

A BEGINNER'S GUIDE TO:

STUDENT EVENT SUMMIT

CRYSTAL HURTADO

ADMINISTRATIVE AND EVENT PROGRAM ASSISTANT

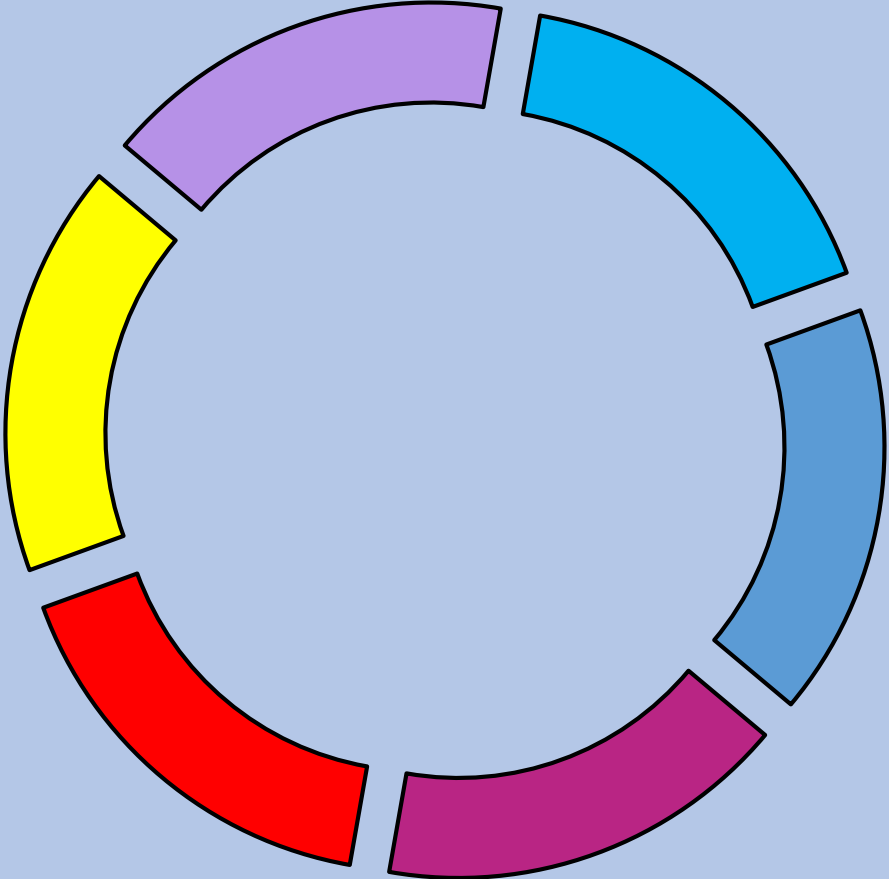
OFFICE OF CAMPUS ACTIVITIES

WHAT IS THE STUDENT EVENT SUMMIT?

- The Student Event Summit (SES) is a committee composed of all departments involved in event planning.
- All student-run events must go through the Student Event Summit.
- The committee holds the right to approve / reject any student event proposal.
- All students **must** meet with the SES at least 10 days prior to their event.



