

Event Planning at Manchester Community College

Student Activities

Lowe 154i

(860)512-3283



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.
- 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: _____



**MANCHESTER
COMMUNITY
COLLEGE**

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 ____/____ Inlement 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 un married, 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)

Signature of Chaperone

Date: ___/___/___



State Tax Exemption Form

Pursuant to the General Statutes of Connecticut, sales of tangible personal property or services to the State of Connecticut of 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