

A BEGINNER'S GUIDE TO:

# STUDENT EVENT PLANNING

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ADMINISTRATIVE AND EVENT PROGRAM ASSISTANT

OFFICE OF CAMPUS ACTIVITIES

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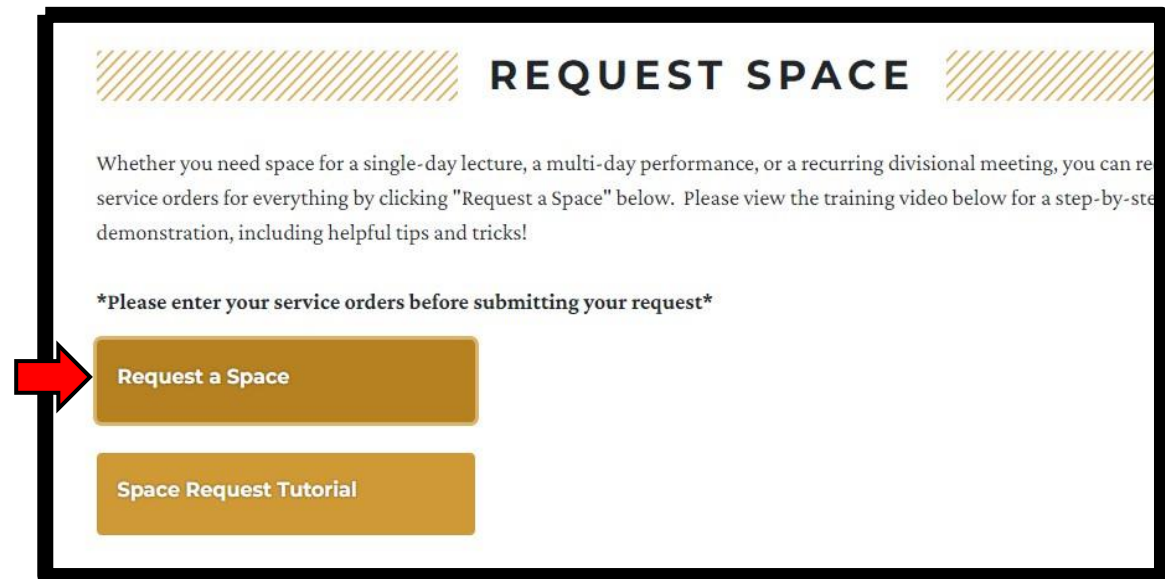
# PROCESS OVERVIEW

1. Reserving Venue
2. Submit Event Request Form
3. Meet with the Summit
4. Enter Service Orders



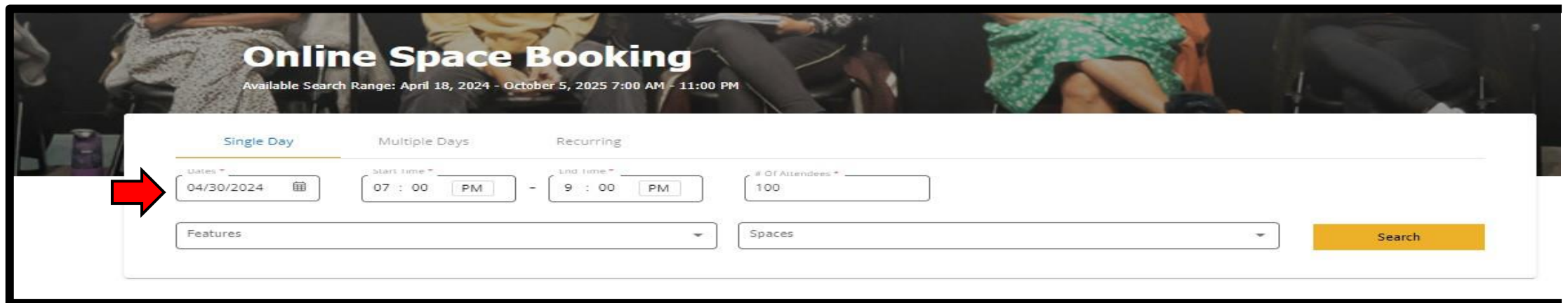
# 1. RESERVE A VENUE

- Sign into “Events Management” under Sign into CC
- Click “Request a Space”



# RESERVE A VENUE CONT.


- Reserve your space at least 10 days in advance.
- Enter your event information to see what venues are available that meet your needs.



The image shows a web form titled "Online Space Booking" with a background image of people at a social gathering. Below the title, it states "Available Search Range: April 18, 2024 - October 5, 2025 7:00 AM - 11:00 PM". The form has three tabs: "Single Day" (selected), "Multiple Days", and "Recurring". A red arrow points to the "Dates" field, which contains "04/30/2024" and a calendar icon. To the right of the date field are "Start Time" and "End Time" fields, both set to "07 : 00 PM" and "9 : 00 PM" respectively, with a minus sign between them. Further right is a "# Of Attendees" field with the value "100". Below these fields are two dropdown menus labeled "Features" and "Spaces". A yellow "Search" button is located to the right of the "Spaces" dropdown.



**Online Space Booking**  
Available Search Range: April 18, 2024 - October 5, 2025 7:00 AM - 11:00 PM

**Single Day** Multiple Days Recurring

Dates \* 04/30/2024 

Start Time \* 07 : 00 PM - End Time \* 9 : 00 PM

# Of Attendees \* 100

Features  Spaces 

**Search**

# RESERVE A VENUE CONT.

- Choose the venue you want.
- Please mind the capacity listed under each space.

The screenshot displays a web interface for booking a venue. On the left, there is a 'Refine Your Search' sidebar with filters for dates (04/30/2024), start time (07:00 PM), end time (09:00 PM), and number of attendees (100). Below this is a 'Sort By' dropdown set to 'Space Name (A-Z)' and a 'Filters' section with 'Space' and 'Features' dropdowns. The main area is titled 'Search Results' and lists three venues. A red arrow points to the first venue, 'Armstrong Great Hall', which has a capacity of 250 and a time slot from 07:00 PM to 09:00 PM. Each venue listing includes a placeholder image, the venue name, capacity, time slot, and a 'Request Space' button.

Space Name	Capacity	Start Time	End Time	Action
<u>Armstrong Great Hall</u>	250	07 : 00 PM	09 : 00 PM	Request Space
<u>Auxiliary Gym</u>	350	07 : 00 PM	09 : 00 PM	Request Space
<u>Barnes/Olin Quad</u>	250	07 : 00 PM	09 : 00 PM	Request Space

# RESERVE A VENUE CONT.

- Finish providing all required\* event information and click “Go to Summary” when finished.

## Event Details

Please enter the information below regarding your event. Note: Catering from Bon Appetit is required for events at the Fine Arts Center and Robson Arena.

Event Name* Test	Budget Code (Fund-Organization)* 161301
Will you have any A/V needs? (i.e. Microphones, Projectors, Laptop) * 4 / 150 Yes	Will you have set-up needs? (i.e. Tables, Chairs, Extra Trash Cans) * 6 / 30 Yes
Do you need Events Team / Registration Help?	Do you need assistance from Communications and Marketing? * No
Do you need Parking & Campus Safety help? * Yes	Will food be served? * Yes, other provider
Will alcohol be served? * No	Is this event open to the public? * No

# RESERVE A VENUE CONT.

- Finish providing all general event information and proceed to “Summary” when ready.

