Registered Student Organization Planning Guide

The key to a successful event is to have a flexible planning from conception to execution of the event. Please review the following checklist:

- **WHO?**
    - o Who is the targeted audience?
      Who is involved in the planning and execution of the event?
    - o Who is the primary contact for event questions and concerns?

- **WHAT?**

    - o What are the details of the event?
    - o What will the event include? (for example, food, activities, games, rentals, music, speaker, performer, etc.)
    - o What supplies and equipment are needed?
    - o What costs will be associated with this event?
    - o What will happen in the case of an emergency?
    - o What will happen in the case of bad weather?

- **WHEN?**
    - o When will the event take place? Start day/time? End day/time?
    - o When will individuals need to arrive for setup? Teardown?
    - o When will planning meetings occur?

- **WHERE?**
    - o Where will the event take place?
    - o Where will the event be moved in the case of bad weather (if held outdoors)

- **WHY?**
    - o Why will participants want to attend?

- **HOW?**
    - o How will the event be set up?
    - o How does the event support the organization's mission?
    - o How will people be notified of the event?
    - o How will the event be financed?
    - o How will success of the event be measured? (for example, number of participants, feedback surveys, etc.)

Planning an Event

EVENT REQUESTS

The Event Request Form was created to assist Registered Student Organizations with meeting and event planning to ensure safe and successful events on campus. Once the permit is completed, it is sent to relevant campus departments for approval. The process ensures that all stakeholder**s in** the event are informed about the event and can provide the organization with adequate support to make the event both safe and successful.

RSOs can obtain and complete an Event Request with the Vice Chancellor for Student Services in the Administration Building or email kjohnson@pccua.edu to schedule a meeting to assist the organization.

IMPORTANCE

Each event is different and has risks associated with it such as large crowds, the potential for food borne illness, injury, financial risks, etc. The Event Request process allows organizations to work with campus partners such as PCCUA Police, the Department of Student Services, the Business Office, and others who can assist the organization in increasing success and limiting risk involved with events. The Event Request form can help reduce the liability for the organization and PCCUA by partnering to help the event be safe and successful.

TIMELINE

Event Requests **must** be submitted no less than 10 business days in advance of the event date. This allows time for review, reservations, publicity, purchases, and more to be completed prior to the event.

If an organization is unable to submit the request at least 10 days prior to the event, additional approval must be obtained by the Vice Chancellor for Student Services with a substantial justification for the delay.

ADVERTISING

There are various ways to promote your program including bulletin boards, chalking, PCCUA television ads, social media, table tents, banners, and fliers. Please check with PCCUA Marketing department and the Vice Chancellor for Student Services for approval of message and location posting prior to promotion of event to ensure that all the campus polices are being adhered to by the student organization. Approval must be given 15 days prior to the event.

FOOD

Please be mindful that that some spaces on campus may or may not permit food in the space. All events on campus are encouraged to utilize the campus food services if applicable. If you would

like to use another food vendor approval must be given by the Vice Chancellor for Student Services 15 days prior to the event.

Food preparation and distribution should follow the Phillips County Health Department guidelines to ensure the safety of attendees such as food being covered at all times, served in closed containers, handled with latex gloves, and washing hands prior to putting on gloves on for serving purposes.

TECHNOLOGY NEEDS

If your organization is planning an event that requires AV equipment, you should contact the Vice Chancellor for Student Services. Please note there is a limited amount of audiovisual equipment available for use and all items must be reserved by the Vice Chancellor for Student Services. Equipment requests must take place 15 days prior to the event.

All money collected on or off campus must be immediately deposited into the organizational account in the Business office before leaving campus. This pertains to all donations, fundraisers, action fund distributions, dues, etc. Please count the money prior to deposit at the Business office and maintain all receipts of money for your files.

SAFETY AND SECURITY

Campus Security will be notified of all activities held on campus to ensure appropriate behavior and standards are maintained.

In the unlikely event that the college is closed due to server weather, all events will be canceled

CONTRACTS

Any event hosted by a RSO that brings any non-PCCUA person, group, or organization to campus must be officially contracted by the university. This includes, but is not limited to, DJs, speakers, bands, vendors, entertainment, and conferences. Regardless of cost, including free services, a contract must be signed by the Vice Chancellor Student Services. Contracts must be signed at least 15 business days in advance of the event.

Contracts are legal documents and must always be signed by the Vice Chancellor for Student Services. Never sign a contract yourself as you or your organization could be responsible for paying fees or fulfilling legal requirements on your own.

COLLECTING MONEY

All money collected on or off campus must be immediately deposited into the organizational account in the Business office after the event. This pertains to all donations, fundraisers, action fund distributions, dues, etc. Please maintain all receipts of money to the Business office for proper reporting, accountability, and transparency of monetary transactions.

Budget: Sample Event

Event Name: _____

Date and Time: _____

Location: _____

Organization: _____

Revenue:

Description	Source	Payment (Actual)	Received by
Action Fund	PCCUA	200.00	Rochel Moore
Donations	Ward's Bookstore	50.00	Kandice Atman
Fundraiser	Women in Science	30.00	Rochel Moore
Totals		$1000.00	

Expenses:

Description	Vendor	Cost (Actual)	Paid by
Food & Beverages	Downtown Grill	120.00	Rochel Moore
Speaker			
Decorations	Walmart	60.00	Kandice Atman
Totals		180.00	