STUDENT EVENT SUMMIT MEMBER DEPARTMENTS



■ Campus Activities

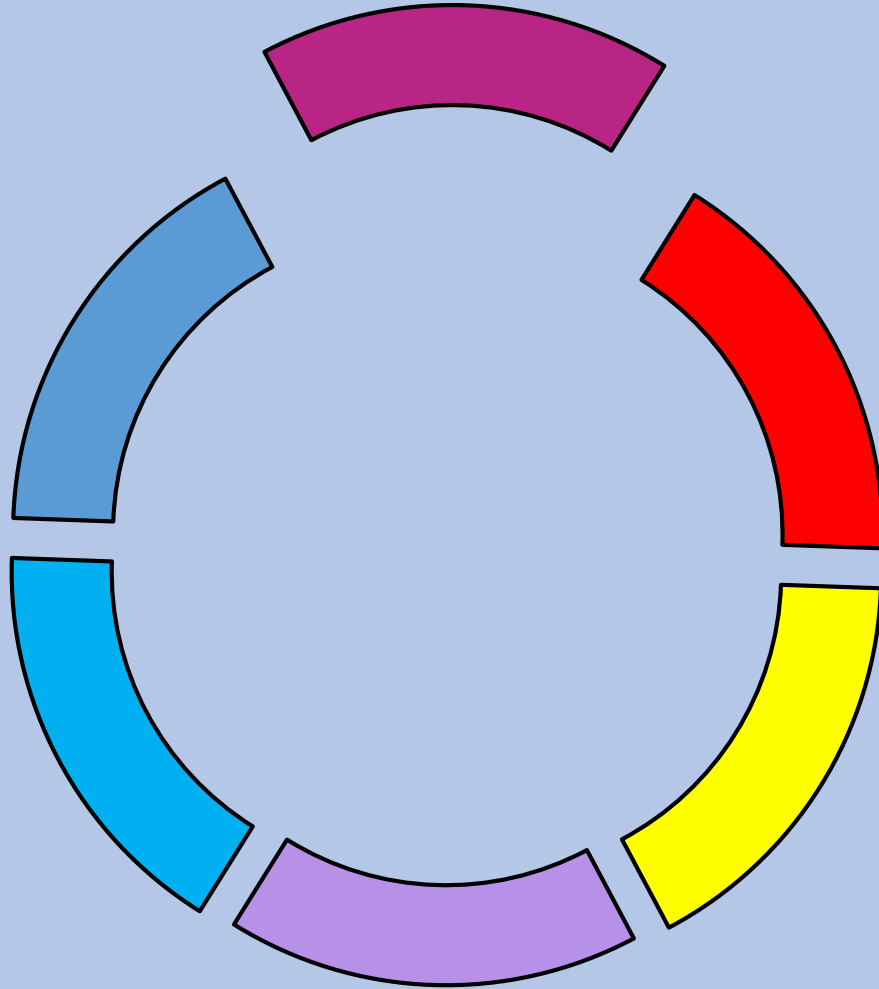
■ Events

■ AV

■ Campus Safety

■ Sodexo

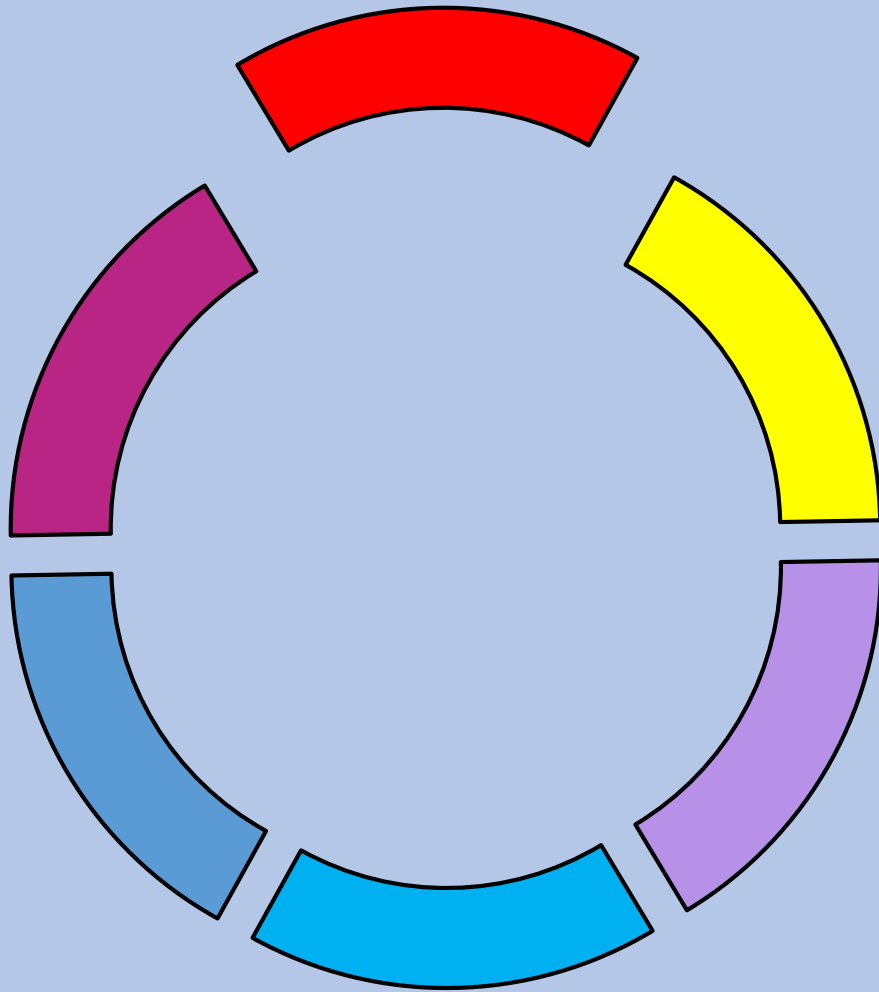
