A BEGINNER'S GUIDE TO:
STUDENT EVENT PLANNING

CRYSTAL HURTADO

ADMINISTRATIVE AND EVENT PROGRAM ASSISTANT

OFFICE OF CAMPUS ACTIVITIES
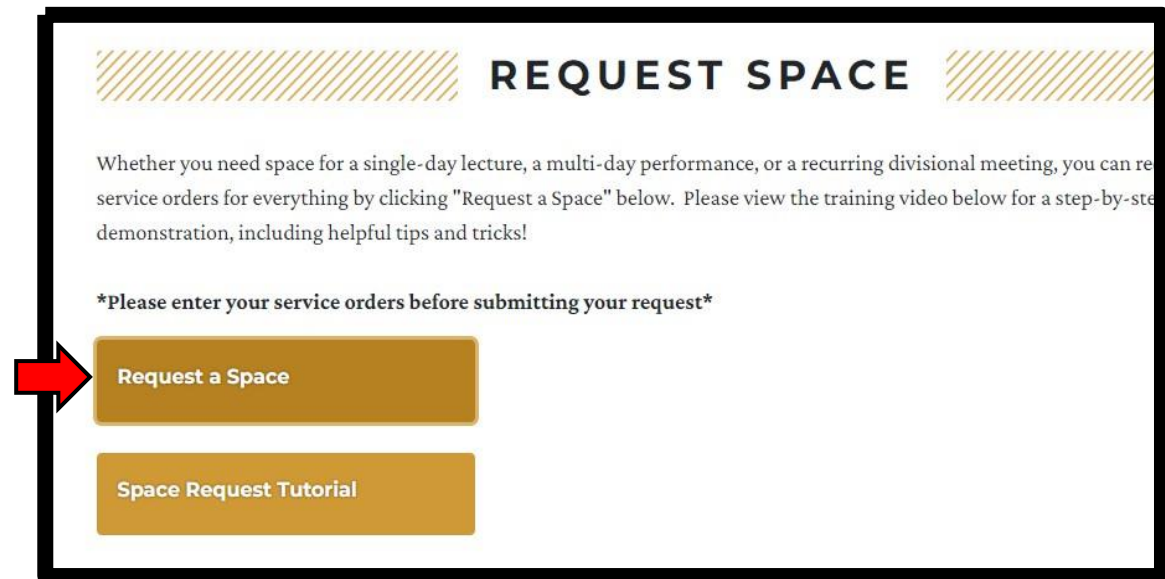
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PROCESS OVERVIEW

1. Reserving Venue

2. Submit Event Request Form

3. Meet with the Summit

4. Enter Service Orders

1. RESERE 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 you event information to see what venues are available that meet your needs.

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.

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
4 / 150

Budget Code (Fund-Organization)*
161301
6 / 30

Will you have any A/V needs? (i.e. Microphones, Projectors, Laptop) *
Yes

Will you have set-up needs? (i.e. Tables, Chairs, Extra Trash Cans) *
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.

RESERVE A VENUE CONT.

- Choose the venue you want.

- Please mind the capacity listed under each space.

← Back to Results

Armstrong Great Hall   ⊘ Space Available

Book Now

SPACE DETAILS

☑ Type:
Theatre / Performance

👥 Max Capacity:
250

Armstrong Great Hall

The following date(s) are available for this space based on your search criteria. You can book now from here or return to the search results to make changes

