CREATING AN EVENT IN PIONEER LIFE

WILLIAM PATERSON UNIVERSITY

1 I have an Idea for a Program or Event

- Topic – Should be associated with your club's mission
- Title – Think of something catchy and memorable
- Location for the event – Make sure you can fit all the participants you expect – *See step two*
- Dates (All events need to have **final approval** no later than **2 weeks out from the event date**. If you need money, please read the financial guidelines to set the date of the event, and please complete a financial request as well.)
- Activity, speaker, fun event. (think about what is going to get people to show-up, keep people at your event and allow them to learn something)
- Think about co-sponsorship opportunities with other SGA clubs, this may allow you to access additional funds

2 Reserve a Room

- Think about number of students who will attend, room set-up and AV needs, Officer Coverage, facilities charges and other specifics with your event.
- Send request to room reservations (http://www.wpunj.edu/eventspace/university-commons/room-reservation-form.dot)
- Wait for a confirmation of the room. This is only completed once the office of Campus Activities signs off on the event. Be sure to confirm the room prior to processing any paperwork or money for the event. Room reservations should be secured at least three weeks out from the date of the event. Quick note, make sure you cancel the room reservation if the event is cancelled or moved to a different date.

3 Create an Event Form on Your Club's Pioneer Life Page

| Home |
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➕ Create Event

Only club leaders who attended Leadership Academy during the current academic year will have access to the events tab. If you need access, please contact the Office of Campus Activities and Student Leadership at 973-720-2271 or at campusactivities@wpunj.edu for assistance.

Create Event

Event Name *(required)*

Location *(required)*

☐ Include Google Map

☐ Show a Link to Weather

Description

Please be sure to complete every section of the event form. See below for complete details:

Event Name – Title of the event

Location – The room that was confirmed by the Office of Events Scheduling.

Description – A brief description of the event and the rational for your organization to hold the event. BE sure to reference your constitution and mission.

Start Time

7/2/2013 11 00 AM

End Time

7/2/2013 12 00 PM

Event Flyer

Choose File No file chosen

Type *(required)*

…

Categories

Select Categories

RSVP Option

None

Maximum Number of RSVP Spots Allowed

☐ Allow Users to Reach this Event's Details Page with a QR Code ⓘ

Start Time – This is the time and date of the event. It will also indicate the date in which your flier will be posted on the Pioneer Life Bulletin Board.

End Time – This is the time and date the event will end and also indicates the date in which your flier will be removed from the Pioneer Life Bulletin Board.

Event Flier – All events need a flier posted to the event request. Bake sales, club meetings, and Club Sports activities are not required to post a flier, however, it is strongly recommended. Fliers must be appropriate in nature and must include the following information:

- Title
- Date and time of event
- Organization holding the event
- Location
- Brief description of the event
- If SGA money is used, it must say: "Funded by the Student Government Association".

Type – See below for more details.

Categories – Ignore this part as it is not required for WPU Events.

RSVP – Some events may be invitation only (see type for more details). If that is the case, only those you invite will be able to see the event posting and will need to RSVP in order to attend. In most cases, you should leave the RSVP as NONE.

Next Button – Click this button once every section is complete

Next ➡

Type *(required)*

…

…
Campus Only
Invitation Only
Organization Only
Public

Event types allow different members of the WPU community to view your event

Campus Only – Campus only allows all members of the campus community to see your event posting. They must log in to the system to view the flier.

Invitation Only – Only those you invite to the event will be able to see the event details. The RSVP feature may be used when selecting invitation only.

Organization Only – Only those members listed on your club's roster will be able to view the event details.

Public – Allows anyone to view details. They do not have to log in.

QR Codes – QR Codes are special images that can be scanned by most modern smart phones and that will automatically bring a user to your Event's Details Page on the web.

☐ Allow Users to Reach this Event's Details Page with a QR Code ⓘ

QR codes (Quick Response) are a type of matrix barcode which can store a relatively large amount of data in comparison to common linear barcodes. You've probably seen these images appear in magazine advertisements, fliers, t-shirts, or even a billboard. These codes are used to store data (URLs, email addresses, vcards, etc…) which can be interpreted by optical computer devices using QR reader software. When a code is translated it is typically automatically acted upon; for instance a URL code will trigger the browser of a Smartphone to navigate to the embedded URL.

