



Event Planning Process

The Leadership Development & Student Activities Office has collaborated with the support staff at Ursinus College to create a process for registered clubs and organizations who wish to host campus wide events. This effort was organized in hopes to ensure that your events are planned and executed properly with little to no issues.

How does this work?

When planning with your club/organization, your event planner, one designated member of the organization, will need to submit an online form that will be directed to the Leadership Development & Student Activities Office. Once submitted, a Leadership Consultant, who is a trained student employee, will schedule to meet with you within 24 hours of the submission. The details discussed in this appointment will include event management, fiscal planning, communication and marketing, and general assistance in making the event successful. The Leadership Consultant will also discuss what logistical support is vital to events. This includes but is not limited to facilities, catering, technological needs, and the business office.

What kind of events do we need to put through this new platform?

All of your events should be submitted through the new operating system. Examples such as fundraisers on or off campus, social activities, community service, lectures, trips, or entertainment would be considered an event that should be submitted. If you are looking to plan larger events open to more than just students, please still submit the event but you will need to give a minimum 30 days' notice. Please note that this does not guarantee that the event can be hosted.

What do I need to do to start?

Prior to submitting your event, there are some things to consider. This guide should help you plan for all aspects of an event. Afterwards, this link will take you directly to the form:

<https://www.ursinus.edu/live/forms/61-event-planning-approval-form>.

You can also access the form directly from the Ursinus website under the students' homepage. You should submit your event 7 business days prior to the execution date of your event. This gives you and the Leadership Consultant enough time to work with our different support offices to ensure a good turnout and smooth implementation. Please note that this does not guarantee that the event can be hosted.

Planning an Event: A how-to on navigating events on campus

Consider this first:

- What type of event do you wish to host? Consider creating goals for your event. What do you want the club to get out of this event? Is the event educational or just for entertainment? Want to get the word out about your club? Consider these questions when developing your plans for the event.

Think through the who's?

- Who is involved in the planning or supporting of this event? What responsibilities do the members have for this event? It is important to consider who does what in the planning and executing process. You don't want all of the responsibilities to fall on one person. Planning an event takes a lot of time and energy; make sure you have the support you need before attempting to execute!
- Who is invited to participate? Are you planning to invite all of campus or just a select few? Space is always something to not overlook; consider an approximate number of persons attending so that you have an appropriate space!

When is a good time?

- This is definitely the hardest part! Everyone is busy and involved; finding a time that works for most members of your organization and the other students will always be tough. If you are planning an event, make sure you are giving yourself and the support staff at Ursinus College enough time to properly execute! You should give your club and/or organization at least 14 days for a smaller scale event. If you are planning a larger scale event that requires more space and support staff, consider at least 30 days to plan.
- Start with looking at the college calendar. What else is going on that day? You don't want to plan your event when there are 20 other events going on at the same time. Find a common day, time, and a rain date if the event is outside! You can access the college calendar by going to <https://www.ursinus.edu/calendar/>

Spaces on Campus

- Ursinus has some wonderful spaces on campus to build community and host awesome events; however, it is limited. Planning ahead will almost always guarantee the preferred venue! Start with using EMS, Events Management System. This is a campus wide software that all administrators and faculty too. Most students don't know, this is for students to use too.
 - Create an account with EMS by going online to <https://www.ursinus.edu/offices/events-office/policies-and-procedures/facultystaff-create-and-ems-account/>
 - Once you have created an account, you can then reserve any space on campus including academic classrooms, spaces in Wismer, and outdoor areas such as Paisley Beach! It will also tell you the availability of the spaces.
 - Any questions about spaces in academic buildings should be directed to Linda Korenkiewicz at lkorenkiewicz@ursinus.edu. Spaces in the Wismer Center should be directed to the Programming Associate in the Leadership Development & Student Activities Office. Athletic spaces (this includes Floy Lewis Bakes Center and all fields) should be directed to Erin Stroble at estroble@ursinus.edu. Spaces in the Kaleidoscope Performing Arts Center should be directed to Joe Glodek at jglodek@ursinus.edu.

