

Recognized USP Student Organizations Event Planning and Room Reservation

Planning your Special Event/Function

Discuss event/program with your members and advisor.

1. Chose the date and time (an alternate if possible); make sure the event is feasible and that everyone including your adviser is available to attend.
2. Form a committee and delegate responsibilities for each of the tasks (entertainment, equipment, publicity, refreshments, tickets, room reservation forms, funding, parking arrangements, etc.). An **Event Check List** for USP Events is available on the SGA Website and also on the Portal for Advisors.
3. Discuss the room and what specific needs you may require for the program (e.g. podium, stage, chairs, tables, microphones, etc.).
4. Discuss how you will obtain funding and whether you will need to charge admission or some type of fee. If requesting funding from SGA, a Student Government Association Funding Request Form, located on the Web at: <http://www.usp.edu/sga/sga> must be completed three weeks prior to the event, program or purchase and dropped off in the mailbox of the SGA Vice President of Finance, located in the Student Affairs Complex. **Remember to keep all original receipts.**
5. Check with the Student Activities Office for any scheduling conflicts and resources. Discuss the room and what specific needs you may require for the program. Complete the Event Registration Form and return it at least 14 days before the event.

Students may not sign any contracts. Only USP administrators are authorized to do so.

Two Weeks before the Event

1. When the room and funding has been approved, start PUBLICIZING!
2. Send out personal invitations. And, if possible, personally invite University faculty, staff, and administrators.
3. Meet with your committee to ensure tasks have been completed.
4. Make final arrangements. (e.g. room reservation signed and returned to Patty O'Hagan,

parking, refreshments, AV).

Day of Event

1. Arrive early.
2. Dress professionally.
3. Make sure everything is set up properly.
4. Have water available for your speaker, guest, etc.
5. Start on TIME!
6. Introduce speaker, entertainer, and guest.
7. At the end of the program, thank everyone for coming and announce any upcoming events or organizational news. Extend an invitation for other students to join your organization.
8. Walk guest/entertainer back to his/her car.
9. Return to room and make sure it is in original condition

After Event (within 2 weeks)

1. Congratulate your organization!
2. Send out thank you cards.
3. Evaluate and discuss the program's highlights and possible downfalls with your members and advisor.
4. Submit all **original receipts** & evaluation with SGA Funding Request Form.

Facilities Request for Special Events/Functions

Before you request a facility for a special event, you must discuss the event with your advisor and confirm he/she will be available for that particular date/event.

For events requiring Wilson Student Center Dining Hall, STC Lobby, STC-145, the Quad, or Alumni/Rosenberger Auditorium, you must obtain approval for the date and facility through Student Activities (215-596-8844). Your advisor is required to be at these events.

For events requiring the Athletic Recreational Center, you must obtain approval for the date and facility through the Director of Campus Recreation (215-596-7432). Your advisor is required to be at these events.

For events requiring the second floor of Wilson Student Center, you must obtain approval for the date and facility through Student Life (215-596-8737).

After approval of the date and facility; an Event Registration Form must be completed in the Student Activities Office in Whitecar Hall, First Floor, at least 14 days before the scheduled event. **This form requires the signature of your advisor and states that he/she will be in**

attendance at the program the entire time students are in the facility. Other signatures will be required according to the extent of the program. In order to save you time and energy, please contact each department to confirm a time when someone in that department will be available to speak to you concerning your event and sign the Event Registration Form.

Audio Visual—215-596-8513

Dining Services—215-895-1146

Risk Management—215-596-8771

Facilities Management—215-596-8950

Public Safety—215-596-8595 (Mr. Chuck Lorenz)

All signatures must be on the Event Registration Form and returned to the Student Activities Office in Whitecar Hall, Room 118 **at least 14 days prior to the event.** If the event form is not returned 14 days before the event, we can not guarantee the availability of the specific room.

Please note: If an event hosts an outside vendor, entertainer, or includes off-campus guests, organizations may have to obtain a Certificate of Liability Insurance.

Publicity

Remember that all publicity must include: day of the week, date, time, description of event, location, admission price (if any), sponsor (your organization and SGA if co-sponsoring the event), a contact person and your organization's e-mail address.

All guidelines under the Signage/Display Policy in the Student Handbook must be followed. **The policy includes: adherence to the US Copyright Act; appropriate language and artwork; and no reference to, or pictures of, alcohol, alcohol containers, or drugs.**

Organizations may publicize in the following areas:

Campus Update—p.ohagan@usp.edu (1 week before event)

Residence Halls—leave 30 flyers with Student Life for RAs

University Calendar—website:

<http://www.usp.edu/calendar/addevents.asp>

Campus Bulletin Boards—see below

Student Government Bulletin Board (contact sga@mail.usp.edu)

USP TV—send PowerPoint to p.ohagan@usp.edu

Your Organizational Website

Posting Signs/Posters

All signs and/or posters must be approved and stamped by the Student Activities Office. Please bring the original to Whitecar Hall Room 118 and leave in the box outside of the office.