QR codes are becoming a very popular way to create a physical hyperlink to information on the internet in our rapidly-expanding mobile culture. To capitalize on this increasingly common activity, Pioneer Life allows for an event to display a QR code that will link back to its details page. The code is published on the event screen so that anyone who has management access to view the event information can download it and share it in their own manner.

Uses – QR codes can be used in a variety of ways to help promote events. Because they are still novel, many people will simply test the code with their Smartphone to see what it is; meaning that you may simply print the code off and post around campus to see if people use it. Other mediums that lend themselves to QR are print, textile, computer monitors, and projection. Here are some ideas of where you can post a QR code:

- Traditional bulletin boards
- A-Frames/sandwich boards
- Bus advertisements
- Computer lab screen savers

- Restroom stalls
- In a PowerPoint presentation
- On a t-shirt
- Stickers

- Buttons
- Name tags
- Business cards
- Campus newspapers or other circulating publications

Resources – What you'll need to get started with QR codes:

- A device that can capture the QR image for processing by a QR Reader software application. Many Smartphone's are equipped with very good cameras which can easily view and process the image.
- A QR code reader application which can interpret the information in the code. There are many free or inexpensive applications out there for Smartphone's and other internet connected devices that are designed specifically to read the codes, and store them for later reference.
- A web-search for "mobile QR reader application" will provide links to several readers. Take a few for a spin and see which one you like the most.

To make QR codes of your own you'll need to use a QR code generator. Pioneer Life takes care of the generation automatically for events, but you may want to use a web-based generator to create codes for your other websites or information. A web-search for the term "QR generator" will provide links to several free generator services.

Tips – QR codes rely on the ability for a software program to distinguish between the dark and light areas of the image, therefore high contrast colors (Black/White, Black/Yellow, etc...) are best. It is also best that a code be displayed in a well-lit area so that people using devices without their own light can get a good shot of the code. Be careful about printing a code on something that will be around for a long time (t-shirts for instance); just like a website, if the content changes location on the web your QR code link with break. Remember that QR codes are not usually encrypted in any way, therefore the information that you store in the code should be considered public.

4   Determine Additional Event Information - IMPORTANT

Event Additional Information Form

Event Check List

Please check the following if your event includes. *(required)*
- ☐ On Campus Event
- ☐ Off Campus Trip
- ☐ Ticket Sales
- ☐ Off Campus Funding
- ☐ On Campus Funding   ⓘ
- ☐ Fundraising (not including ticket sales)
- ☐ Service Project
- ☐ This event includes minors (A minor is any non-student under the age of 18)

[◄ Previous]

Please check each box that applies to your event. In most cases, events will include more than one box. Each box you select will allow you to enter additional information about your event. Events must be entered correctly in order to be approved by the Campus Activities Office.

On Campus Event – Check this box if your event is taking place on campus.

Off Campus Trip – Check this box if you are taking WPU students off campus during your event.

Ticket Sales – Check this box if you are selling tickets for your event. Tickets must be sold either through the Office of Campus Activities, at the door on the date of the event, or through Shea Theater.

Off Campus Funding – Check this box if you are receiving your funding from an off campus source.

On Campus Funding – If you are receiving funding through SGA, or hope to receive funding for your events through the SGA, you must also complete a financial request. – See Financial Request Process for additional information.

Fundraising – All events where your organization will be collecting money for club interest or for an outside organization must complete the fundraising form.

Service Project – Check this box if you are creating a service initiative where service hours need to be tracked.

Minors – If your event may include minors as participants or event staff, you must adhere to the universities minors' policy and must complete this form.

On Campus Event Form

Building and Room – Location of your event. Remember, this must be an approved location from the reservation office and you must have a room contract which will be placed in your clubs SGA mail box or at the office of Campus Activities.

Expected Attendance – You should have a good idea of your attendance as this will be needed when making the room reservation. This will also help the Office of Campus Activities determine if you will need police coverage or if an administrator should be assigned to your event.

University Police Coverage – If you are not sure if you need police coverage, please see a member of Campus Activities and Student Leadership prior to submitting this form. See Police coverage policy for additional information.

Event Additional Information Form

On Campus Page

This Page is to be filled out if your event is happening on Campus.

Building and Room: *(required)*
[   ]

Expected Attendance *(required)*
[   ]

Attendance Numbers are used for setting up security. Please make sure this number is correct, as it will be used as the Maximum attnedees at the event, including all student workers and vendor staffing.