Logistics of the Event

- So, you've figured out when you are hosting and where you are hosting, what about all of the other details? What campus support will you need? Requests for all support should be submitted at least 14 days prior to your event. Campus support includes the following areas: Facilities, Technology, Campus Safety, Custodial, and Catering.
 - For Technology, you are required to submit your request to eventtechnology@ursinus.edu
 - This includes but is not limited to help with speakers, microphones, lights, projection, and more.
 - For Catering, please see Christine McKernan in Dining Services located in Lower Wismer.
 - This includes but is not limited to help with grill rentals, food services, etc.
 - Please NOTE: You are NOT permitted to bring any homemade food (this is considered something you would make in your own kitchen) into the Wismer Center. If you would like to use a restaurant or outside catering service (this includes grocery stores such as Wegmans), you must provide the Leadership Development & Student Activities Office with proof of license and insurance.
 - For Facilities, please see Liz Robb in Facilities or contact her at lrobb@ursinus.edu.
 - This includes the use of tables and chairs, electricity needs, water needs, etc.

Bringing an Outside Vendor?

- What if your organization is interested in bringing a performer, speaker, or maybe an inflatable moon bounce? Well there is a special approval process for that. Ursinus College has a policy for outside entities coming to campus. Here is some information that you need to know.
 - If you are hiring a performer, speaker, outside company to provide a service of any kind, the school needs to negotiate a contract. This contract can ONLY be signed by a representative from the college. You are NEVER to sign any legally binding agreement.
 - In addition to the contract, an insurance certificate must also be presented. You must obtain both of these items and submit them to the Leadership Development & Student Activities Office.
 - Please note that the college has every right to deny and/or change a presented contract. *Please allow at least 30 days for the contract routing process to be completed!*

Trying to Raise Money?

- Is your organization trying to raise money for another organization or for themselves? No problem! There is just a few extra steps you will need to take in order to be approved.
 - First, make sure you fill out a Fundraising Approval Form at least 14 days prior to the scheduled fundraiser. Our policy for fundraising is also located on our website, make sure to check it out. The form can be found here: <https://www.ursinus.edu/offices/student-activities/resources-and-funding/>
 - If you are trying to raise money for an outside organization (such as a charity), you must include a letter/e-mail from the organization stating that they are accepting donations at the time.
 - You will need to submit this form and the letter to the Leadership Development & Student Activities Office at least 14 days prior to the scheduled date. You will receive an e-mail confirming the approval of your fundraiser.

Other Important Information

- As the planner for your club or organization, there are a few other details you should consider when planning. Here are a few we thought are important:

- Budget: Contemplate what your budget is for this event. Do you have the funds to support? If not, you can submit an AFAC Special Request Form to the UCSG Treasurer. Please remember that you will need to submit an itemized budget with your request! Note: You can only submit this request if your club is an AFAC Funded Group (Greeks are not permitted since your groups are considered selective).
- Are you selling tickets to your event? All AFAC funded groups who wish to sell tickets to their event MUST return the funds to their AFAC account.
- Is your event open to minors (under 18 years old)? If so, please contact Maureen Cawley in the Events Office at mcawley@ursinus.edu
- Will you be serving alcohol at your event? If so, please contact Angela Cuva in the Leadership Development & Student Activities. Special permission must be given for events on campus that involve the distribution of alcohol.

All Performing Arts Student Groups

This includes but is not limited to: B'Naturals, Bearitones, Escape Velocity, Voices in Praise, UC Dance Team, Step Team, Gospel Choir, Improv, Breakaway Student Productions. The Department of Theater and Dance & Department of Music has created a set of policies for student groups. Please adhere and see below:

Please note: "Production manager" refers to the Department of Theater and Dance production manager, not the production manager of a student group.