Mon, Nov 11, 2024   7:00 PM - 11:00 PM   No Charge

Subtotal: No Charge

Return to Search Results   Book Space
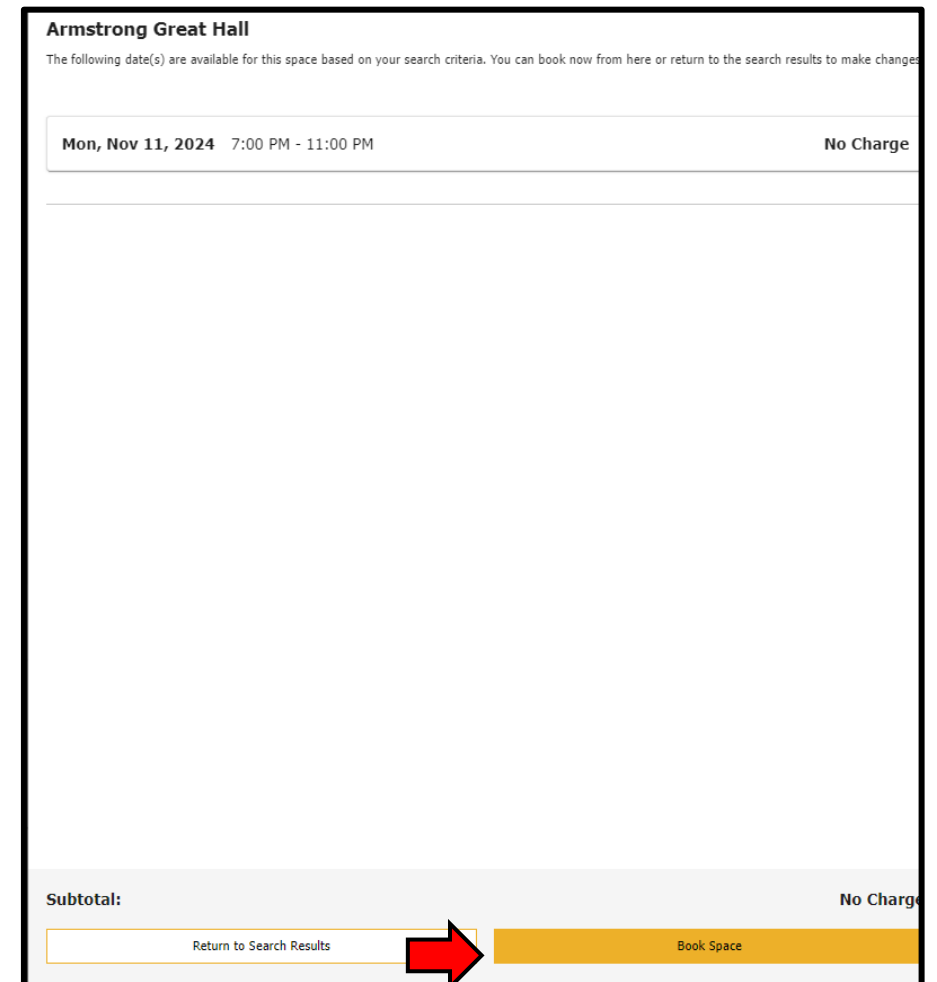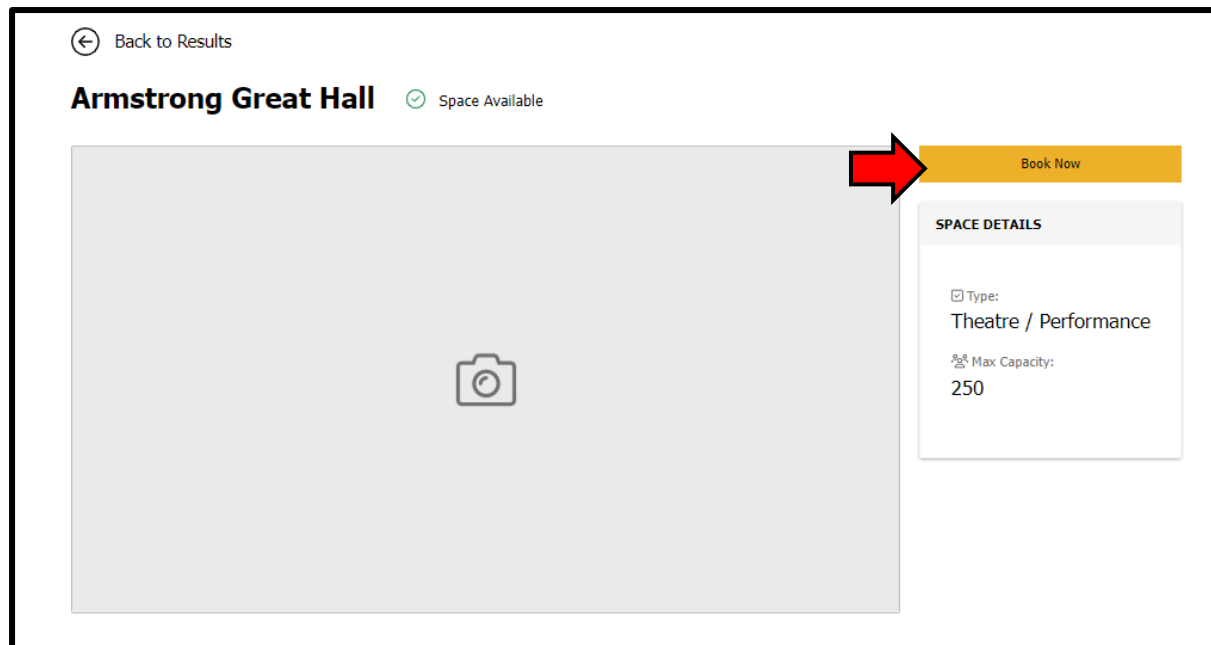
2. SUBMIT EVENT REQUEST FORM

- 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.

SIGN IN TO CC

Email (Office 365)	Banner (SSB)
Bridge	24/7 Mental Health Support
Canvas	CARE Team Report
Cascade CMS	Email Marketing (Emma)
Employment Portal	Events Management
Faculty Book Adoptions	Financial Aid
Handshake	INB 9 (Prod)
IT Help Request	Maxient
Presence	Qualtrics
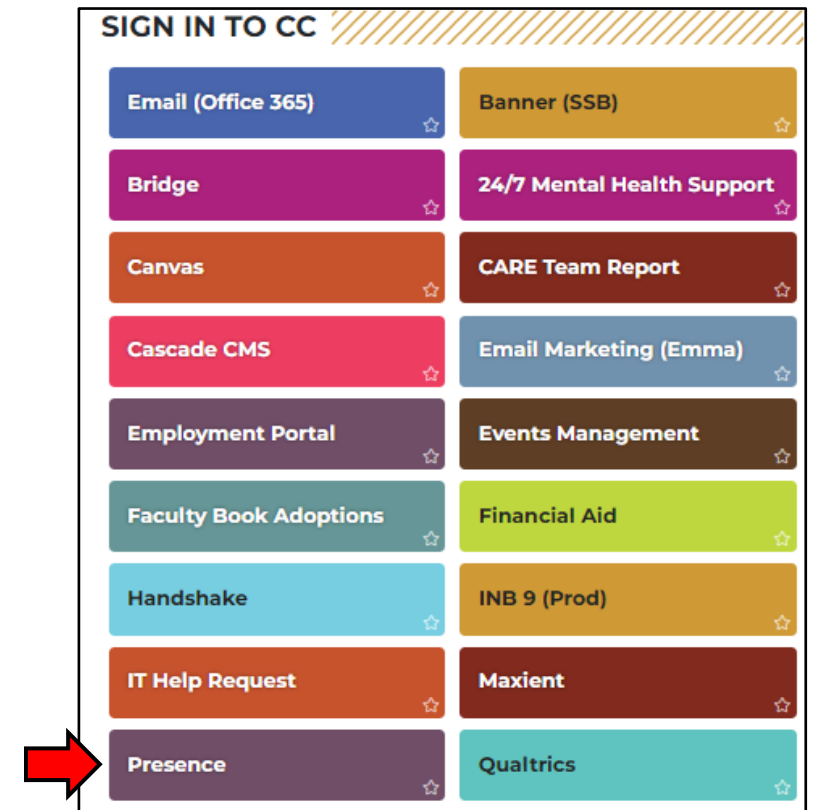
2. SUBMIT EVENT REQUEST FORM CONT.