## Summary

### Event Details

The following bookings have been selected for your event. When you submit your request you are agreeing to use the space as is and to leave it as you found it.

[🛒 Order Items](#) [⊕ Add More Spaces](#)

#### Armstrong Great Hall

📅 Tue 04/30/2024

🕒 7:00 PM - 9:00 PM

[Order For This Date](#)

Subtotal:

\$0.00

🛒 Check Out

**This Is a test - Crystal Hurtado**

📅 April 30, 2024

🕒 7:00 PM - 9:00 PM

👤 100 Attendees

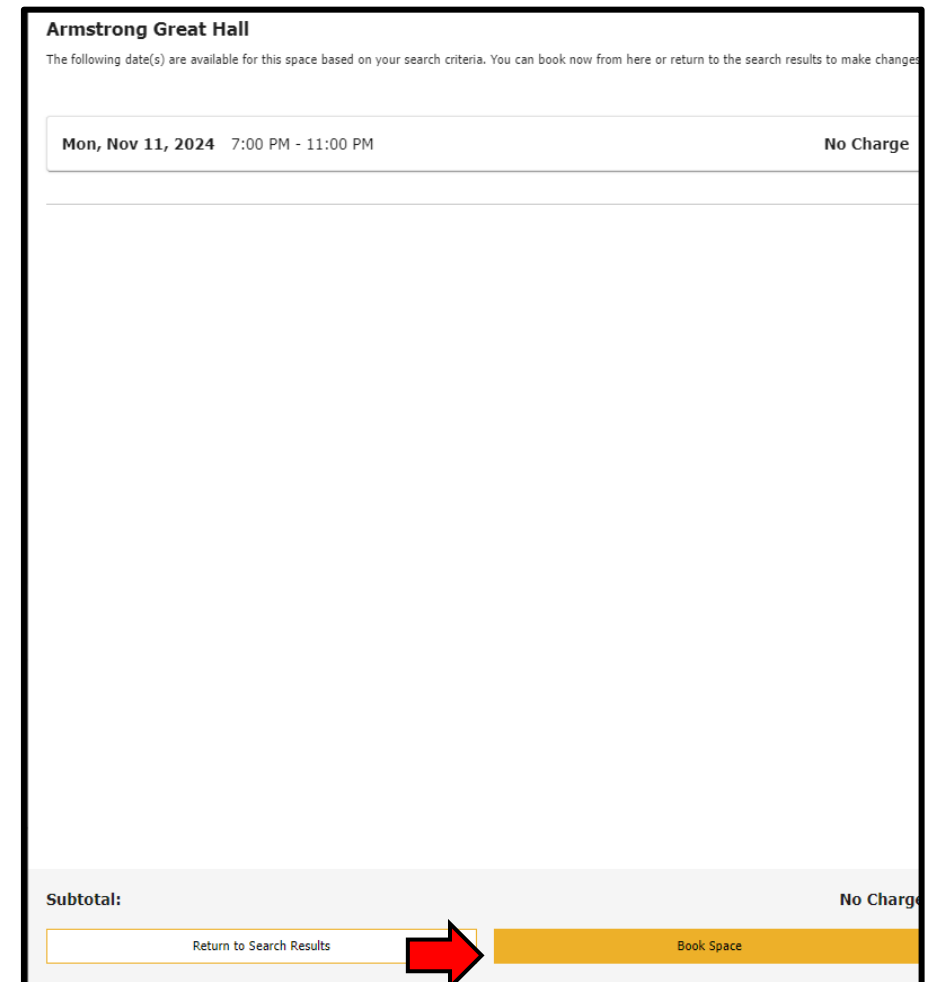
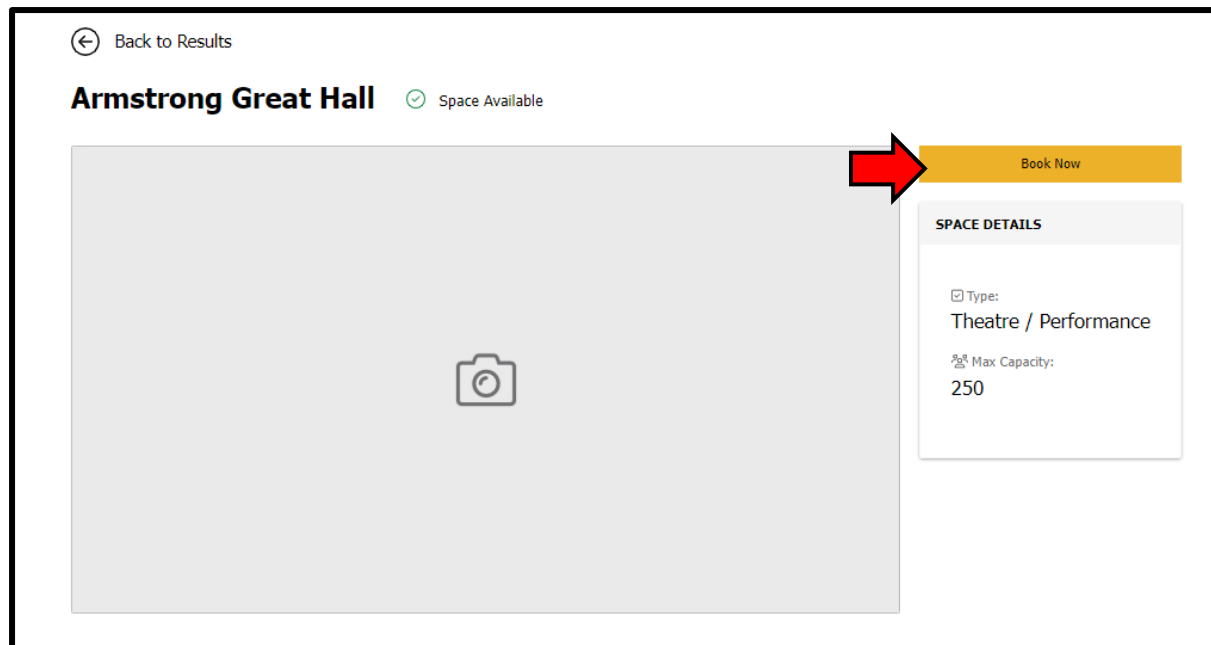
Click "Check Out" to finalize your request.

