Event Planning at Manchester Community College

Student Activities
Lowe 154i
(860)512-3283
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.
- 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

- 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.

- 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 the College’s Food Service Vendor 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.
Program Proposal

Program Title: ________________________________

Program Description: Provide a brief description along with the benefits of the program. Attach any relevant materials that describe the program.________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Dates and Times: ________________________________________________________________

Space Requirements: ________________________________________________________________

Who is the event geared towards?

___ students only  ___students, faculty and staff  ___ Manchester community

Estimated Attendance: ___________

Total amount of funding needed to run program: $ ______________

Will there be a fee to attend this event?  ____Yes  ____No  Amount: ___________

Detailed Breakdown of Costs (please attach budget/expense sheet)

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Any additional relevant information: ____________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________
ARTIST AGREEMENT

1. This AGREEMENT made and entered into this _____ day of ________, 20____, by and between

_____________________________________ of MANCHESTER COMMUNITY COLLEGE
name of Club/Organization
hereinafter referred to as the SPONSOR and ______________________________________
name of the lecturer, artist or performer
hereinafter referred to as the ARTIST(S), shall be executed by a College official after receipt of the
ARTIST(S)’ signature in triplicate. The ARTIST(S) understands that sponsorship does not imply an
endorsement. The SPONSOR and ARTIST(S) hereby agree to be bound by the terms and conditions
contained herein:

a. Total # of performers______ b. Place of engagement __________________________
c. Event _____/______               Inclement Weather, event rescheduled on ________/ ___________
   day       date                                                                                        day       date
d. Artist arrival time__________ e. Program Hours:  From ____To____ Break Time:___________
   The ARTIST(S) non-consecutive “Break Time” shall consist of _____ Breaks. Set, acts or presentations
   shall be ___ hours. Break time shall not exceed______ minutes each.
f. Type of event_______________________ g. Artist(s) fee $ ________________________________
h. Artist(s) shall provide ____________________ ___________________________________________
i. Sponsor shall provide______________________ __________________________________________

2. If this contract is signed by persons other that the ARTIST(S), said person warrants that he/she is
authorized by the ARTIST(S) to execute this contract for same, for this engagement, at the time and
place specified above.

3. The SPONSOR’S in signing this contract, warrants that he/she signs is an authorized representative
the MANCHESTER COMMUNITY COLLEGE and is hereby relieved of and shall not be held
personally liable for meeting the terms of this contract. The SPONSOR shall be held blameless for
ARTIST violations or damages incurred. Moreover, the views expressed by the ARTIST are his/her
Own, and the SPONSOR is not responsible for ARTIST content and presentation.

4. All additions and deletions to this contract and its rider(s) must be initialed in triplicate and dated by
both parties in order to be valid.

5. The ARTIST(S) or their Representative must call the College’s official Representative,
________________________________, at (860)512-3283 or __________ in case of an
emergency of if an unavoidable delay is incurred by same so that appropriate announcements can be
made. The performance fee will be prorated and/or adjusted for beginning later than the agreed upon
time specified line 1.e above.

6. The SPONSOR is hereby relieved or any liability if unable to meet the responsibilities of this contract
because of any “ACT OF GOD”, riots, epidemics, strikes, any act or order of public authority, any
other cause similar or dissimilar beyond the control of the SPONSOR; Furthermore, the SPONSOR
shall not be held responsible if, through any “Act of God” or conditions beyond its control, is unable
to provide a facility on the date and time when the engagement herein contracted for is scheduled.
Moreover, if such acts or conditions occur, this contract shall be deemed terminated and the
ARTIST(S) or authorized representative shall have no claim for damage against the SPONSOR by
reason(s) thereof.
7. The SPONSOR reserves the right to prorate and/or adjust the cost of all services rendered, or to cause this contract to be null and void if by their judgment, undue delay; regardless of cause on the part of the ARTIST(S) and/or any of their employee or representatives, effect a starting time later than agreed upon and herein stipulated above.

8. This contract shall remain in full force and effect unless cancelled by either party in writing ___________ days prior to event on line 1.c.

9. If for any reason except due to an “Act of God”, riot, epidemic, or act of public authority this contract is cancelled by the ARTIST(S) beyond the cancellation clause contained herein, or a change of the date is required by the ARTIST(S) for any reason other than an “Act of God”, riot, epidemic, or act of public authority, the ARTIST(S) agrees to reimburse the SPONSOR for all bona fide advertising related expenses immediately upon presentation of a certified statement of such expenses to the ARTIST(S) or their authorized representative.

10. As an agency of the State of Connecticut, and therefore subject to the policies thereof under the auspices of the Attorney General, advance deposits for payment(s) prior to the completion of services contracted shall be prohibited.

11. In accordance with State of Connecticut policy, payment for services rendered will be exclusively by College check: such payment to be made immediately following the engagement contracted, unless there has due cause to adjust the amount of payment. In such a case the appropriately adjusted check will be mailed to the ARTIST(S) within 10 days after the engagement.