- 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
Event Registration	
OCA Equipment Checkout Form	Use this form to submit a request to use OCA equipment (board games, yard games, water coolers, sternos, etc.)
Organization Registration	

2. SUBMIT EVENT REQUEST FORM CONT.

- When you reach the "Event Details", 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.

Will your event need any help from Facilities? *

[YES] [NO]

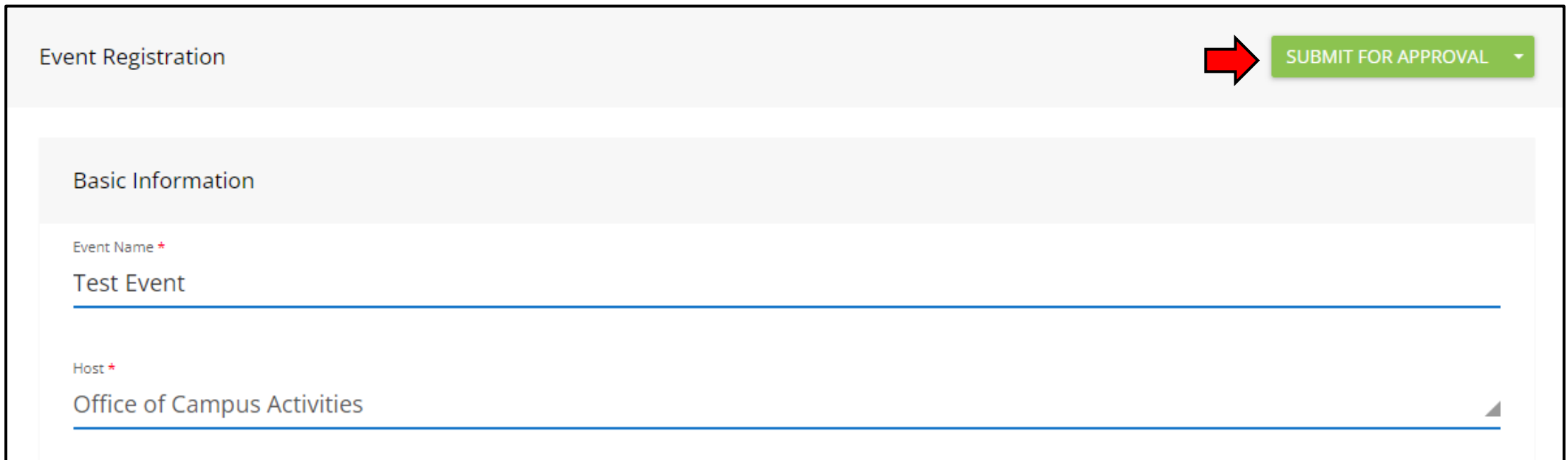Think about things like if you will need tables, chairs, electrical, av, or other things to make your event successful.

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

What items do you plan on needing for your event: *

☐ Chiars

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

☐ Stanchions

☐ Pipe & Drape

☐ Staging & Stage Steps

☐ Podiums

☐ 10'x10' Canopy Tents

☐ Coat Racks

☐ Waste Bins (Trash, Recycling, or Compost)

2. SUBMIT EVENT REQUEST FORM CONT.

- Click "Submit for Approval".

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.

