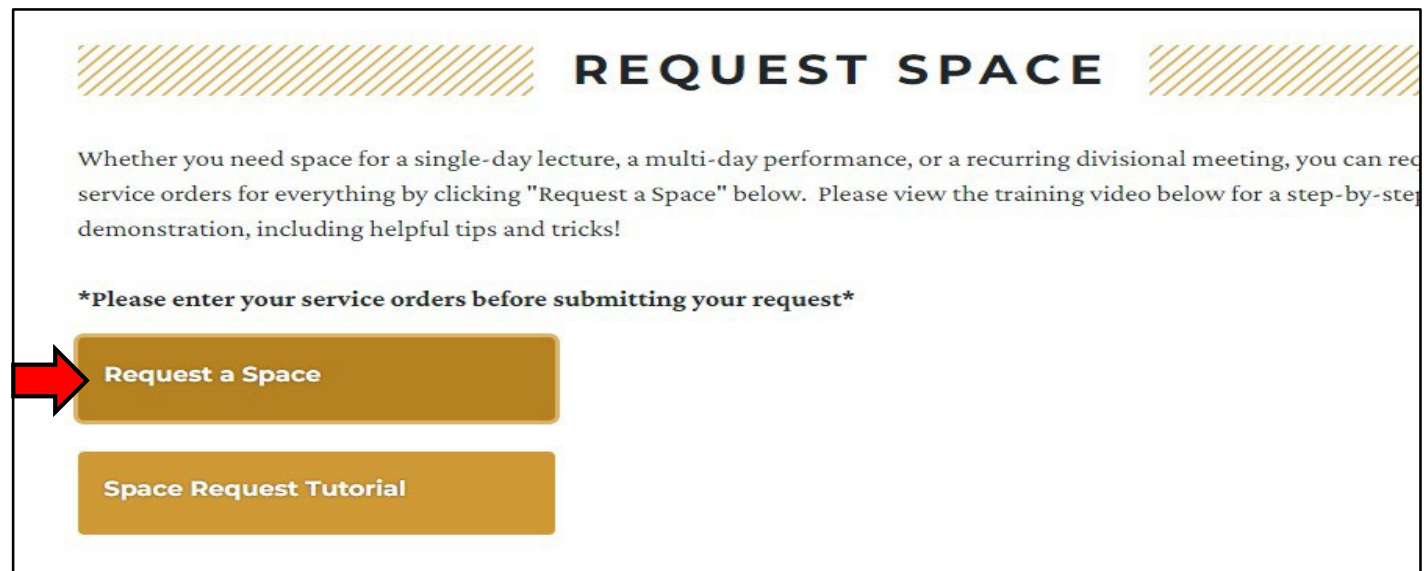
# THE FOLLOW-UP EMAIL

- After attending a SES meeting, Campus Activities will send out a follow up email. This email typically includes:
  - Basic event information: name, date, time, location, etc.
  - Notes on anything that is still TBD.
  - Notes on what each department will provide.
  - Links to different resources (reserving a room, updating service orders, renting equipment, etc.).
  - Pcard information.
  - Approval status and more.




# 4. ENTER SERVICE ORDERS

- After discussing your event needs after the SES meeting, sign back into Events Management and click on request a space again.




# 4. ENTER SERVICE ORDERS


- Click "My Events" and select your event.

Space Booking  My Events

### Account Selection

You are linked to more than one department and/or office. Please select an option below:


 **Myself**  
Your event and orders will be submitted under your name.

 **Worner Campus Center**  
Your event and orders will be submitted under this company's account.

[Back to Login](#) [Continue](#)

### My Events

Your event request history is listed below. Click on an event name to see more details.

DATES	EVENT NAME	SPACES	STATUS
Mon 11/11/2024	 <a href="#">Test</a>	Armstrong Great Hall	● Received

# 4. ENTER SERVICE ORDERS

- Click “Add New Order” and the “Continue to Order”.

### Event Details

The following bookings have been selected for your event. When you submit your request you are agreeing to use the space as is and to leave it as you found it.