The check shall be payable to:

_________________________________________   _______________________                 _______________________               (___)____________
ARTIST/AGENT                                      FEDERAL OR SS#                         TELEPHONE

___________________________________________                 _______________________                 _________ ______
ADDRESS                                               CITY/STATE                                    ZIP CODE

ARE YOU INCORPORATED?      [ ] YES               [ ] NO

12. The SPONSOR is not responsible for any equipment not specifically stated in the contract or rider. The ARTIST(S) agrees that if the equipment required in this contract is not used, he/she shall pay Rental cost of said equipment.

13. The SPONSOR is relieved of any liability in meeting the terms of this contract if same is not properly signed and dated by the authorized person(s) representing the ARTISTS(S) and returned to the Student Activities Office, MS#7 within 14 days of date on line 1.c.

AUTHORIZATION

___________________________________________   _______________________                 _______________________               _______________________
AUTHORIZED REPRESENTATIVE/ARTIST                  DATE                              STUDENT ACTIVITIES DIRECTOR                      DATE

[ ] Rider is attached
STUDENT ACTIVITIES OFFICE
CHAPERONES
GENERAL GUIDELINES

1. Chaperones are required for all on-campus and off-campus events. A student committee should be charged with the responsibility of assuring appropriate conduct by all in attendance and for proper use of College facilities and equipment. (also see Travel Regulations)

2. A chaperone is defined as a full-time faculty member or administrative official of the College. Classified personnel cannot serve as a chaperone.

3. At least two (2) chaperones must be present at all times at any scheduled on- or off-campus event sponsored by a recognized student club or organization.

4. It is the responsibility of the Student Chairperson of each event to arrange for chaperones to cover their event.

5. Chaperones are to arrive at least one-half hour prior to the start of the scheduled event. Chaperones must remain until all persons leave the facilities and the building is secured.

6. Chaperones are responsible for assisting the Student Chairperson in the control of the following:
   - Abiding by College policies.
   - Loitering or trespassing in non-designated areas of the building.
   - Abuse of furniture.
   - Eating or drinking outside of assigned area.
   - Vandalism and/or disorderly conduct.

   Event Chairperson or Chaperones may choose to delegate specific responsibilities to students. These students will report and consult throughout the event with the chaperone about any problems before it becomes a crisis.

7. If the required number of chaperones cannot be obtained within the specified period of time, it may be necessary for the Director of Student Activities to cancel the event.

8. Policies regarding the use of chaperones which all groups are expected to observe are as follows:
   - If the chaperone is married, the spouse should be included in the invitation. If the chaperone is unmarried, it is a courtesy to suggest that a guest of the chaperone’s choice would be welcome.
   - It is a courtesy to inquire whether a chaperone has transportation to and from the event. If necessary, the sponsoring group should arrange for transportation.
   - The Student chairperson should observe the courtesies a host extends to his/her students and these courtesies should be extended to them as well.
   - Thank the chaperone verbally at the conclusion of an event and follow up with a thank you letter few days later.
   - Chaperones are expected to stay for the duration of an event; therefore, they should be advised of the hours of the event and its ending time should be strictly observed.

9. Chaperones are to report any internal emergencies to the Campus Police. The Campus Police will notify emergency services and appropriate administrative officials.

10. In the event of a health emergency of which an ambulance may be required, notify the nearest rescue squad by dialing 911.

11. If additional police are required, please notify head assigned officer or dial 911.

12. In case of a fire alarm, first evacuate the building and then notify the Fire Department by dialing 911.

13. Campus Police and the contracted local or state police are responsible for enforcing those rules, policies, and regulations set forth by the College to clear, lock, and to secure the entire building. (However, the Chaperone and Chairperson are in charge.)

Event: ____________________________________________  Event Date: ___/___/___

Name of Chaperone: ________________________________  Department: ______________________

(Please Print)  Date: ___/___/___

Signature of Chaperone
State Tax Exemption Form

Pursuant to the General Statutes of Connecticut, sales of tangible personal property or services to the State of Connecticut or any of the political subdivisions thereof, or its or their respective agencies are tax exempt.

**Tax Exempt # 06-6000798-7701**

Manchester Community College
Department of Student Activities
Great Path, MS #7
P.O. Box 1046
Manchester, CT 06045-1046
(860)512-3283

Kristine Vincent
Director of Student Activities
Vendor Profile

Corporate/Company Name: ______________________________________________________

Mailing Address: ______________________________________________________________

Company Representative: ________________________________ Phone: _________________

Ordering Address:  _____________________________________________________________

                        Street Address

                        City                                                   State             Zip Code

Remittance Address: ___________________________________________________________

                        Street Address

                        City                                                   State             Zip Code

Fax Number: ___________________________   Phone Number: ________________________

Is your company certified by the State of Connecticut as a Small and/or Minority Business Enterprise?  □ Yes  □ No

If yes, please identify the category and attach a copy of the certification ________________

Business Entity:   Corporation ___  Partnership ___  Proprietorship ___  

                        Non-Profit: ___   Non-Profit Classification: ___

*Please provide the ID number under which your company files Federal Taxes*

Federal Employer Identification Number: ______________________________

OR

Social Security Number: ______________________________

This information is necessary for the College to process purchase orders and payments.

Prepared by: _________________________________________ 

                Type Name

___________________________________________ 

                Signature

Title: ________________________________________________

For: __________________________________________________________________

Company