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.
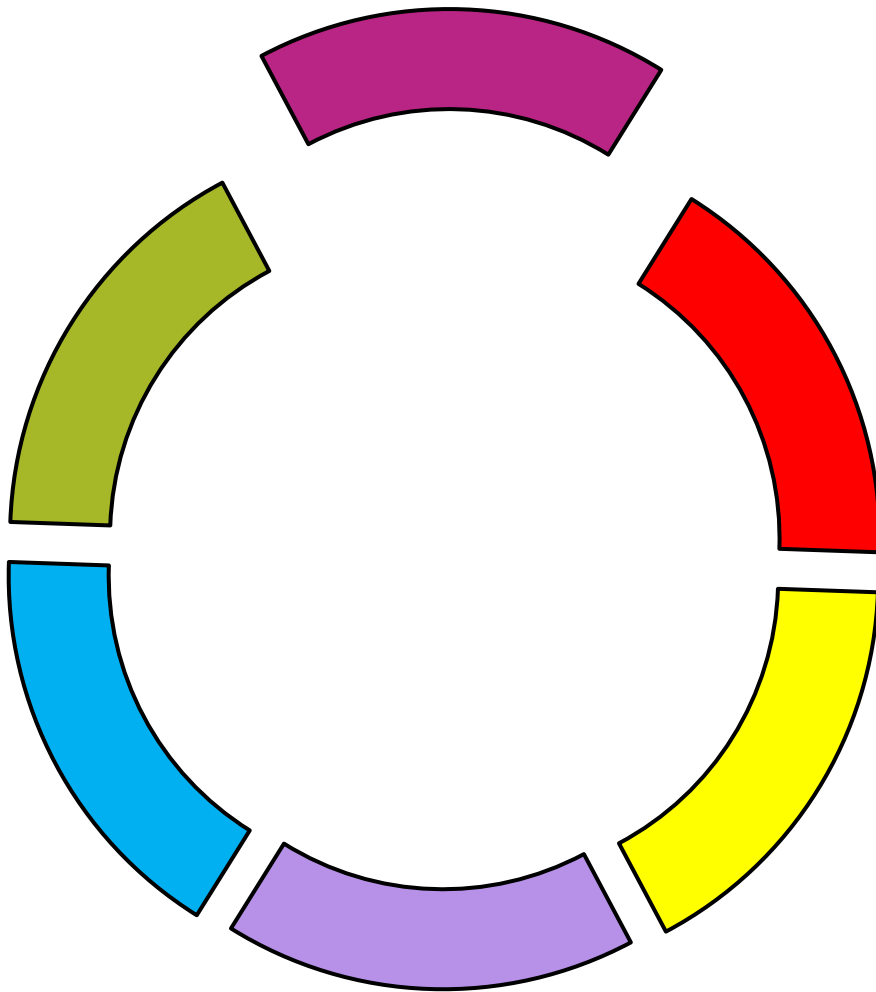
STUDENT EVENT SUMMIT
MEMBER DEPARTMENTS
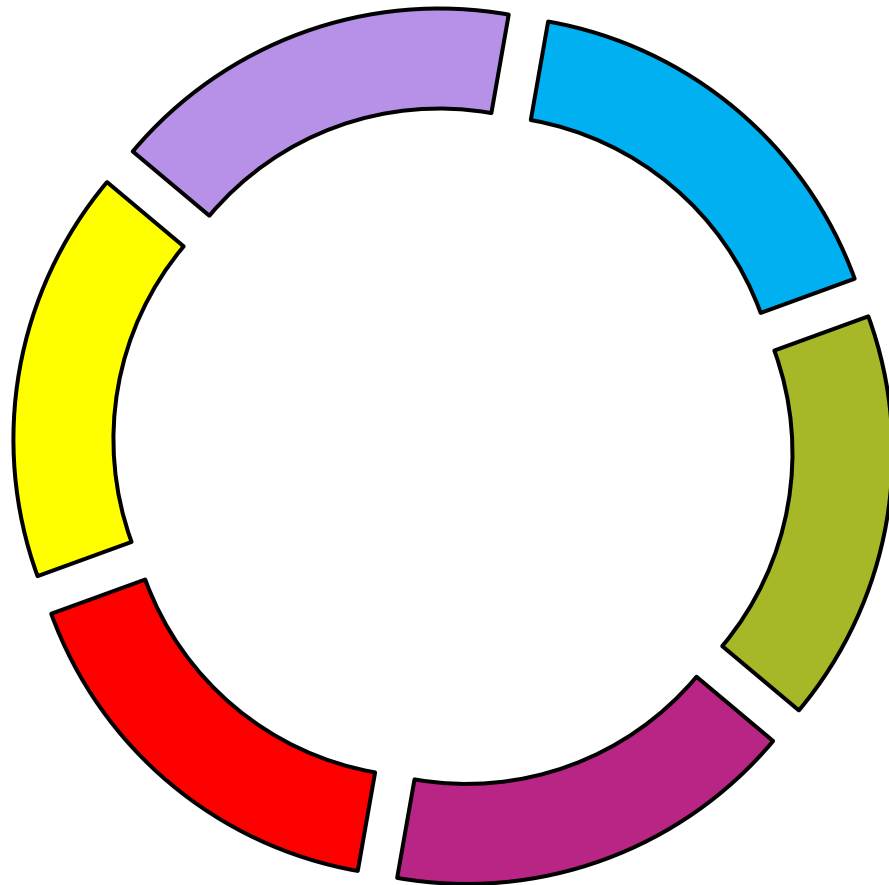
- Campus Activities
- Events
- AV
- Campus Safety
- Sodexo
- Grounds
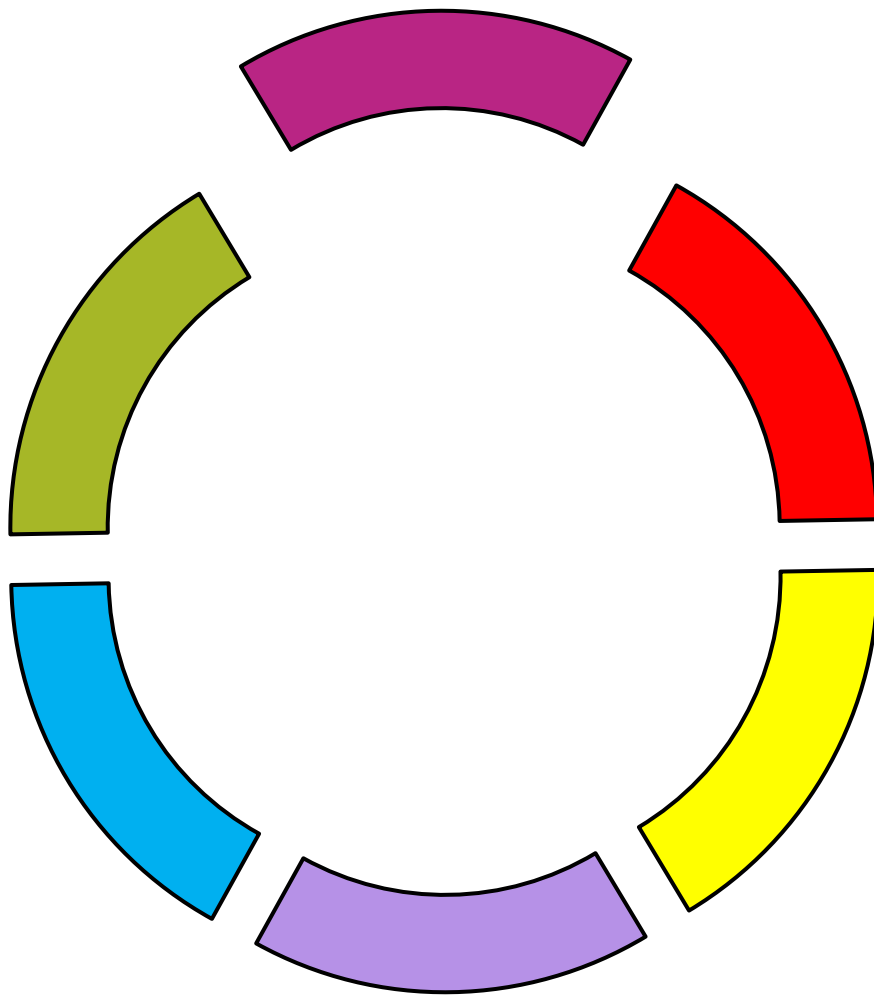
CAMPUS ACTIVITIES