■ Grounds



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.

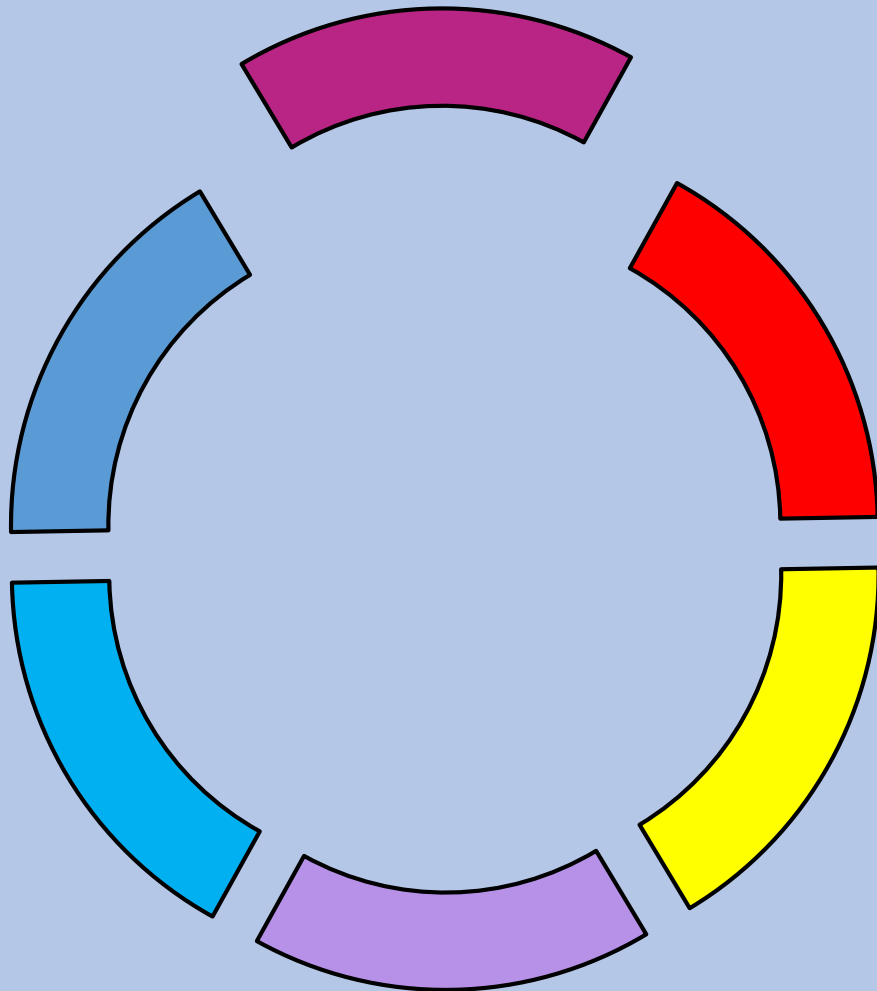
■ Campus Activities ■ Events ■ AV ■ Campus Safety ■ Sodexo ■ Grounds