Have you been assigned security by Campus Activites and Student Leadership? *(required)*
[... ▼]
Yes, Campus Police Only
Yes, Campus Police and Strikeforce
No, We will have no added Security
No, I have not been assigned security, or I do not know what has been assigned.

[Next ➡]

Event Additional Information Form

Off Campus Page

This page is to be completed for all Off Campus/Trip Events.

Destination: *(required)*

[   ]

Activity taking place when destination is reached: *(required)*

[   ]

Type of Transportation: *(required)*

[...   ▼]

Company providing vehicles: *(required)*

[   ]

Capacity of all vehicles combined:

(required)

[   ]

An Advisor is required for each vehicle traveling with students. Please make sure they have committed to all trip details before completing this form.

Advisor(s) attending trip Please list contact information: *(required)*

[   ]

Pick up time and location: *(required)*

[   ]

Expected Return time: *(required)*

[   ]

Any Additional Information that should be given to students when they purchase their tickets:

[   ]

Complimentary Tickets are usually given to trip organizers (typically 1 student per sponsoring organization). You do not need to list trip advisors listed above. This number will need to be approved by Fininance Committee or approval body:

Comp Ticket #1

Student Name, Phone Number, and Organzation *(required)*

[   ]

Comp Ticket #2

Student Name, Phone Number, and Organzation

[   ]

Comp Ticket #3

Student Name, Phone Number, and Organzation

[   ]

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Off Campus Event Form

Destination – Please list the official name of the trip location.

Activity Taking Place – Please indicate in detail, the events that the group will participate in and what the stated goals for the trip will be for your organization.

Type of Transportation – Please list the type of vehicle being used to transport your group. Please only use one of the below listed forms of transportation. See the Office of Campus Activities for a partial list of vendors.

- **Coach Bus** – Chartered bus through a bus company
- **School Bus** – Good for local trips
- **Rental Van or Car** – See campus activities in order to approve the driver if using this option.
- **Other** – All other forms of transportation must be approved ahead of time by a CASL Staff member.

Be sure to list the official company name and address when entering this information. Also, be sure to include the vehicles total capacity.

Off Campus Event Form (Cont)

Advisor Information – All student organization trips must have an advisor assigned to attend the outing. Advisors must be full time faculty or staff and must be present during the entire trip. The group must include one advisor per bus. Please include the advisors full name, Department and responsibilities at WPU, their cell phone number, and their campus e-mail address. The advisor will be responsible for upholding university policy and state and local laws. Trip Advisor Instructions will be given to the Advisor upon approval of the trip. It is suggested that the trip advisor may have their costs built into the cost of the trip. It is required that for all trips there should be at least one advisor per 48 participants.

Pick up Time and Location – This is where students should arrive to meet the bus on campus. In most cases, trips leave from lot 5. Be sure to leave time to load the bus and take attendance before departing.

Return Time and Location - This is where students should expect to be dropped off when they arrive back on campus. In most cases, trips return to campus at lot 5.

Complimentary Tickets – The advisor and one student from the sponsoring organization will have a complimentary ticket provided to them from SGA. Please list those individuals in the space provided. If you are co-sponsoring the trip with more than one organization, please list a member from each group that will receive a comp ticket. Final approval will take place during your finance meeting with SGA's Financial Committee.

Ticket Sales Event Form

All trip ticket sales will be through the Office of Campus Activities and Student Leadership. Tickets for campus events may be sold either at the Campus Activities Office, Shea Box Office, or at the door the night of the event. Refunds will be honored up until 48 hours prior to departure of any trip, but refunds will not be issued for on-campus events. One week prior to the trip, tickets will be available for guests (one per student) and William Paterson University faculty, staff.

If a participant does not show up at the scheduled departure time, that person forfeits their right to participate in the trip, and any refund. No substitutions of participants may be made without prior approval from the Office of Campus Activities and Student Leadership.

When applicable, all written materials and documents intended to publicize events must clearly state the following:

- Current, valid WPU ID required/ Guests of WPU must also have Photo I.D./Other College I.D. (picture I.D. required)
- The start and ending times for the event
- The cost of attendance, particularly if there is a different price for William Paterson students and their guests,
- All Entry Requirements such as "No Reentry" and/or "No Entry after Midnight"
- Any Dress code such as "No Hats, Bandanas, or Do-Rags"

Publicity will need to be specific to the event being promoted and may differentiate slightly when the event is either large-scale, major, dance/party or a pub activity. Consultation with Campus Activities and Student Leadership must be done in the early planning stages to avoid any misunderstandings and to avoid discipline sanctions.