- 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.
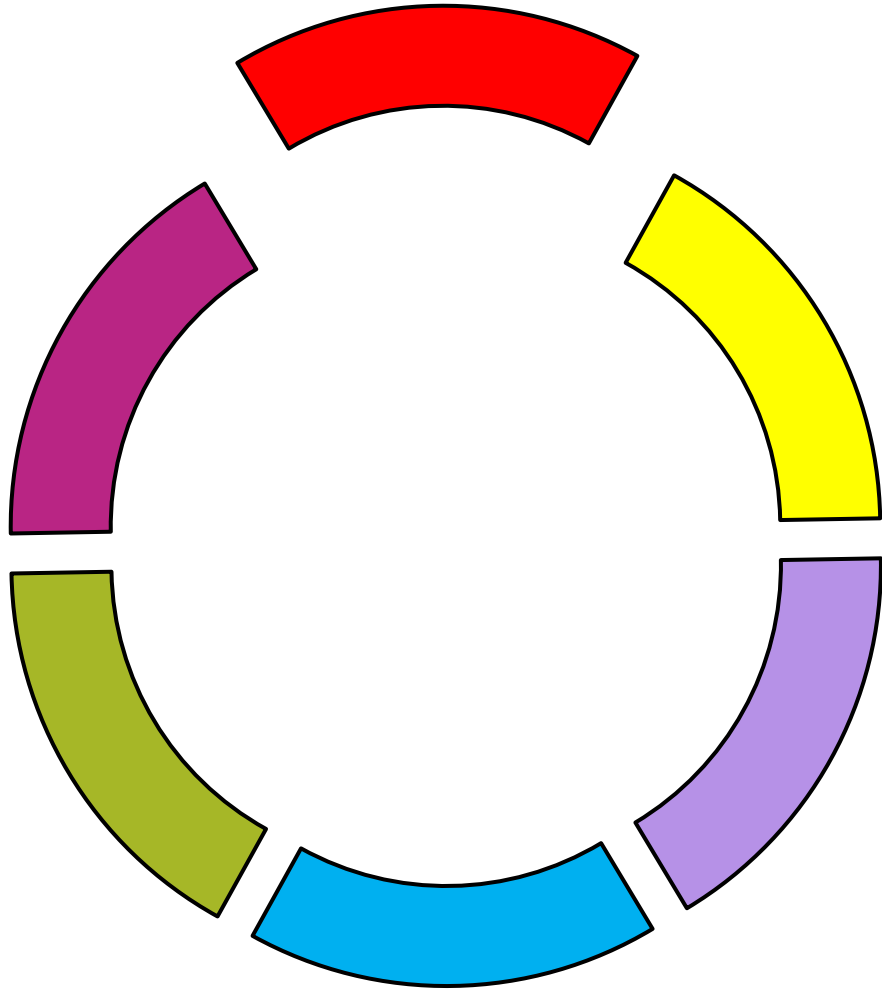
EVENTS

- 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.