**Test**

📅 November 11, 2024

🕒 7:00 PM - 11:00 PM

👤 100 Attendees

Booking For: **Hurtado, Crystal**

Event ID: **60904**


Status: **Received**

View/Change Event Details

+ Add New Space

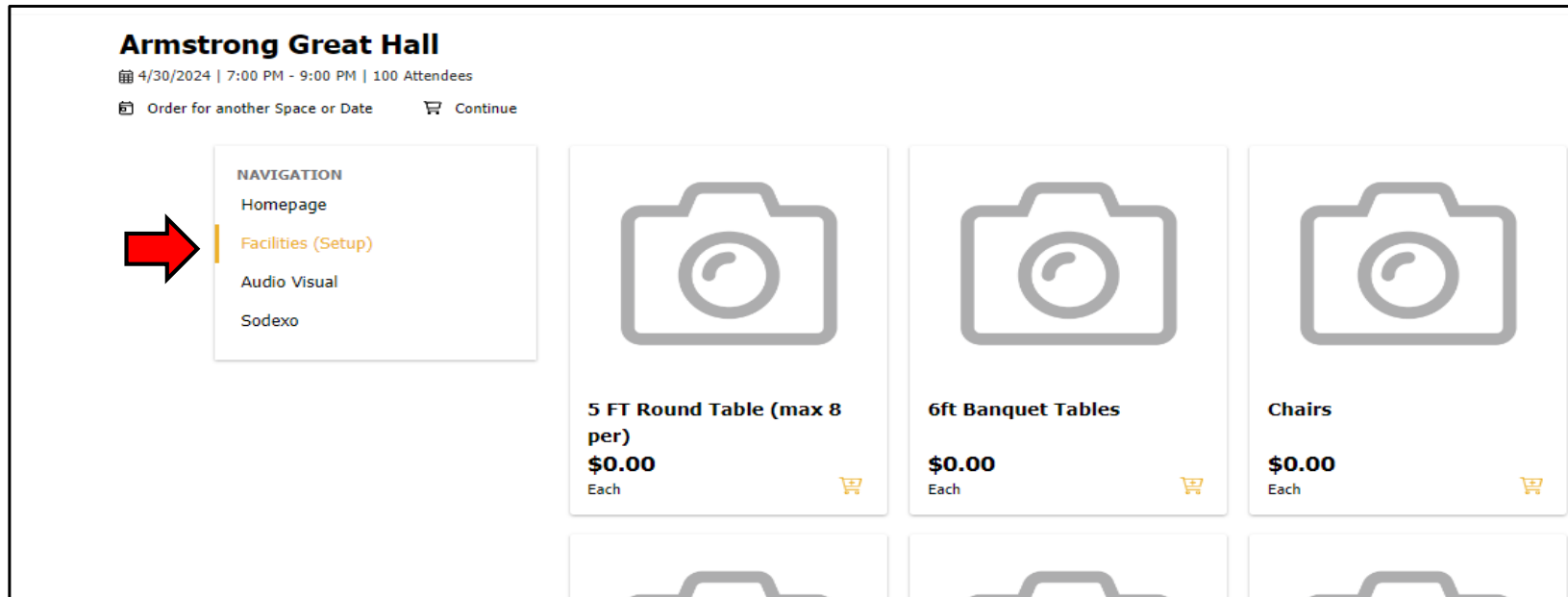
+ Add New Order

⊘ Request Cancel Event



# 4. ENTER SERVICE ORDERS

- Add any service orders you need under each section.
- Be sure to state the quantity of each item as well as the general setup you are envisioning.