Posters/signs are stamped Monday-Thursday after 3:00 pm.

Posters may only be tacked onto bulletin boards located in the following areas:

- *Stairwells in Griffith Hall (12) and the J.W. England Library (2)
- *Entrance hallway in Pharmacology/Toxicology Center (1)
- *Athletic Recreation Center /Front Desk (2)
- *Wilson Student Center Lobby and outside Women's Restroom (2)
- *Woodland Avenue next to Safety and Security Stairwell (1)
- *Residence Hall—upon permission to enter buildings with ID

Only one (1) sign/poster per bulletin board.

1. **Do not** post signs and/or posters in restrooms, or on any doors, walls, windows, telephone poles, and light poles, garbage cans, in the quad area, fences, and trees or on any other organizational poster/sign.
2. All signs and posters not stamped or placed in an inappropriate area will be removed and destroyed.
3. Failure to adhere to the above may result in the loss of posting privileges and/or may be directed to the Student Conduct Board.

Classroom Request for Meetings

1. Recognized USP Student Organizations who need a classroom for meetings must request a room at: <http://www.usp.edu/campuslife/roomrequest.aspx>
2. An e-mail response will be sent only to the contact person requesting the facility and a copy to the organizational advisor. Follow-up information may be required before a facility is approved for usage.
3. All room requests take **at least three working days** to process since they must be submitted to the proper campus official for approval.
4. Requests will only be processed during regular Student Activities office hours which are Monday - Thursday, 9:30 am - 6:30 pm
5. No requests for rooms will be honored during the regular SGA General Assembly meeting times which are on the first and third Thursdays of each month from 1:00 pm to 2:00 pm

Please note: If your organization needs a room on a weekly or bi-weekly basis, one request in the beginning of the semester may be submitted for all meetings

Off Campus Events

1. Organizations that are planning off-campus excursions which are not related to course work should have their advisor contact the Risk Management Office for appropriate forms and information.
2. Some events may require students to sign Hold Harmless forms. This form may be obtained from the Risk Management Office. Please ask your advisor to obtain the forms.

3. If Hold Harmless Forms are required, Public Safety must be given a copy of the Hold Harmless forms before leaving campus with a list of the students/faculty/staff /guests who actually go on the excursion.
4. Public Safety should be contacted in case of any emergency.
5. When the organization returns to campus, Public Safety should be notified immediately.

Student Government Association Funding Guidelines – these are the current guidelines as of 2/01/2008. Please check the SGA website for any changes or updates.

The Student Government Finance Committee will consider requests for funding from recognized student organizations provided that:

1. The organization and its activities are student oriented.
2. The funds requested are not the only source of funding for the organization.
3. The organization is represented at all SGA General Assemblies, committee meetings, new student Welcome Program and other required SGA meetings.
4. SGA will only fund activities that are determined to be for the betterment of all students, as determined by the SGA Finance Committee.
5. Organizations should complete an SGA Finance Board Budget Request Form in both Fall and Spring to ensure funding for the following semester. Only spontaneous funds are available for organizations during the current semester.
6. SGA must be recognized as co-sponsor in any literature or publicity made regarding a program/event that is funded by SGA monies.
7. A list of all members and officers must be submitted to the Student Activities Office no later than May 1 in the Spring Semester and November 15 in the Fall Semester.
8. A Student Government Association Funding Request Form, located on the Web at: <http://www.usp.edu/sga/sga> must be completed three weeks prior to the event, program or purchase and dropped off in the mailbox of the SGA Vice President of Finance, located in the Student Affairs Complex, Whitecar Hall.
9. All SGA funds not spent two weeks prior to the last day of classes will be returned to the SGA budget.
10. Organizations must submit an evaluation form, no later than two weeks after every event. This form is located on the reverse side of the Student Government Association Funding Request Form.
11. Original receipts must be submitted to the SGA Vice President of Finance NO LATER THAN two weeks after an event, program or purchase. Original receipts and request forms must be placed in the mailbox of the SGA Vice President of Finance. [Please do not stop members of the SGA in the hall, dining center, etc. to request monies or give them receipts.]
12. Once the original bill, receipt, check or cash request is received by the Vice President of Finance, it will take at least 2 WEEKS for the check to be processed. Please consider this when planning your activity or event.

Use of USP Logo

Students must request permission to use the USP logo or any of the official USP graphics from the Strategic Marketing Communications Department (SMC). SMC will approve appropriate usage of the logo and will provide the high-resolution files needed to reproduce the logo directly to the vendor.

14 days notice is required