Campus Activities Events AV Campus Safety Sodexo Grounds
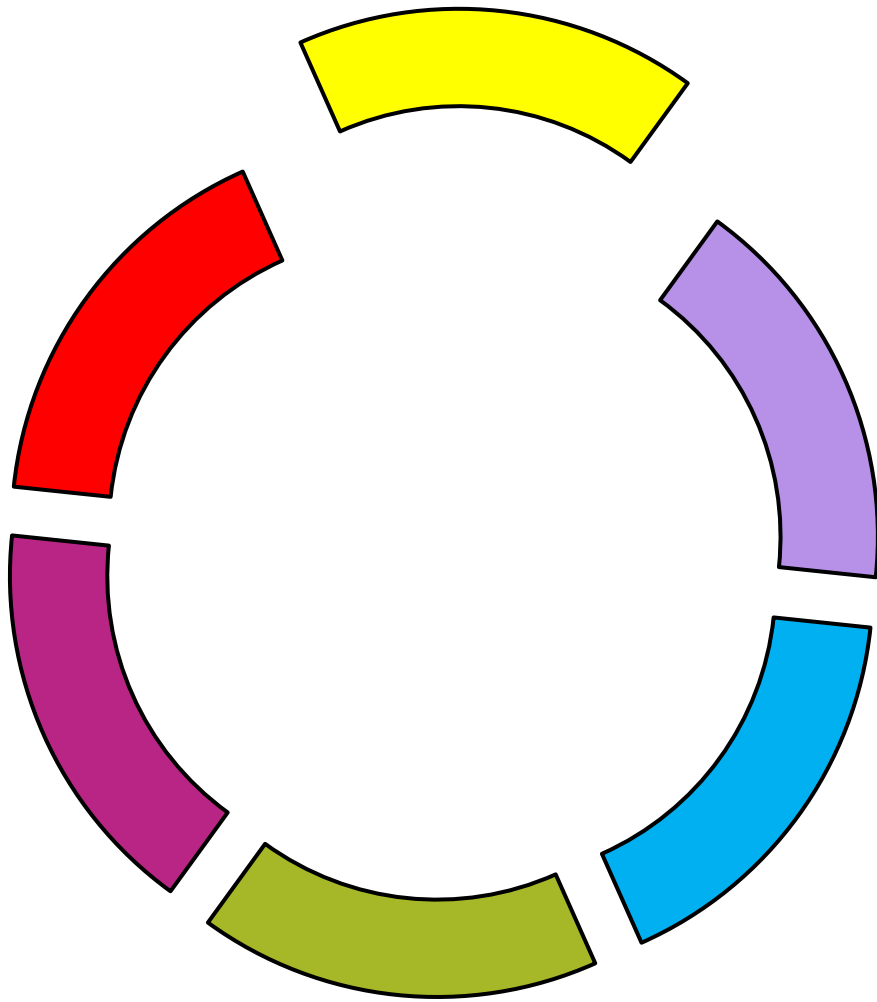
AV (AUDIO/VISUAL)

- 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.
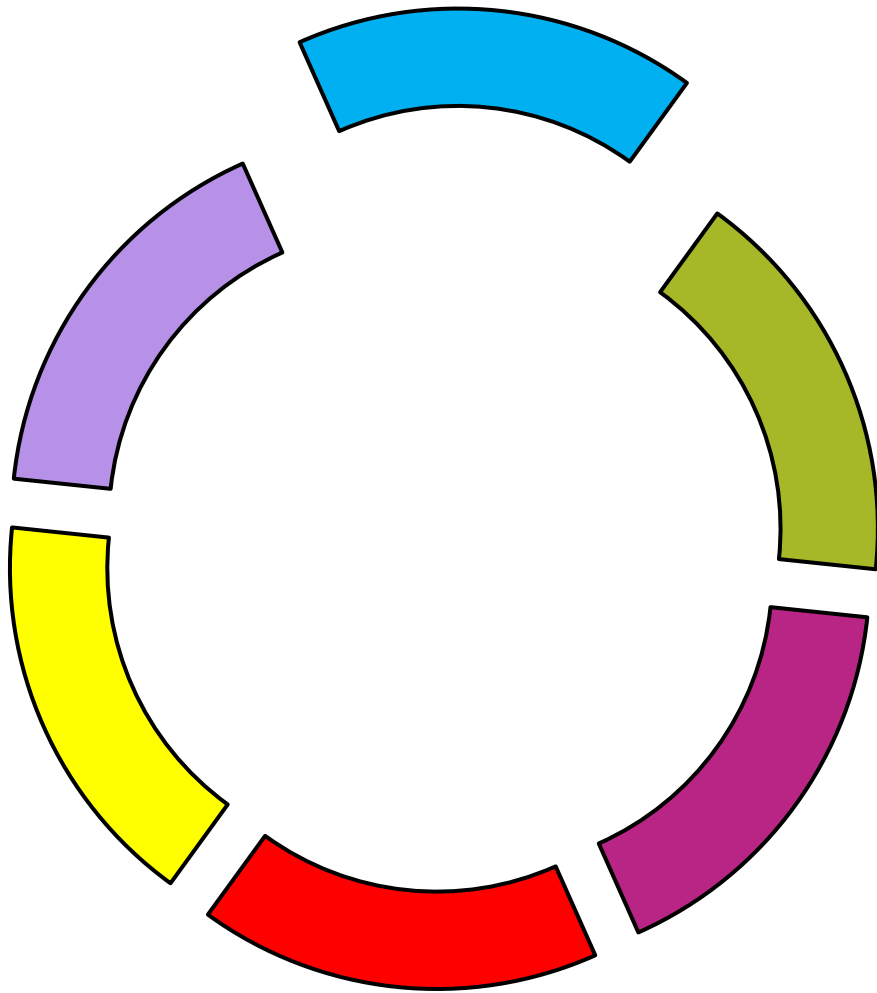
SODEXO

- Venue maintenance.