Total Number of Tickets Available – This is the total number of tickets being sold for the event. The ticket count should not exceed the room or bus capacity and should not include any comp tickets you are providing your advisor and student rep.

Student Ticket Price – List the price for each student ticket. Price is based on the total cost of the event divided by the number of participants, multiplied by 25%.

Student Ticket Sale Date – Date WPU students may begin to purchase tickets. Usually two weeks from the date of the event.

Guest Ticket Price – List the price for each Guest ticket. Price is based on the total cost of the event divided by the number of participants, multiplied by 60%m for on campus and 100% for off campus events.

Guest Ticket Sale Date – Date NON-WPU individuals may begin to purchase tickets. Usually one week from the date of the event.

Event Additional Information Form

Ticket Information

As per SGA Finincial Guidelines any event funded by SGA must be open to all members of the SGA and all Ticket Sales should occur at Campus Activities and Student Leadership.

Where will tickets be available: *(required)*
- ○ At Campus Activities and Student Leadership prior to event
- ○ At the door prior to and during event.
- ○ Both at the door and in Campus Activities and Student Leadership prior to the event.
- ○ At Shea Box Office

What kind of tickets will be used: *(required)*
- ○ Physical Printed Tickets will be given to CASL before sales date.
- ○ Information will be collected at time of sale and list will be used.
- ○ Both Printed Tickets and List will be used.
- ○ Shea Box Office will provide tickets

Totaly number of tickets available for sale (please exclude all comps listed on other pages) *(required)*

[_____]

Will guests be allowed at event? *(required)*

[_____ ▼]

Student Ticket Information

Student Ticket Price *(required)*

[_____]

Student Ticket Sale Date:
(required)

[_____]

Number of guest tickets available per student ticket (typically One Guest per student, when available)

[_____]

Guest Ticket Information

Guest Ticket Price

[_____]

Guest Ticket Sale Date (typically at least one week after Student ticket sales date)

[_____]

Any other information or policies Campus Activities needs to know about?

[_____]

Any other Information students should know when they purchase their tickets?

[_____]

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Non-Funded Event Form
The below note is a reminder that the sponsoring organization may be held accountable for any costs associated with the event. In some cases, events can be charged for custodial and maintenance over time costs, university police overtime and costs associated with vendors above and beyond any approved invoices. Organizations may not request any additional funds for events that all ready took place.

Event Additional Information Form

Non-funded Event

☐ Please be aware that if this event results in any charges from the university your organization will be billed and SGA funds cannot be requested after the event. If you are unable to pay these charges your organization may be suspended from holding events on campus. *(required)*

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Funded Event Form
Any club or organization event that will require SGA funding must complete a financial request form in the Pioneer Life System ahead of meeting with a Campus Activities staff member for event approvals. The financial request must adhere to the SGA financial guidelines and must be submitted in accordance with the time line listed below. Keep in mind that the date is based on the day you complete the financial meeting, not the date you made the Pioneer Life request. Please be sure to plan ahead of time and see a Campus Activities staff member if you have any questions.

Events/items costing **under $500** must be approved by the Greek Senate **2 weeks** before the event
Events/items costing **$500-$5,000** must be approved by the Greek Senate **3 weeks** before the event
Events/items costing **over $5,000** must be approved by the Greek Senate **5 weeks** before the event
Events/items costing **over 20,000** must be approved by the Greek Senate **8 weeks** before the event

Event Additional Information Form

Funded Event

After you complete the Event forms, you must than complete a 'Funding' or 'Purchasing' request to recieve SGA funds.

No funding is requested unless these finance forms are completed and approved by the office of Campus Activities and Student Leadership.

Please refer to your programing outline to see the next steps.

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Event Additional Information Form

Fundraising Form

What Type of fundraising: *(required)*
- ☐ Club Interest
- ☐ Charity
- ☐ WPU Scholarship
- ☐ Other

Is this fundraiser a Bake Sale? (of any kind of food) *(required)*
- ○ Yes
- ○ No

Please Describe the fundraising activity: *(required)*

[text box]

Date and Location of Prize Drawling (where applicable)

[text box]

Organization or Cause Recieving Funds *(required)*

[text box]

Contact Information for Org recieveing funds:

(include name, address, phone or e-mail address, and a specific contact person you ha[...]

