

# Event Planning at Manchester Community College

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***Student Activities***

***Lowe 154i***

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# MANCHESTER COMMUNITY COLLEGE

Welcome to Event Planning at Manchester Community College...this packet is the tool to get you started! It contains valuable information on planning your event from start to finish. When planning, consider the following timeline:

**Planning A Meeting**—allow 7—14 days  
Club meetings, general meetings

**General Event**—allow 30 days  
No more than 50 people

**Large Event**—allow 45 days  
Events 50 or more

**Conventions/Conferences**—allow 60 days  
May require travel

For off-campus events, special events and large group events, a detailed program proposal with the signature of the Dean of Student Affairs is required. The Signature of the Dean of Student Affairs is also required for events held in the SBM Auditorium. It is the Event Chairperson's responsibility to complete all information on forms and to submit paperwork to the Student Activities Office in a timely fashion.

## **Important Procedures**

- ◇ Maximum seating capacity for the Auditorium is 365. the Lowe Café is 110.
- ◇ Major events must be authorized by the Chief of Police. One Police Officer is required per 100 participants at \$50 per hour.
- ◇ Events must end by midnight.
- ◇ Chaperones are required for all Club events and all Club events must be approved by the Student Activities Director.
- ◇ Travel and major events must also be authorized by the Dean of Student Affairs.
- ◇ Out of state travel must also be approved by the MCC President.
- ◇ Expenditures of \$1,000 or more must be approved by the SA Director and Dean of Student Affairs. \$3,000 or more by the Attorney General and require 3 months for approval.

# MCC EVENT CHECKLIST

Event:

Date:

Time:

Place:

Cost:

## Due no later than 30-45 days in advance

- ◇ Brainstorm (purpose, type, date, time, place, #expected, admission charge, budget, sufficient funds in club budget, etc.)
- ◇ Complete and turn into Dean of Student Affairs a detailed Program Proposal.
- ◇ Complete and turn in an Event Request Form and have advisor or Chairperson email it to the Student Activities Office. Call the Facility Scheduler ahead of time to see if the date/location is available. The Facility Scheduler will officially notify the SA Office if the space and date is available. *(requires signature of Dean of Student Affairs, Student Activities Director, Facility Scheduler and Campus Police)*
- ◇ Special Services Agreement
  - \_ Request for audio-visual, special set-up and maintenance services. Chairperson assumes full responsibility for coordinating all equipment and special needs. *(microphones, podium, tables, chairs, electric outlets, extension cords, sound system, screen, projectors, waste receptacles, other equipment)*
- ◇ Gather Committee list of all names and Chairperson. Include:
  - \_Emergency Contact Information
  - \_Name, Banner ID, Email
- ◇ Turn in minutes of meeting authorizing the event.

## Do no later than 10 days prior to the event.

- ◇ Advertising and Publicity—posters, banners, flyers, web, A-frames, club mailboxes, Live Wire, MCC Calendar, Press Release, Email, invitations, word of mouth.
- ◇ Cash Control:
  - \_Order pre-numbered book of tickets
  - \_Bookkeeper
  - \_Sign out cash register, cash boxes
  - \_receipt book
  - \_ petty cash

- ◇ Tickets
  - \_Number of and names of Complimentary ticket holders.
- ◇ Advertising/Flyers
  - \_Must be stamped “approved” by the SA office or advisor and taken down after event is over
  - \_Advertising is allowed on designated Bulletin Boards only
  - \_A-frames can be reserved through Facility Scheduling
  - \_Contact SA office for promotion through email or use of College website
- ◇ Contracts: Any Artist Agreements and contracts must be signed by the Director of Student Activities. All artists/performers require:
  - \_Artists Agreement
  - \_W9
  - \_Vendor Profile
  - \_Contact Information

*If a student extends a public invitation to, or negotiates a contract with an artist or group without the Dean of Student Affairs and Student Activity Director's signature, it will be assumed that the invitation was extended personally, and the individual extending the invitation will be held liable for all contractual agreements and arrangements.*

- ◇ Food/Refreshments
  - \_must fill out a purchase order for food through FAME or other catering Service. *(If using an outside vendor, must submit a Vendor Profile and W-9)*
  - \_Outside Caterer's must provide a certificate of insurance and health inspection
  - \_Alcoholic beverages are prohibited
- ◇ Schedule of Events
  - \_Provide at least 7 days prior to the event, a detailed schedule/order of events
- ◇ Artist Accommodations
  - \_Travel
  - \_Hospitality
  - \_Hotel
- ◇ Audio Visual/Technical Requirements *(Must be noted on Special Services Agreement)*
- ◇ Custodial Services
  - \_Meet with Custodial Services to discuss needs for event
  - \_Provide the Event Request form to them
  - \_establish your Committee clean-up crew
- ◇ Police Protection
  - \_Meet with Police to discuss needs for event
  - \_Provide the Event Request form to them

- ◇ Signs
  - \_Directions to event
  - \_Welcome and signs pointing where to go
  - \_Parking
- ◇ Buy decorations, supplies and materials
  - \_Set up decoration crew
- ◇ Design your program bulletin/agenda
  - \_make enough copies for the event
  - \_designate someone to hand them out
- ◇ Make daily deposits as cash comes in
  - \_cashiers office and night drop
- ◇ Devise Scholarship/Awards criteria
- ◇ Event Prizes
  - \_drawing or contest
  - \_purchase prizes
- ◇ Request of Checks/payment
  - \_Pick up Artist check from Business Office
  - \_Ask Business office to mail check to vendor
- ◇ Hand out and Collect Program Evaluation Forms

### **After the Event**

- ◇ Collect all Evaluation forms and go over them.
  - \_Prepare a list of items that went well and items that need improvement and submit to Student Activities
- ◇ All monies collected must be deposited the same day they are collected.

### **Travel**

- ◇ A Travel Packet is available at the Student Activities office and contains all pertinent information related to College sponsored travel.