- Identifies sanitation needs for events.

Campus Activities Events AV Campus Safety Sodexo Grounds
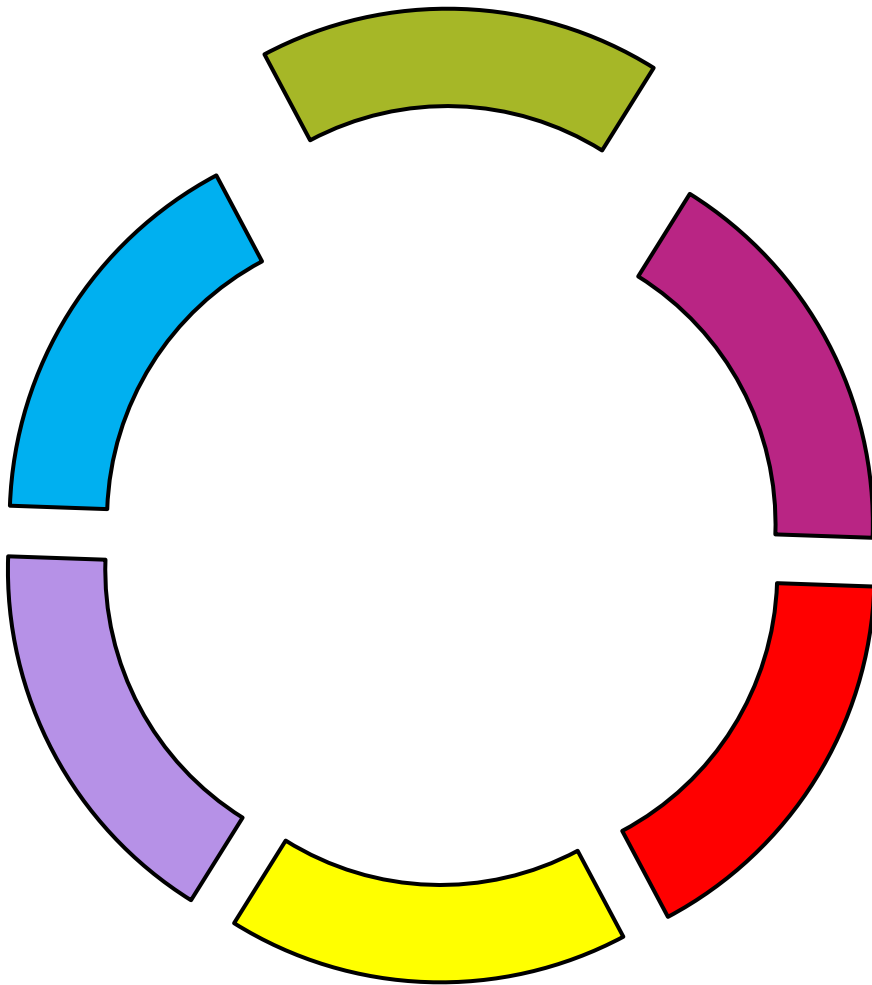
GROUNDS

- Evaluates risks for all outside venues.

- Provides things like fencing, sprinkler management, and grounds maintenance.