[text box]

Fund Raising Event Form

Club Interest – Collecting money or items in order to support your organizations' goals and members. These funds will be placed in an OP account and may be spent on events or items for your club and its members only.

Charity – Check the "Charity" box if your organizations' fundraising efforts will support a local charity, organization, or cause. All funds will be given to that organization. Remember, you must have a letter from the organization informing the Office of Campus Activities that you have permission to use said charities name to raise money.

WPU Scholarship – If you are fundraising for a scholarship fund set up through the Office of Scholarship Programs at WPU. Please contact the Office directly for a list of available scholarships and a letter of support indicating permission to raise funds for the scholarship.

Other - TBA

Bake Sale – Answer "Yes" if baked goods will be used to raise funds. See below for additional information on bake sales.

Fundraising Activity – Be sure to provide as much detail as possible surrounding your fundraising efforts and how this will help the goals of said charity or your organization.

Date and Location – If a raffle or ticket will be selected to determine the winner, please indicate the date and location of the drawing.

Organization or Cause Receiving the Funds – List the official name and contact information for the organization that will be receiving the funds. Be sure to list your own organization if the fundraising activity was for your own club.

Fund Raising Policy

General fundraising activities and related policies:

- Raffles are common, but state laws mandate changes in the manner in which they are conducted. Same day sales and raffle drawings will be much more common. Multiple day sales (longer term raffles) will require additional paperwork, state and township approvals and a much more extensive time line that incorporates up to 6 to 8 weeks for approval before embarking on any sales. Student groups must consult with Campus Activities before any raffle is conducted.
- Special solicitation of funds through direct mail or other means (E-mail solicitation, etc.) must adhere to specific guidelines set by Campus Activities and the Institutional Advancement area. Approved activities may require additional procedures and prior review of all written materials from both Campus Activities and Institutional Advancement before soliciting any funding. Students must put in a request for fundraisers of this nature 4 weeks in advance.
    - Bake sales or other food sales must be approved by Hospitality Services (Catering) prior to commencing with the sales. Restrictions may apply. Keep in mind, that "home baked" foods should be used exclusively and no store bought items should be placed on sale. Catering will provide an approval form to your group and that must be presented to CASL for Bake Sale approvals.
- Fundraising that may be ongoing for several days need daily deposits into the operational accounts for those SGA Funded groups.
- When events are scheduled to raise funds for a cause, the percentage of funds to be used to support the cause must be stipulated in writing. (Example: 50% of all proceeds will be donated to the Red Cross).
- Co-sponsorships with local businesses including sales, promotion or any other fundraising activity **must** adhere to this policy.
- Coin drives should be only conducted with "sealed cans" and not opened until the end. The seals must be broken in the presence of an organization advisor or a member of the CASL staff.
- Any fundraising activities that use SGA funds or have SGA funding as a part of a sponsorship by an SGA recognized group must deposit all money with the SGA Financial Advisor and complete all necessary forms to disburse payments to charitable organizations.

Raising funds to support charities or related groups:

1. Student groups should seek clearance from the agency or benefactor permitting them to raise funds or non-monetary items on their behalf. A letter confirming their permission must be submitted to Campus Activities and Student Leadership (CASL) when you meet for fundraising approval.
2. All fundraising must adhere to any outside organizational guidelines (if provided) and any University guidelines to avoid any impropriety.
3. Upon completion of said fundraising, student group representatives must deposit funds into the SGA account and create a financial request to cut a check to the approved charity. It is the responsibility of the organization to ensure the check is cut to the charity or non-profit organization.
4. Return to CASL to complete the revenue report section of the original application and follow-up on any related paperwork to send the funds/items raised/collected on the organization or benefactor's behalf.

Event Additional Information Form

Minors Information Page

This form must be filled out if any minors (non-students under the age of 18) are invited to participate in an event. The information on this form will be used to ensure all WPU policies regarding minors are being followed and will be forwarded to the Office of the Vice President for Student development for approval before the office of Campus Activities and Student Leadership may approve the event. The Vice President for Student Development will make all determinations if the supervision is appropriate and the event may move on through the planning stages.

How many minors will be participating in this event? *(required)*

[   ]

What is the age range of the minors who will be participating? *(required)*

[   ]

Please describe in detail the planned activities that the minors will be participating in: *(required)*

[   ]

Are the minors affiliated with any school, scouting or other kinds of group?

if yes please give the name of the group.