[Back to Event Details](#) [Check Out](#)



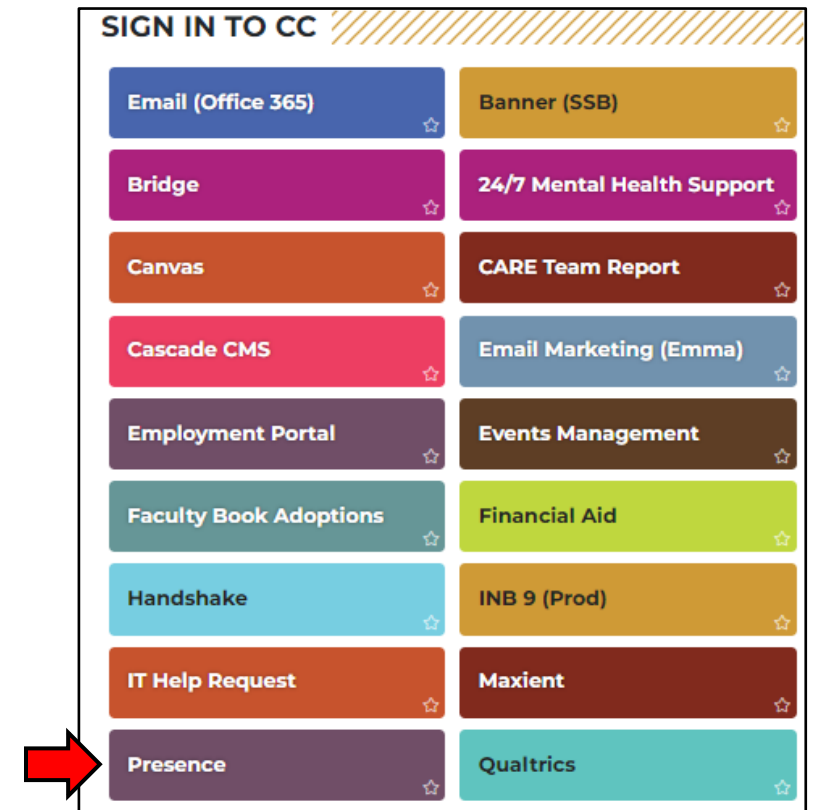
# RESERVE A VENUE CONT.

- Choose the venue you want.
- Please mind the capacity listed under each space.



## 2. SUBMIT EVENT REQUEST FORM

- Prior to scheduling an appointment with the Student Event Summit, students must fill out a “Event Request Form” on Presence.
- To sign into Presence, click on the tab under Sign into CC.




## 2. SUBMIT EVENT REQUEST FORM CONT.

- Prior to scheduling an appointment with the Student Event Summit, students must fill out a ["Event Request Form"](#) on Presence.
- To sign into Presence, click on the tab under Sign into CC.
- Click on "Forms"



## 2. SUBMIT EVENT REQUEST FORM CONT.

- Click “Event Registration Form”.
- Fill out all the required\* information.

Title	Description
 <a href="#">Event Registration</a>	
<a href="#">OCA Equipment Checkout Form</a>	Use this form to submit a request to use OCA equipment (board games, yard games, water coolers, sternos, etc.)
<a href="#">Organization Registration</a>	

## 2. SUBMIT EVENT REQUEST FORM CONT.

- When you reach the “Event Details”, complete two tasks
  1. Upload a picture of the desired event layout
  2. Check what you need for your event under
    - Facilities (setup)
    - AV
    - Sodexo (cleanup)
    - Special Funding
    - Food

### Event Details

Questions needing answers for the Student Event Summit.

For the next question you will need to upload a layout of your event space.

You can upload something you made yourself or you can use one of the templates for commons spaces on campus that has your layout for your event.

Make sure to include where you want tables, chairs, AV needs, lighting, games, tents, gates, or anything else you need for your event.

Common spaces overviews can be found [HERE](#).

Please upload a layout of your event space to help the SES Committee understand your event:

Upload File

Make sure to include tables, chairs, AV needs, stage, lighting, games, or anything else you may need for your event.

Will your event need any help from Facilities?

☒ YES ☐ NO

Think about things like if you will need tables, chairs, electrical, av, or other things to make your event successful.

Please describe all Facilities needs that you have for your event:

What items do you plan on needing for your event:

☐ Chairs

☐ Tables (Round 5', Round 6', High Rounds 30", Banquet 6')


☐ Stanchions

☐ Pipe & Drape

## 2. SUBMIT EVENT REQUEST FORM CONT.

- Click “Submit for Approval”.

Event Registration

 [SUBMIT FOR APPROVAL](#)

Basic Information

Event Name \*

Test Event

Host \*

Office of Campus Activities

### 3. MEET WITH THE STUDENT EVENT SUMMIT

- Once an Event Request form is submitted, the Office of Campus Activities will receive a notification.
- OCA will reach out the student via email to schedule a Student Event Summit meeting.
- Students will be assigned a 15-minute time slot to pitch their event.
- Final SES schedules are called every Monday at 5pm.



### 3. MEET WITH THE STUDENT EVENT SUMMIT CONT.

# WHAT IS THE STUDENT EVENT SUMMIT?

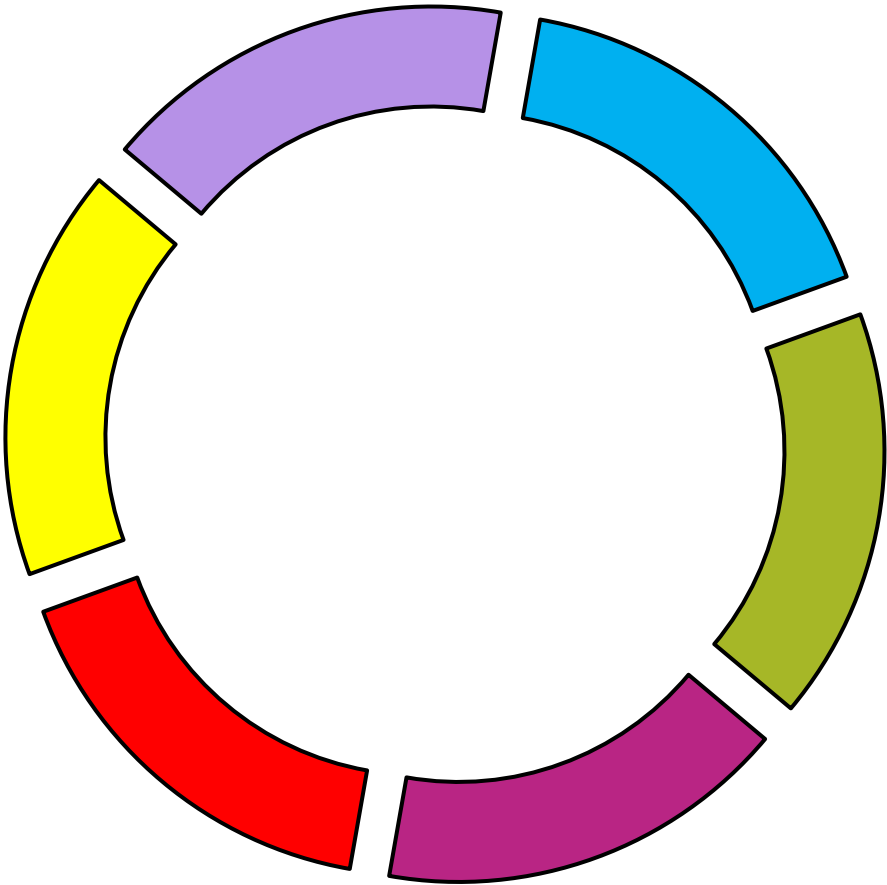
- The Student Event Summit (SES) is a committee composed of all departments involved in event execution.
- All student-run events must go through the Student Event Summit.
- The committee holds the right to approve / reject any student event proposal.
- If OCA determines that a student org must meet with the SES, a meeting must happen at least ten days prior to the student event.