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



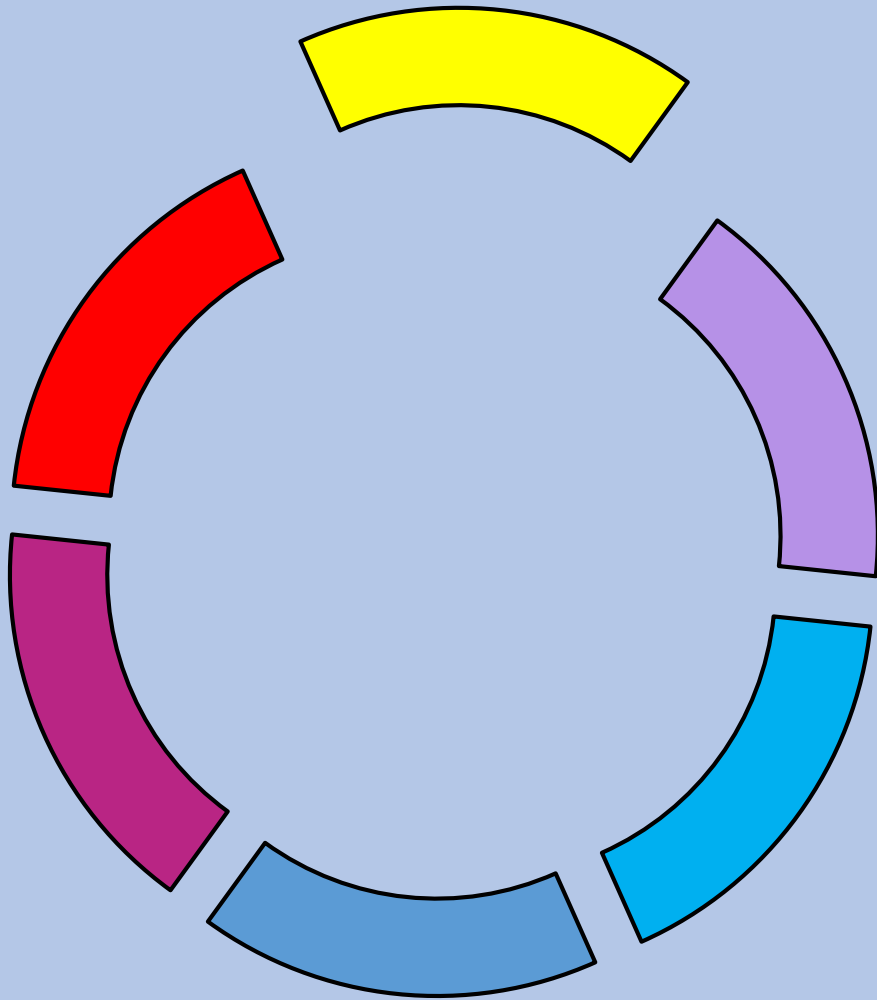
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CAMPUS SAFETY

- 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.

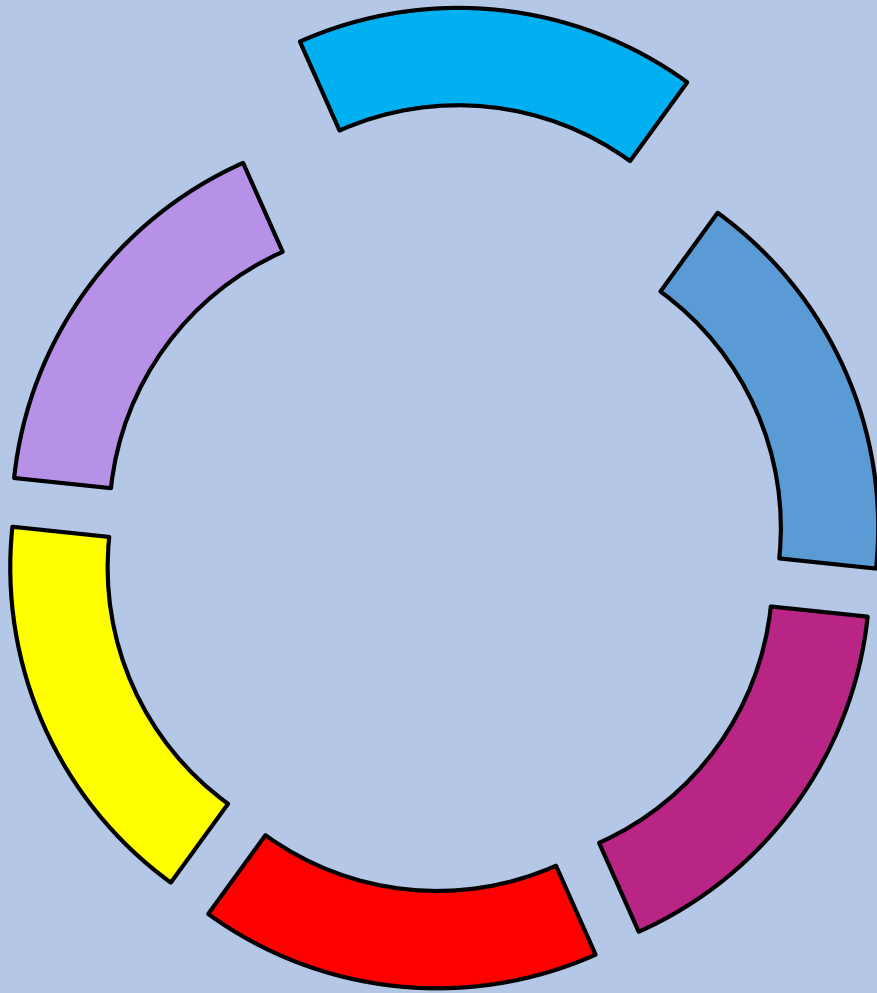
Any event where risk of injury is a factor **MUST** have EMS presence.