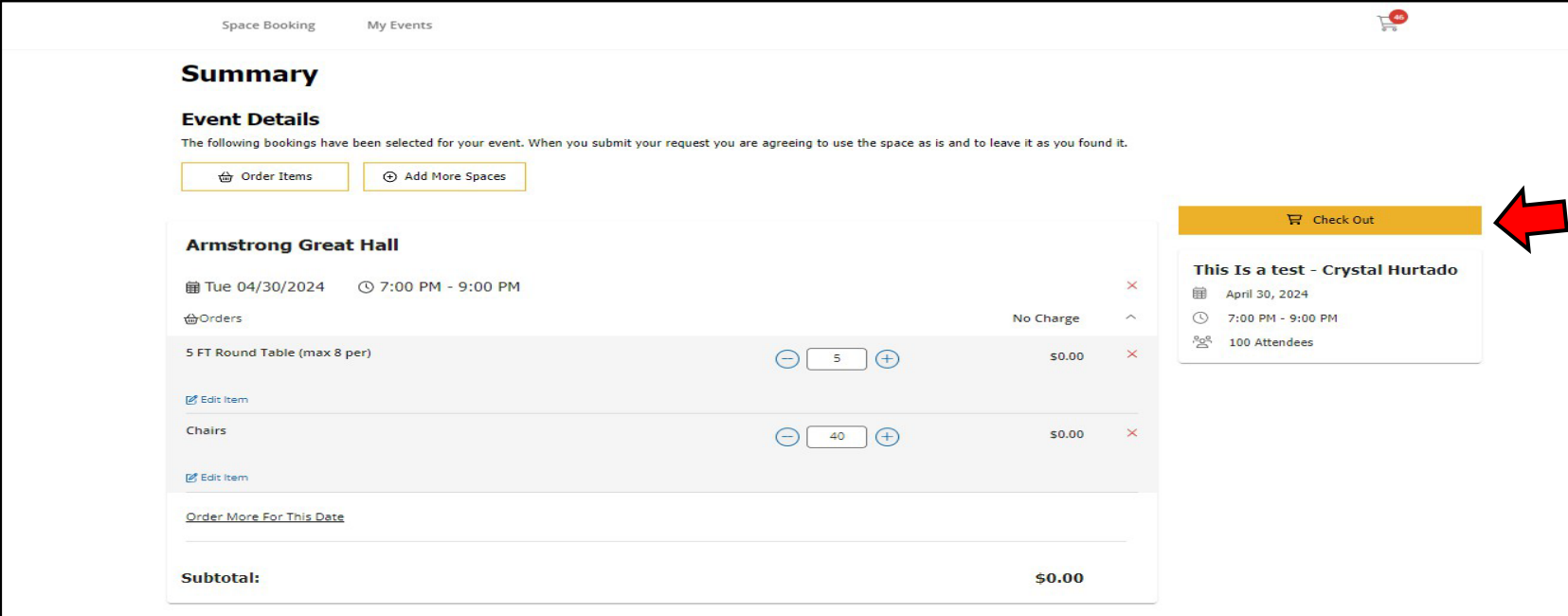
# 4. ENTER SERVICE ORDERS

- Once you've finished entering your service orders, click "Proceed to Summary"

The screenshot displays a service order entry form for 'Chairs'. The form includes a camera icon, the item name 'Chairs', a price of '\$0.00 Each', and a description: 'Will use white chairs on-site to place around the 8 round tables in SFG. This will be in combination with existing tables from Taste, and possibly chairs.' There is a 'Setup' text area, a 'Quantity' input field set to '1', and a '\$0.00 Subtotal' label. An 'Add To Cart' button is visible at the bottom right of the form. To the right of the form, a success notification is displayed: 'Success Your item has been added to the cart!'. Below the notification, the item details are shown: 'Chairs', '1 Quantity', and '\$0.00 Subtotal'. Two buttons are present: 'Order More Items' and 'Proceed To Summary'. A red arrow points to the 'Proceed To Summary' button.

# 4. ENTER SERVICE ORDERS

- Review your service orders and adjust as needed.
- Once you're ready, click "Checkout".



The screenshot displays a web interface for managing service orders. At the top, there are navigation links for "Space Booking" and "My Events", and a shopping cart icon with a red notification badge. The main heading is "Summary". Below it, the "Event Details" section includes a disclaimer: "The following bookings have been selected for your event. When you submit your request you are agreeing to use the space as is and to leave it as you found it." There are two buttons: "Order Items" and "Add More Spaces".

The "Armstrong Great Hall" section shows event details: "Tue 04/30/2024" and "7:00 PM - 9:00 PM". Below this, there are two order items:

Item	Quantity	Price
5 FT Round Table (max 8 per)	5	\$0.00
Chairs	40	\$0.00

Each item has an "Edit Item" link and a delete "X" icon. A "Subtotal" of \$0.00 is shown at the bottom left. On the right side, a yellow "Check Out" button is highlighted with a red arrow. Below it, a summary card for the event "This Is a test - Crystal Hurtado" is visible, showing the date "April 30, 2024", time "7:00 PM - 9:00 PM", and "100 Attendees".

# HELPFUL RESOURCES



## Student Organization Handbook:

Provides a thorough breakdown of all the requirements and standards a student club **must** meet to be in good standing and successfully put on events.



Religious Holiday List: A useful guide to ensure that your event is not on a religious holiday (especially if it's an open event and you want everyone to be able to attend).



## Event Planning Checklist: A

breakdown of everything that goes into putting on an event. A step-by-step how-to guide.

# FAQs

- **Do I have to attend Student Event Summit even if my event is simple and doesn't require a lot of support?**

**A:** If your event falls under these conditions, the Office of Campus Activities will determine if you need to attend an SES meeting or not.

- **If my event is regularly occurring and never changes, do I need to attend SES each time?**

**A:** Possibly, you will have to receive explicit permission from the Office of Campus Activities to receive an SES "pass".

- **What is a blackout period?**

**A:** A blackout period is when Campus Activities can no longer hold large scale events due to limited staffing and resources. This usually starts around the end of Block 7 and **all** of Block 8.

- **How do I request special funding?**

**A:** To request special funding, the student must email CCSGA Finance to schedule an appointment. Make sure you have a budget write-up prepared.

- **How do I check out a Pcard?**

**A:** After receiving approval from CCSGA for special funding, make an appointment with Campus Activities via email to obtain and sign for a PCard.