# STUDENT EVENT SUMMIT

## MEMBER DEPARTMENTS



■ Campus Activities

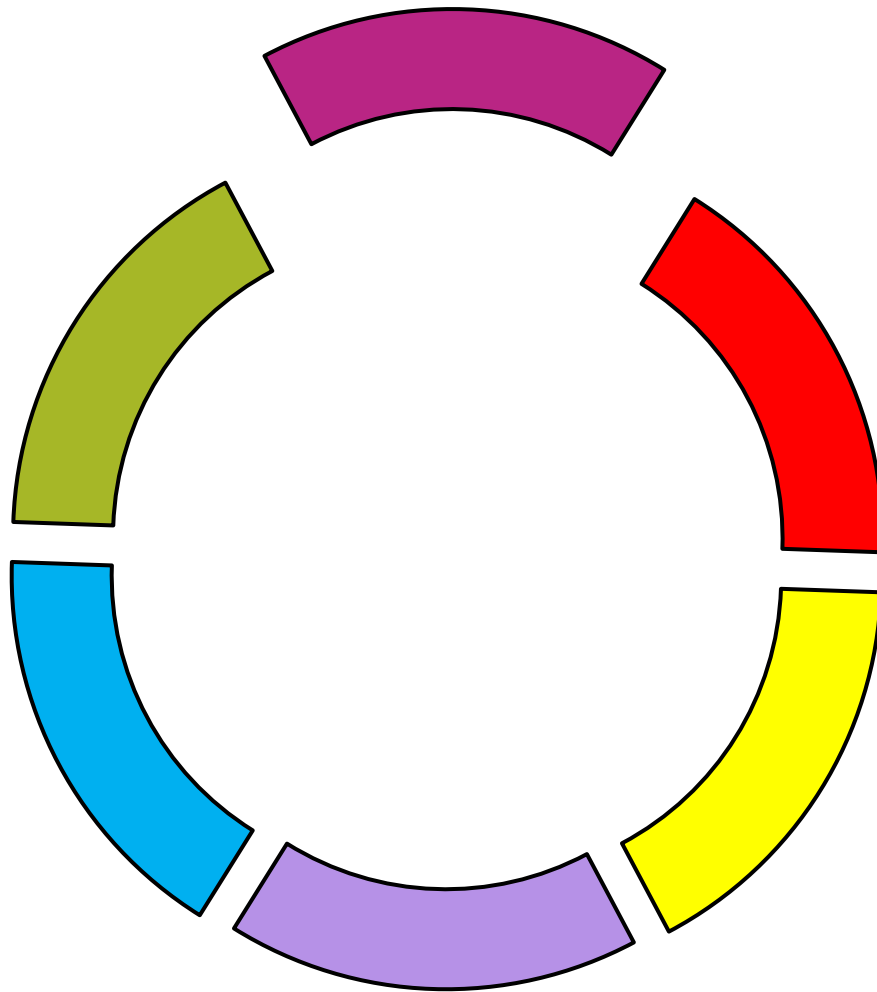
■ Events

■ AV

■ Campus Safety

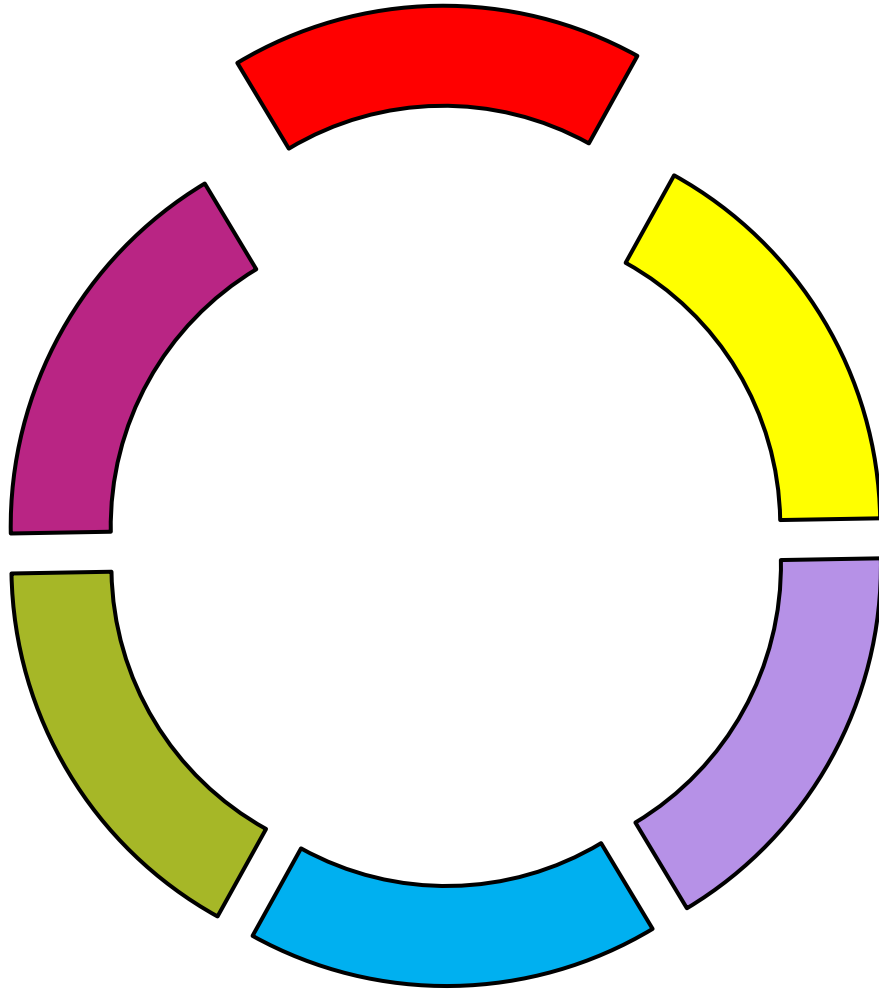
■ Sodexo

■ Grounds



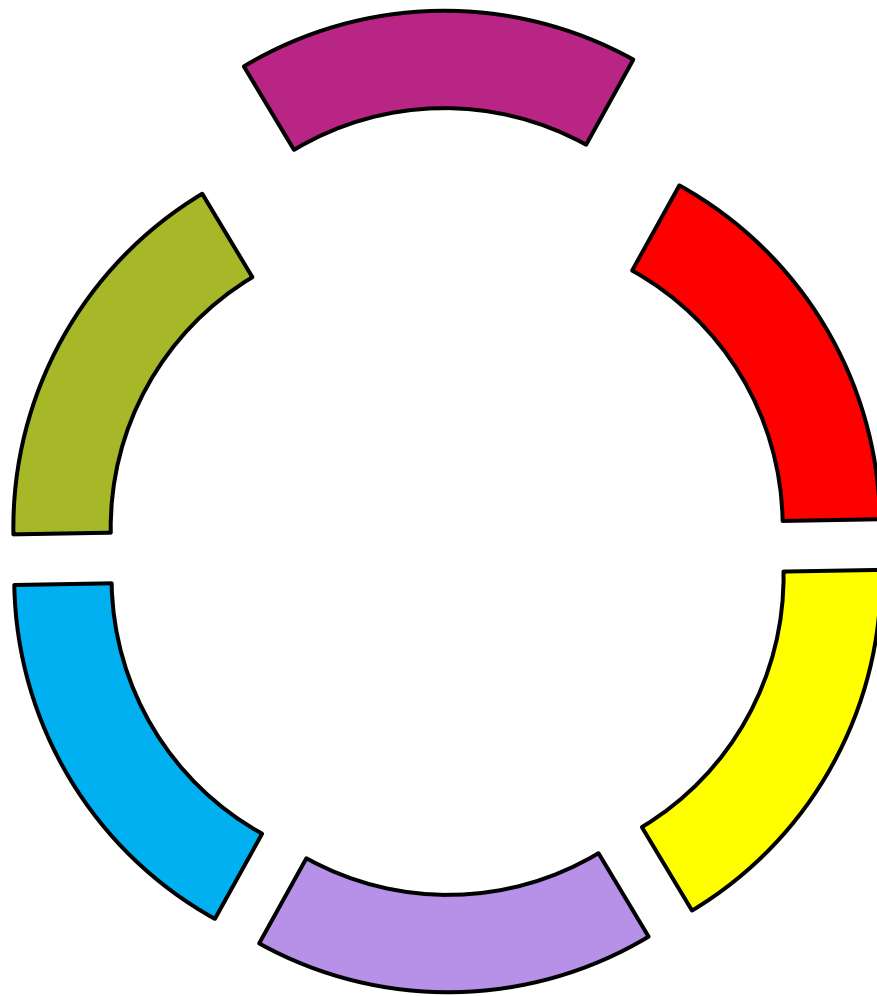
## CAMPUS ACTIVITIES

- Main event office in Student Life
- Oversees the scheduling and facilitation of SES meetings.
- Takes SES meeting notes.
- Distributes follow-up emails with meetings notes and approval status.
- Oversees contracts and Pcards.



## EVENTS

- Oversees venue setup.