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.

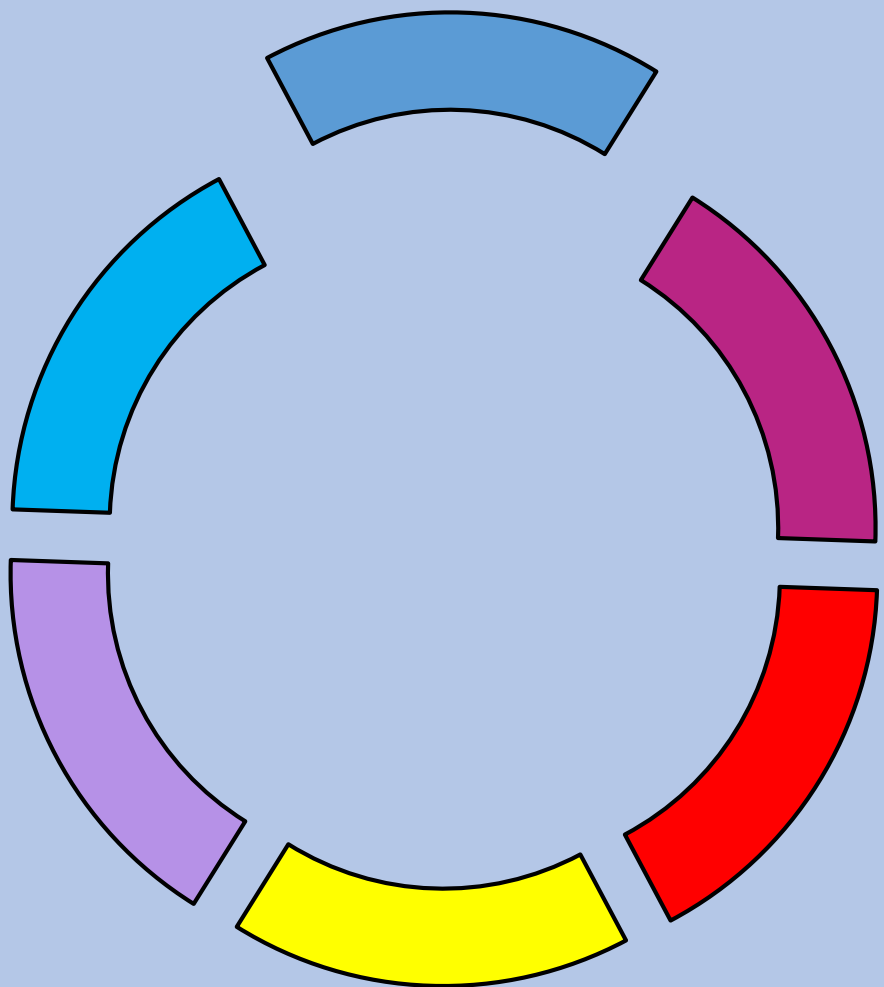
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SODEXO

- Venue maintenance.
- Identifies sanitation needs for events.

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GROUNDS

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

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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
 - Pcard information.
 - Approval status and more.