

CHAPTER 6: EVENT MANAGEMENT

Event Planning, advertising, and tips

EVENT PLANNING

Cultural, educational, or social events need careful planning to be successful. Student Life and Leadership is available as a resource for your event planning needs and can assist you with cost estimates and proper budget preparation. We are also responsible for securing space on campus (classrooms, special events venues, outdoor locations, and Student Housing) for student organization meetings and event reservations. Once your event has been signed off by SLL, it will be considered an official university event and will be expected to adhere to university policies and procedures.

Keep in mind that as the campus grows, space becomes a more and more contested commodity, don't be surprised if your first choice of space, date, or time frame is unavailable; be proactive and think of multiple possibilities ahead of time to make the reservation process as quick as possible. Also, depending on the type of activity there may be multiple forms and signatures required for event approval and space reservation, this is not to discourage groups from hosting unique activities, but to ensure all parties are protected to the fullest extent by the university (i.e. university insurance coverage during travel, financial protection from outside organizations, etc.)

RESERVING SPACE ON CAMPUS

Student organizations are **required** to submit all space reservations through Community for activities and events held on campus. The information provided in the space request in Community is used to reserve space on campus, collect event and financial information, and to record information for yearly awards.

Reserving space can take up to **two weeks** to complete. Space reservations received less than two weeks prior to an event will be scheduled based on space, time, and staff availability. Keep in mind that this may not be enough time to reserve the space you want because various outside organizations, departments, and student groups all use space on campus. It is important to remember that the more your organization can plan ahead, the easier it can be to find a space to fit your needs. The intention of this procedure is not to limit spontaneous meetings, but to best coordinate, maximize, and support space use on campus. Reservations for space are made through Community located at <https://ipfw-community.symplicity.com/> and are on a first-come, first-served basis. Reservations made in person or on paper will not be accepted.

For meetings that take place on a regular basis, please submit those reservations on a **MONTHLY** scheduled basis. There can be a lot of confusion when trying to schedule out 6 months of events at a time.

When it comes to reserving space on campus for organization needs, the only individuals that are allowed to reserve space in Community are the President, Vice President, Treasurer, Secretary, or Advisor. It is recommended that one officer be the designated submitter/contact person for all events in Community.

Please make sure that only one submission per event is completed in Community. Multiple submissions for the same event can cause your event to be put on hold until it is determined which submission is correct has taken place.