- Provides things like tables, chairs, pipe and drape, etc.
- Aids in assessing venue risks.



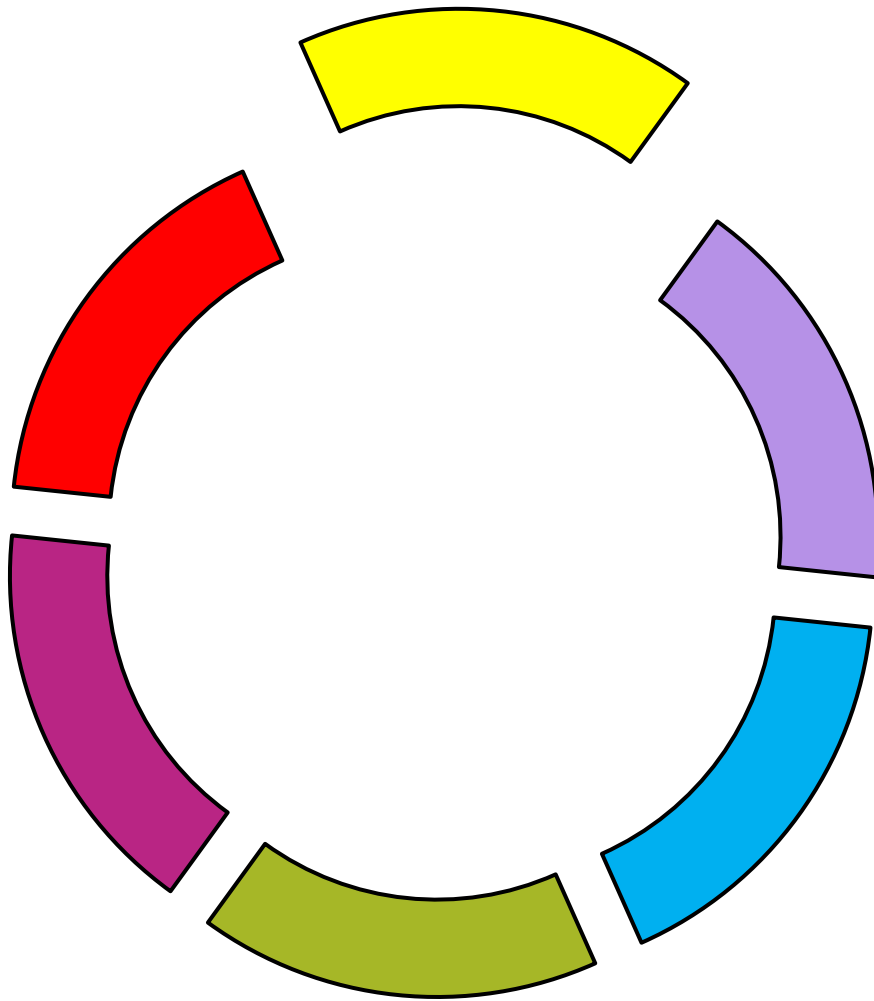
■ Campus Activities ■ Events ■ AV ■ Campus Safety ■ Sodexo ■ Grounds

## CAMPUS SAFETY

- Evaluates event risks: crowd control, venue capacity, etc.
- Provides event security.
- Provides emergency aid, if necessary, in collaboration with CC EMS.
- Hires external security if needed.

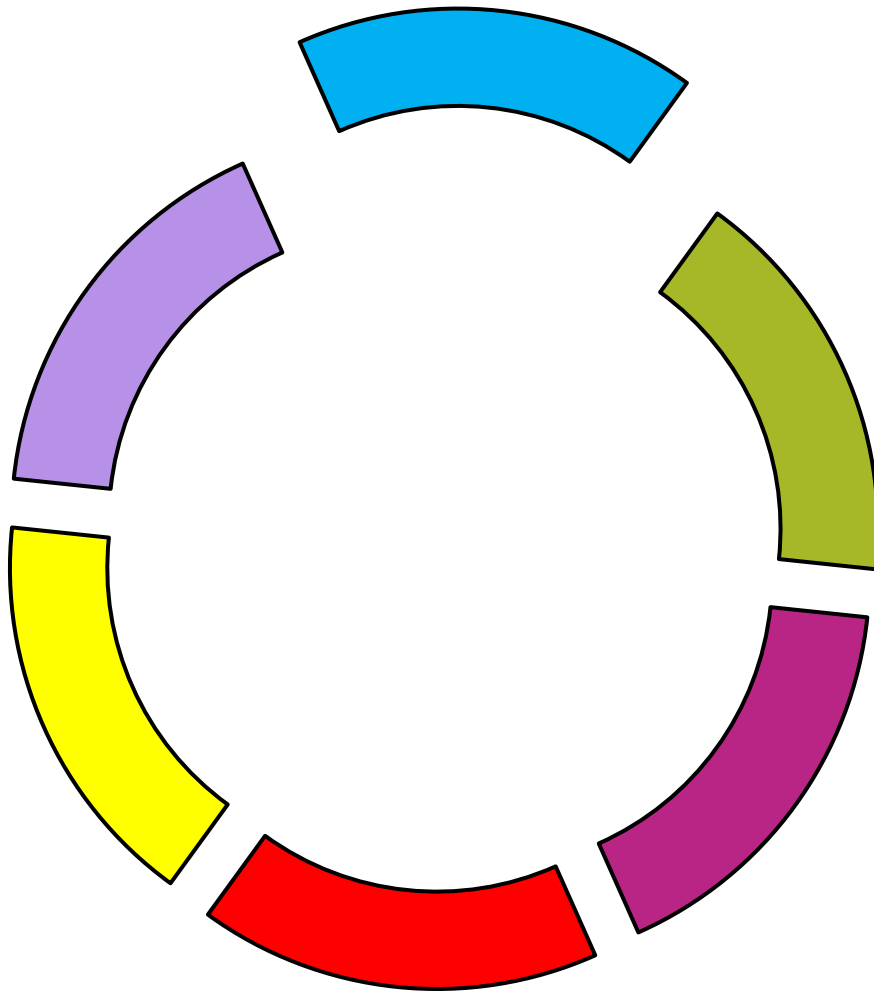
\*\*\*Any event anticipating a high attendance rate **MUST** have Campus Safety's approval *and* presence.

