**What is an Event?**

An event is a speaker, dance, movie screening, or other special occurrence your organization runs outside of your normal meetings. These special events can be used to help get the word out about your organization, thus increasing membership in the future, but also a motivating tool to keep your current membership involved.

**Brainstorming Event Ideas**

- Search online (OSI can recommend programming sites)
- Check your RSO mailbox and RSO email
- Check the OSI filing cabinets for folders of past events
- Look at past traditions
- Ask other members of your organization
- Think of your target audience and meet their needs
- Address hot topics on campus & in the news
- Survey the campus
- Check out other college websites to see what other similar clubs are doing
- Talk to other groups on campus
- Look at the Master Student Affairs Calendar [www.calendarwiz.com/hcstudentaffairs](http://www.calendarwiz.com/hcstudentaffairs) to avoid conflicting programs and to see if there are other events or theme weeks you could collaborate/cosponsor/compliment.

**EVENT REGISTRATION**

Recognized Student Organizations must complete an Event Registration Form through EMS and meet with OSI staff whenever planning an event (Staff members can be reached by signing up for appointments on the staff clipboards in the RSO Service Center). Registering an event assures SGA funds may be used for the event and the OSI staff is able to support the program. It is recommended RSOs register most events at least one month in advance while large scale/complex events should be registered three months in advance. To reserve high-demand space (such as the Hogan Ballroom or athletic field space), it is recommended Event Registration Forms are submitted as early as possible.

**WORKING WITH AGENTS**

When working with an agent or vendor:

- Be professional.
- Make sure you are in a quiet space where you hear the agent appropriately on the phone.
- Take detailed notes.
- Do not tell an agent your budget for the event. Many agents will inflate their pricing if they know you have more money. It is okay to negotiate pricing.
- **Do not give them your personal phone number or email address.** Always use your organization email and phone number or the OSI Office contact information.
- **Never request a contract.** Ask to hold a date/time and tell them a College staff member will call for the contract.
- Contact the agent to notify them if you choose to use another company’s services. Do not feel obligated to reveal the services you use.

**IMPLEMENTING A SUCCESSFUL EVENT**

- Arrive early enough so you have plenty of time for setup. Always plan extra time for unforeseen complications.
- Introduce yourself to the Student Event Coordinator (SEC), professional staff, Hogan Supervisor, Building Services staff, Public Safety Officer, or any other outside parties assisting with your event.
- Delegate responsibilities to volunteers. Tasks may include buying water or food for performer, adjusting lighting, running spotlights, arranging seating, hanging decorations, providing hospitality, ushering, breaking down equipment and cleaning up.
  - Make sure volunteers know their responsibilities so they understand they are a vital part to event implementation.
  - Show appreciation for volunteers. Let them know when you think they are doing excellent work and always thank them for the time and energy they contribute.
- Introduce the performer/act at the beginning of your program. Consult artists/performers for their introduction preferences. Also make sure to recognize all parties who are contributing to the event.
- Because the RSOs sponsoring the event are responsible for what happens at the event, be attentive to what is happening. All RSO representatives need to take proactive measures to prevent policy violations and/or
accidents. If a policy is violated or an accident occurs, the RSO must address the issue and work cooperatively with staff to alleviate the situation.

OFF-CAMPUS GUESTS AT EVENTS
For the safety of our campus community, some events may require parameters and procedures to be implemented when inviting guests onto campus. Please make sure to discuss these circumstances with an OSI professional staff member during the event planning meeting. Please consult the OSI office for more information.

AFTER THE EVENT
After your event, a Post-Event Evaluation Form must be submitted via SaderLink.

FOOD SERVICE FOR EVENTS

General Guidelines
- Outside food, vendors, or caterers are **NOT** allowed in the Hogan Campus Center.
- Food served at events/meetings in Hogan must be purchased through Hogan Dining. Food from Crossroads, Cool Beans, or the Lobby Shop may not be brought in for events/meetings in Hogan; all food must be catered.
- Exceptions can be made for food package deals. Please speak with OSI during your event planning meeting for more information.
- If students desire to purchase their own food for a meeting/event outside of Hogan, they must provide a full menu or list of food to be purchased as well as prices for the food to OSI. Students must supply a list of people who will attend the meal.
- Both Kimball Dining and Hogan Dining provide discount options through Meal Equivalencies and Meal Invalidations. Meet with Kimball Dining or Hogan Dining to discuss these options.
- Please note: There may not be any catering in any academic classrooms.

HOGAN DINING

Ordering Procedure
1. **Make an appointment with Hogan Dining.** This scheduled appointment will include a discussion of your menu, linen, and decoration options as well as any other details associated with your function. The office for Hogan Dining is located in Hogan 228.

2. **If applicable, gain authorization for meal invalidation from the General Manager of Hogan Dining.** During the academic year, meal credits ($6.00 per person) may be applied to offset the price of the function.

3. **Submit all menu details through EMS to Hogan Dining at least ten business days prior to event.** For RSOs whose menu details are completed and Requisition Form is submitted with ten business days' notice, Hogan Dining will discount catered food and services by 20%. Please bring gold copy of Requisition Form to OSI.

4. **At least seven business days before the event, EMS Food Requests and, if applicable, typed list of names and HC ID numbers for meal invalidations must be submitted.**

5. **Submit final number of guests for the event four business days before your event.**

6. **If for any reason you must cancel your food order, Hogan Dining needs at least 24 hours notice.** If notice is not provided in that time, the organization will be charged for the food.

KIMBALL DINING

Ordering Procedure
1. **Meet with Kimball Dining to discuss menu options at least three weeks prior to the event.**

2. **Submit the Student Alternate Meal Request Form to Kimball Dining at least two weeks prior to the event (if applicable).**

3. **Submit the EMS Request to Kimball Dining at least seven business days prior to the event.**
OUTSIDE FOOD VENDORS

For events/meetings held outside of the Hogan Campus Center, RSOs may purchase food from outside vendors such as restaurants or grocery stores. When inside the Hogan Campus Center all food must be purchased through Hogan Dining Services.

RSOs wishing to purchase from outside vendors must meet with a member of the OSI staff and provide a full menu or list of food to be purchased at a store/restaurant and prices for these purchases.

ALCOHOL AT EVENTS

Student organizations considering the service of alcohol at organization events should review the College’s alcohol policy in the Student Handbook before discussing with an OSI staff member.

For events where alcohol is served, the following guidelines apply:
1. Open bars are prohibited.
2. The College reserves the right to designate separate area(s) where alcohol is to be served and consumed.
3. Wristbands must be used for identification purposes.
4. Comparable resources should be expended on food and nonalcoholic beverages.
5. Publicly intoxicated persons shall be removed from the event.
6. Typically, the length of time for serving alcohol is limited to two hours. A decision will be made in consultation with Dining Services personnel (if on campus) on a case-by-case basis for time and/or amount.

*The College reserves the right to cancel, close or otherwise prohibit any function or event which violates these conditions, appropriate Dining or Conference Services policies, or which result in a violation of community standards.*