Rehearsal & Production Policies for Student Groups

Scheduling

1. Student groups working in the Kaleidoscope and Bomberger Hall must submit complete rehearsal and tech. schedule requests to the production manager and group advisor prior to scheduling spaces and/or commencing rehearsals. Any requested changes to this schedule must be submitted to the production manager and group advisor no less than two weeks prior to date of the requested schedule change.
2. Stage managers and/or directors/choreographers should coordinate rehearsal space reservations through the online room reservation request system (Virtual EMS). You may rehearse only in spaces you can reserve through the online room reservation request system (Virtual EMS).
3. Rehearsal and performance dates are subject to change at the discretion of the Events Office and/or academic departments.
4. Student groups must register their events with Student Activities by the end of the second week of the semester. Failure to do so may result in the cancellation of the event regardless of how far into the process the student group may be.
5. Student groups must request any faculty or staff assistance for their productions/concerts that they may need by the end of the second week of the semester and cannot be guaranteed any faculty or staff availability.
6. Student groups may be in their performance/concert space (if reserved) beginning no sooner than the Monday of the week of their performance(s). The space must be cleaned and vacated by the end of Saturday. Monday-Saturday of the production week will be available to schedule, in collaboration with the appropriate faculty and/or staff supervisors for load-in, tech, rehearsals, and performances.
7. All students involved in rehearsals must vacate the building no later than 10:00PM in Helfferich and 11:00PM in the Kaleidoscope and Bomberger Hall.

8. If a student group requires the assistance of Event Technology Services, these services must be paid for out of a student group's budget. Academic and college events will be given priority over student organization requests. Requests should be made at least two weeks, and preferably several weeks, in advance of the date on which the group requires assistance. All requests are subject to technician availability.

Space & Resources

9. Students must sweep and restore all rehearsal and performance spaces, including dressing rooms, to their prior clean condition after each rehearsal, performance, or concert.
10. Shoes must be taken off when working in the Studio/Rehearsal Room in the Kaleidoscope and Helfferich.
11. No food or drink other than bottled water is permitted in any rehearsal or performance space. Glass bottles are prohibited.
12. All lending (costumes, furniture, props, lighting instruments, etc.) is at the discretion of the Department of Theater and Dance. Those requesting to borrow something must provide a written and photographed inventory of all borrowed items. Borrowed items cannot be modified without the permission of the production manager. All borrowed items must be returned in the same if not better condition that they were in when borrowed. The items must be checked in by the faculty or staff person who oversaw the borrowing and inventory process. If costumes are borrowed, they must be laundered or dry cleaned (whichever is indicated by the Department of Theater and Dance) prior to their return.
13. Unauthorized use of space, tools, materials, etc. may result in the immediate loss of space and resources for the entire group.
14. Damage done to space or resources not owned by the student group must be reported immediately to the student group advisor and must be fixed or replaced according to directions provided by the student group advisor.
15. The Department of Theater and Dance and the Department of Music may accept, at the discretion of the departments, donations of production elements from student organizations, but will not be responsible for storing items owned by student groups.
16. If student groups are permitted to use any campus resources, these resources must be returned or replaced no later than a week after the close of a production or concert.
17. Students may not move the pianos in Bomberger or the Kaleidoscope.

Safety

18. Department of Theater and Dance and Department of Music faculty and staff will not be responsible for the safety or actions of any student participating in a student group using any campus resources. This includes Department of Theater and Dance and Department of Music student organization advisors.
19. An Ursinus faculty or staff person must be in the building during performances or concerts.
20. Students operating any lighting or sound boards must have the permission and clearance of the production manager. This may require training.
21. Students may not use any power tools or equipment without the permission of the production manager and, if applicable, master electrician and/or audio engineer.
22. Students may not be on the grid without the permission of the master electrician and production manager. At no time is any person permitted to do technical production work alone in any rehearsal or performance space.

Publicity

23. All publicity and programs must indicate that the student group production or concert is produced by the student group, not the Department of Theater and Dance or the Department of Music.
24. Students groups must get permission from the Office of Student Activities to charge admission and the group will be solely responsible for the handling and reporting of all income to the Student Activities Office.

Questions

25. Any questions or concerns must be addressed to your group advisor in a timely fashion.