\*\*\**any event where risk of injury is a factor must have EMS presence.*\*\*\*



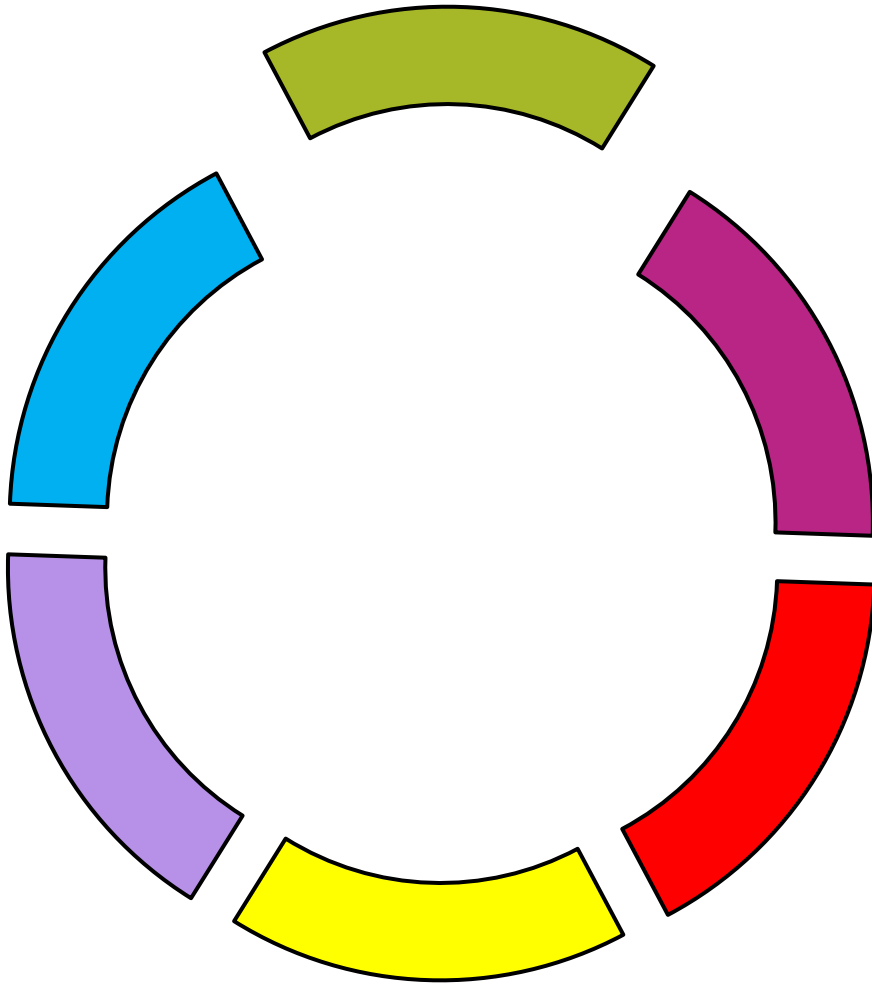
## AV (AUDIO/VISUAL)

- Provides all AV equipment: speakers, microphones, lighting, projectors, cameras, as well as sound checks, troubleshooting, and technical support.
- Provides set-up and takedown of AV equipment.
- Hires external support if needed.



## SODEXO

- Venue maintenance.
- Identifies sanitation needs for events.



## GROUNDS

- Evaluates risks for all outside venues.
- Provides things like fencing, sprinkler management, and grounds maintenance.

### 3. MEET WITH THE STUDENT EVENT SUMMIT

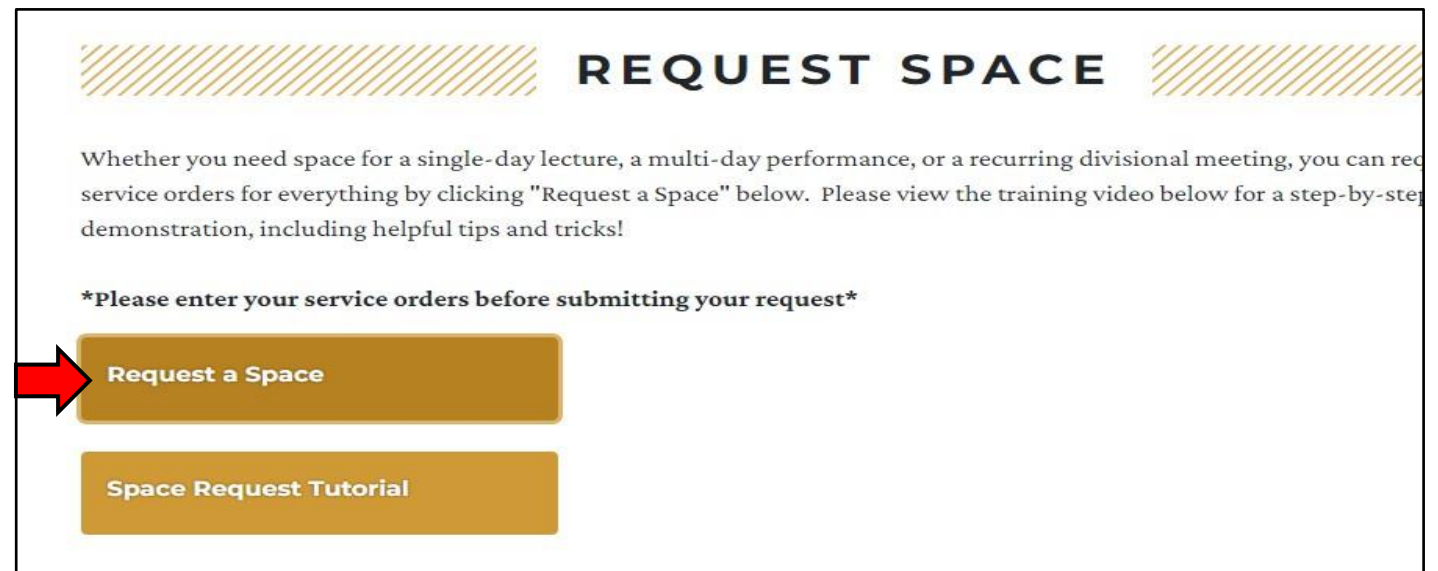
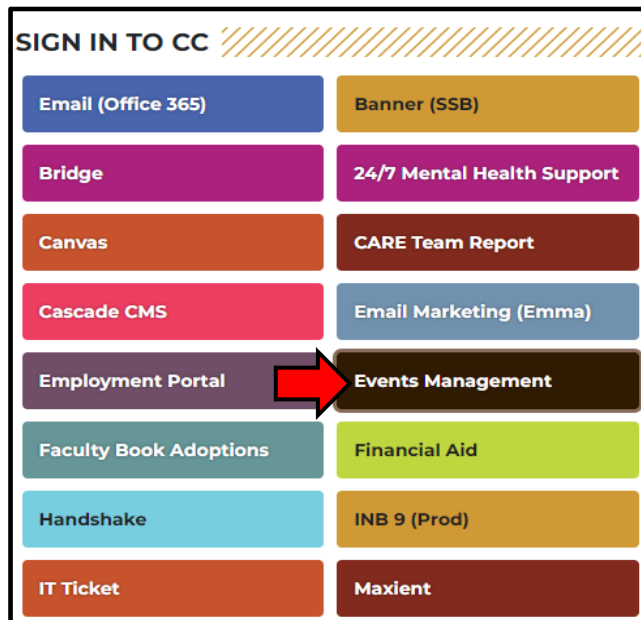
# THE FOLLOW-UP EMAIL

- After attending a SES meeting, Campus Activities will send out a follow up email. This email typically includes:
  - Basic event information: name, date, time, location, etc.
  - Notes on anything that is still TBD.
  - Notes on what each department will provide.
  - Links to different resources (reserving a room, updating service orders, renting equipment, etc.).
  - Pcard information.
  - Approval status and more (approved, tentatively approved, or rejected).