(required)

[   ]

Will this group be providing chaperones for the event? If yes how many? *(required)*

[   ]

How are the minors being invited to the event? *(required)*

[   ]

If individual parents are being asked to drop off and pick up their children, then the parental letter must include information on pick up time and drop off loaction and an emergency phone number to use during the event.

How will the minors be transported to and from campus?

(and who is providing this transportation?)

(required)

[   ]

If the minors will be eating on campus there must be dietary/food alergy questions in the parent paperwork. Please see the office of Campus Activities and Student Leaderhship for a listing of parental notification requirnments.

Will the minors be eating during the event? If yes who is providing the food and what is being served? *(required)*

[   ]

If there will be any information letter or permission slips given to the parent/gaurdians of the minors please upload them here.

[Upload File]

Each event that includes minors must have an approiate number of WPU staff who are over 21 and have been background checked by the univeristy. These staff members will be required to ensure all WPU policies are followed and that any student staff ot volunteers coming in contact with the minors are aware of and are following WPU policy.

Minors Event Form

The Minors event form must be completed whenever a student group plans on bringing participants under the age of 18 to campus to participate in a campus event. In cases where minors may be involved in a program, the sponsoring organization must meet with a campus activities staff member ahead of time to review the minor's policy and have counselors / chaperones cleared through our background check process.

How Many Minors – Please total the number of participants that will be under the age of 18 on the date of the event.

Age Range – Please provide an age range of the participants as this will help the Vice President make the determination on your event.

Planned Activities – Provide a complete detailed list and description of the activities that will take place during the event.

Group Name – List the group name of the organization that will be allowing minors to participate. (ex: Boy Scouts of America)

How Many Minors will be invited – In some cases, the actual count of minors may not be final until the date of the event. Please provide a rough idea of how many minors you plan on inviting to the event.

Minors Event Form

Transportation to and From Campus – In this section, please detail how minors, included in your event, will be transported to campus and back home. This information must also be clearly outlined in any correspondence between the university and the guardians of the participatory minors.

Food for the Event - Please be sure to follow the catering guidelines when planning an event on campus. Information about special meal options for participants with allergies must also be clearly outlined in any correspondence between the university and the guardians of the participatory minors

Please be sure to upload the complete letter of information that you will be sending home to the guardians of your participatory minors. The event approval will be on hold until the letter has been reviewed.

Who are the staff supervisors for this event? Please include their William Paterson University E-mail address.
(required)

[ ]

Will the event include student volunteers, staff, or councilers? If yes who are the student staff that will be participating in the event. If you list an organization name please give the expected number of member who will be working at the event. *(required)*

[ ]

When and where will the Staff Supervisor be training the stuents about the University policies and procedures?

[ ]

[ ] *By checking this box, you understand that this event must follow all WPU policies and procedure for Minors on campus and you will read and review this policy during the planning of the event and will make sure to the best of your ability that the event will be in compliance of these policies.* *(required)*

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❺ Meet with a Campus Activities Staff Member for Event Approval

After a student group submits an event request, a member of that group must meet with a Campus Activities Staff member for approval. During the meeting, the CASL staff member will review all information about the event, review all letters and waiver forms associated with the event, and will review any financial requests that will accompany the event request form. Please be sure to bring all supporting documents to this meeting.

Please Keep in Mind the Following:

- CASL is not notified electronically when a new event submission has been made. It is the student group's responsibility to follow-up with a CASL staff member no later than **two weeks prior** to the date of the event for final approval.
- Students are encouraged to call 973-720-2271 to set-up an appointment with a staff member ahead of the event review process.
- Student groups are responsible for any additional costs associated with the event not covered by SGA.
- Events must take place as approved and may not be altered after CASL reviews the request.

After Your Event is approved:

- Begin advertising for event once Event Request and/or Funding Request has been approved by Campus Activities Staff Member
- Contact all vendors to confirm event details
- Speak with organization members to work out all logistics for the day of the event and who will be responsible for each aspect of the event

On the Day of the Event:

Arrive early to meet all vendors for setup and to confirm that the room setup and media needs are taken care of before your attendees begin to arrive

After the Event:

- CLEAN UP THE ROOM!
- Evaluate the event in Pioneer Life
- Thank your clubs members and other volunteers for assisting in the event
- Thank vendors for their efforts during your event