## 4. ENTER SERVICE ORDERS

- After discussing your event needs after the SES meeting, sign back into Events Management and click on request a space again.




## 4. ENTER SERVICE ORDERS


- Click “My Events” and select your event.

[Space Booking](#)  [My Events](#)


### Account Selection

You are linked to more than one department and/or office. Please select an option below:

 **Myself**  
Your event and orders will be submitted under your name.

 **Worner Campus Center**  
Your event and orders will be submitted under this company's account.

[Back to Login](#) [Continue](#)

My Events			
Your event request history is listed below. Click on an event name to see more details.			
DATES	EVENT NAME	SPACES	STATUS
Mon 11/11/2024	 <a href="#">Test</a>	Armstrong Great Hall	● Received

## 4. ENTER SERVICE ORDERS

- Click “Add New Order” and the “Continue to Order”.

### Event Details

The following bookings have been selected for your event. When you submit your request you are agreeing to use the space as is and to leave it as you found it.

**Test**

📅 November 11, 2024

🕒 7:00 PM - 11:00 PM

👤 100 Attendees

Booking For: **Hurtado, Crystal**

Event ID: **60904**


Status: **Received**

View/Change Event Details

+ Add New Space

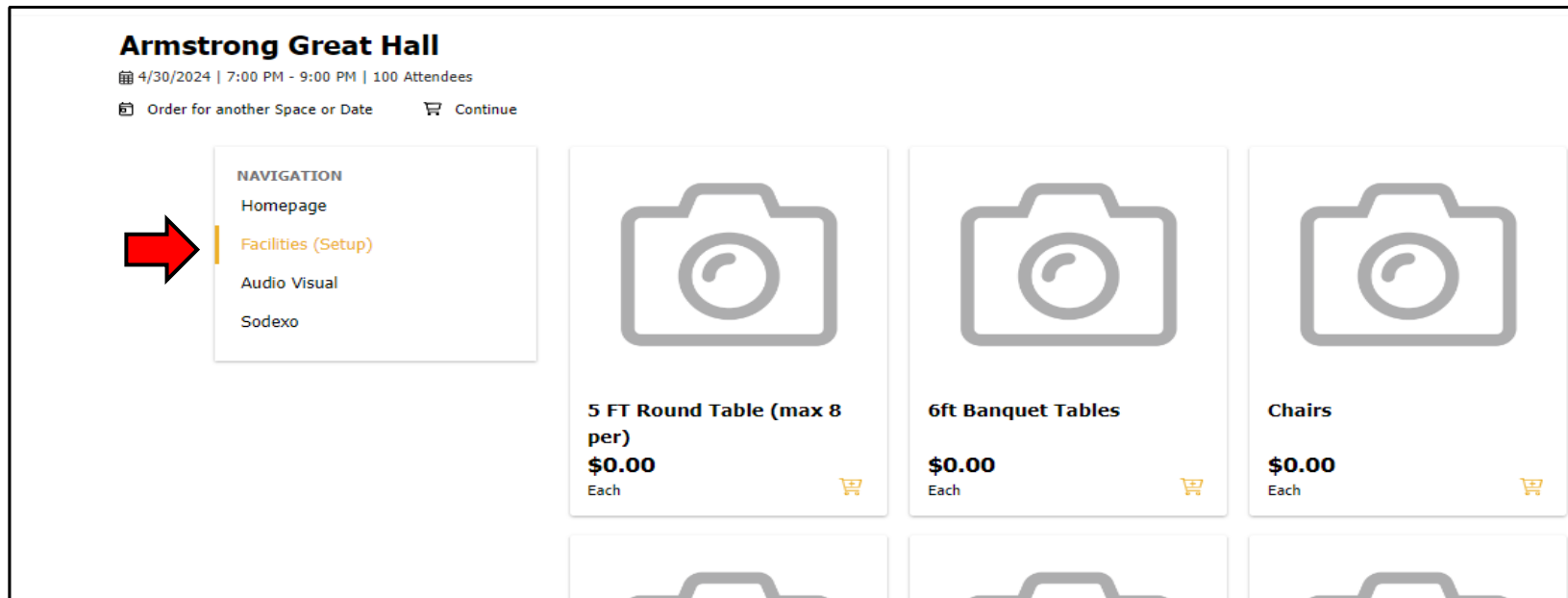
+ Add New Order

⛔ Request Cancel Event



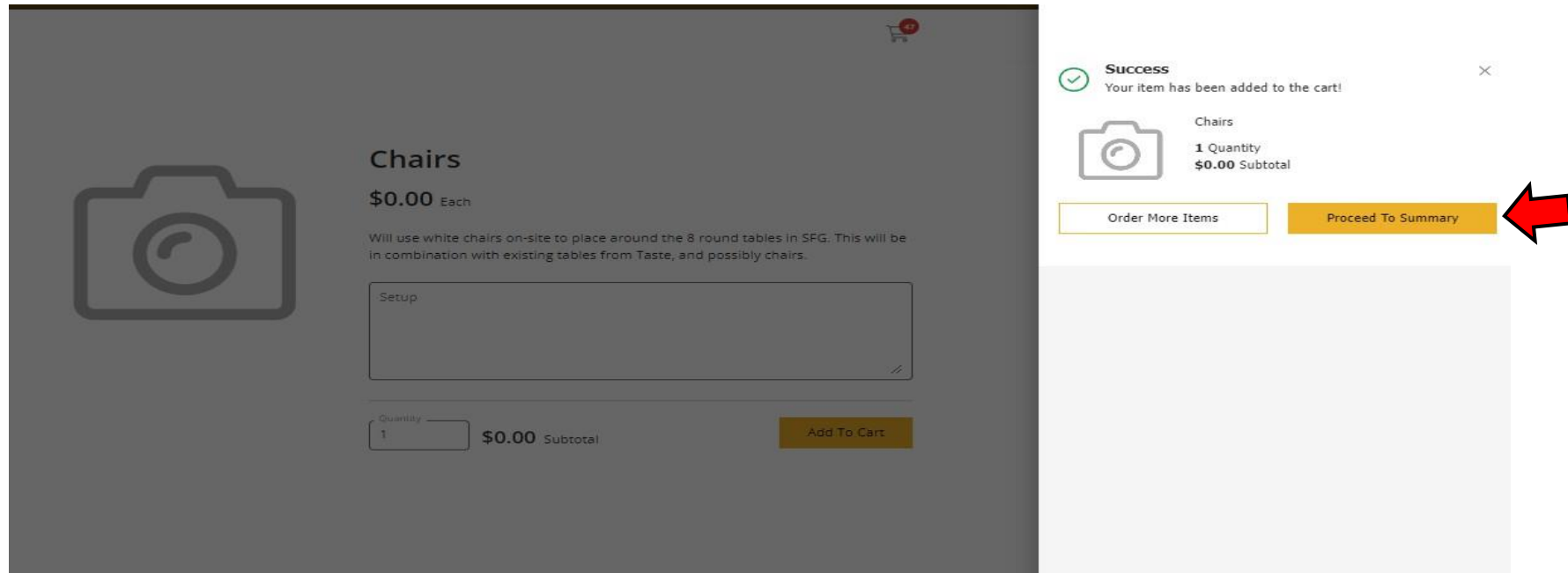
## 4. ENTER SERVICE ORDERS

- Add any service orders you need under each section.
- Be sure to state the quantity of each item as well as the general setup you are envisioning.



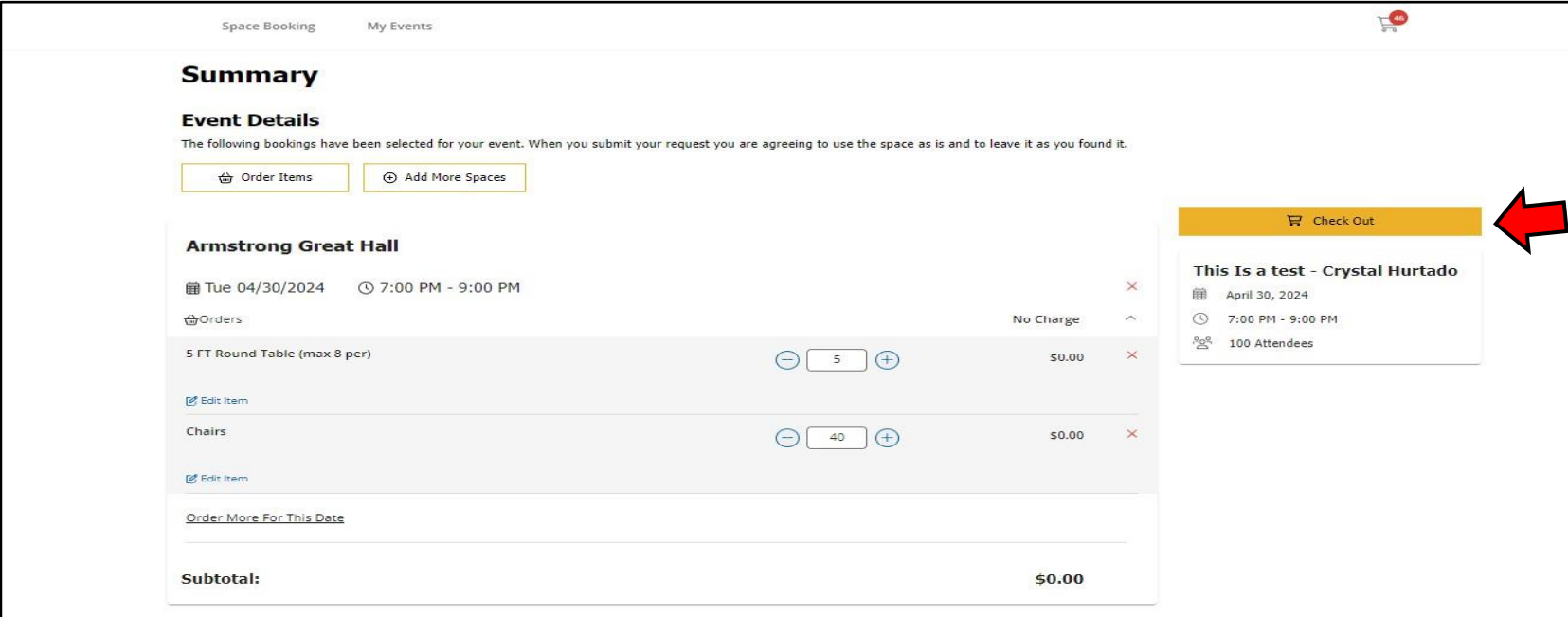
## 4. ENTER SERVICE ORDERS

- Once you've finished entering your service orders, click "Proceed to Summary"



# 4. ENTER SERVICE ORDERS

- Review your service orders and adjust as needed.
- Once you're ready, click "Checkout".



The screenshot displays a web interface for managing service orders. At the top, there are navigation links for "Space Booking" and "My Events", and a shopping cart icon with a red notification badge. The main section is titled "Summary" and "Event Details". Below this, a message states: "The following bookings have been selected for your event. When you submit your request you are agreeing to use the space as is and to leave it as you found it." There are two buttons: "Order Items" and "Add More Spaces".

The event details for "Armstrong Great Hall" are shown, including the date "Tue 04/30/2024" and time "7:00 PM - 9:00 PM". Below this, there is a table of orders:

Order	Quantity	Price	Action
5 FT Round Table (max 8 per)	5	\$0.00	<a href="#">Edit Item</a>
Chairs	40	\$0.00	<a href="#">Edit Item</a>

Below the table, there is a link "Order More For This Date". At the bottom, the "Subtotal" is listed as "\$0.00".

On the right side, there is a "Check Out" button with a shopping cart icon. A red arrow points to this button. Below the button, there is a summary box titled "This Is a test - Crystal Hurtado" with the following details:

- Date: April 30, 2024
- Time: 7:00 PM - 9:00 PM
- Attendees: 100 Attendees

# HELPFUL RESOURCES



## **Student Organization Handbook:**

Provides a thorough breakdown of all the requirements and standards a student club **must** meet to be in good standing and successfully put on events.



## **Event Planning Checklist:**

A breakdown of everything that goes into putting on an event. A step-by-step how-to guide.



**Religious Holiday List:** A useful guide to ensure that your event is not on a religious holiday (especially if it's an open event and you want everyone to be able to attend).



**Venue List:** A comprehensive guide on all the venues available on campus as well as details regarding capacity, AV features, and more.

# FAQs

- **Q: Do I have to attend Student Event Summit even if my event is simple and doesn't require a lot of support?**

**A:** If your event falls under these conditions, the Office of Campus Activities will likely approve the Event Request Form and inform you that you do not need to meet with the SES.

- **Q: If my event is regularly occurring and never changes, do I need to attend SES each time?**

**A:** Most likely no, your Event Registration Form will be approved, and you will need explicit permission from the Office of Campus Activities to receive an SES “pass”.

- **Q: What is a blackout period?**

**A:** A blackout period is when Campus Activities can no longer hold large scale events due to limited staffing and resources. This usually starts around the end of Block 7 and **all** of Block 8.

- **Q: How do I request special funding?**

**A:** To request special funding, the student must email CCSGA Finance to schedule appointment. Make sure you have a budget write-up prepared.

- **Q: How do I check out a Pcard?**

**A:** After receiving approval from CCSGA for special funding, make an appointment with Campus Activities via email at [campusactivities@coloradocollege.edu](mailto:campusactivities@coloradocollege.edu) to obtain and sign for a Pcard.