Campus Activities Events AV Campus Safety Sodexo Grounds

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.
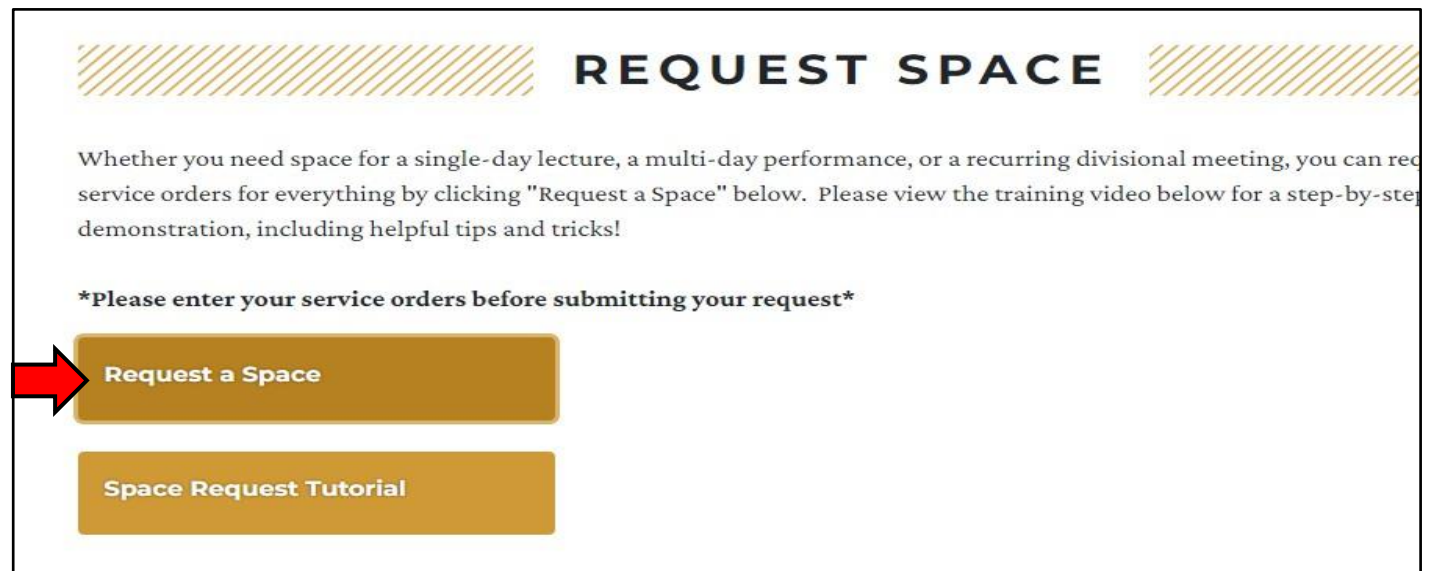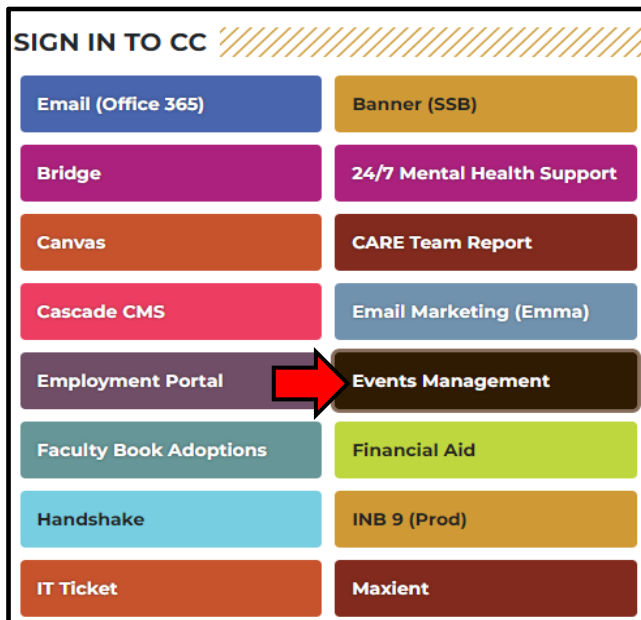
4. ENTER SERVICE ORDERS

- Click "My Events" and select your event.

4. ENTER SERVICE ORDERS

- Click "Add New Order" and the "Continue to Order".
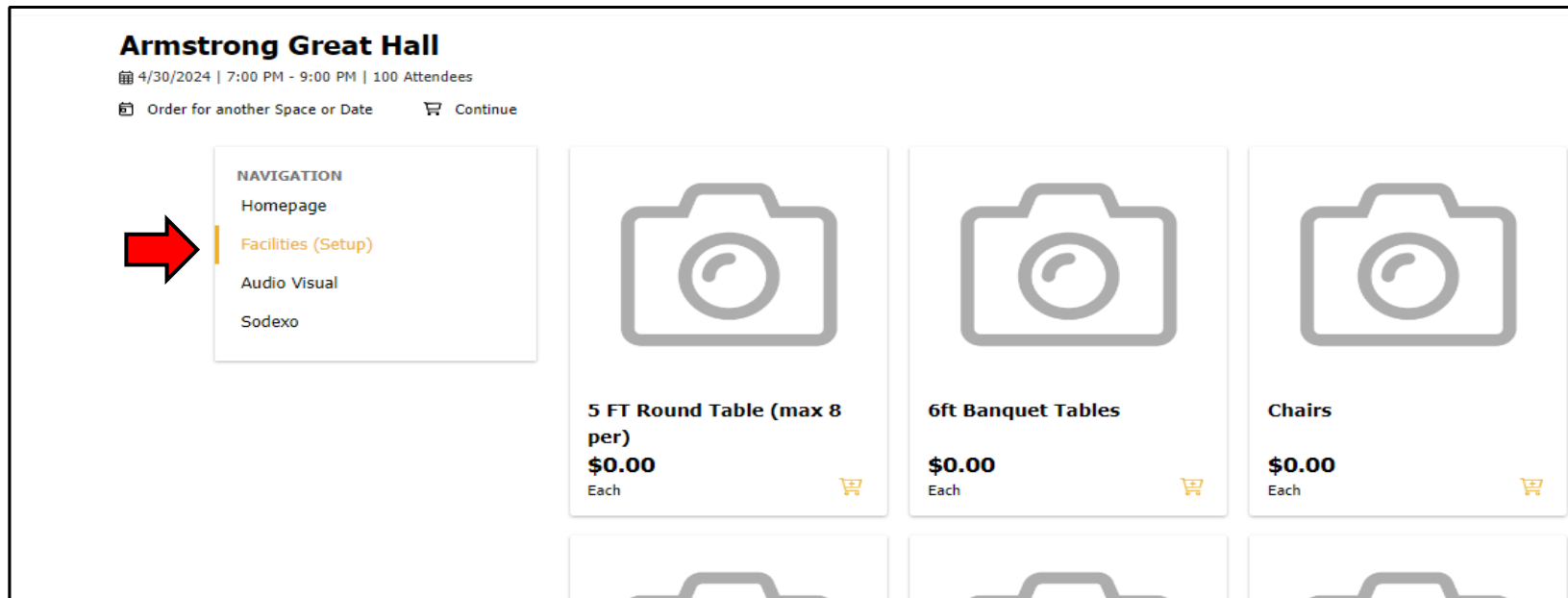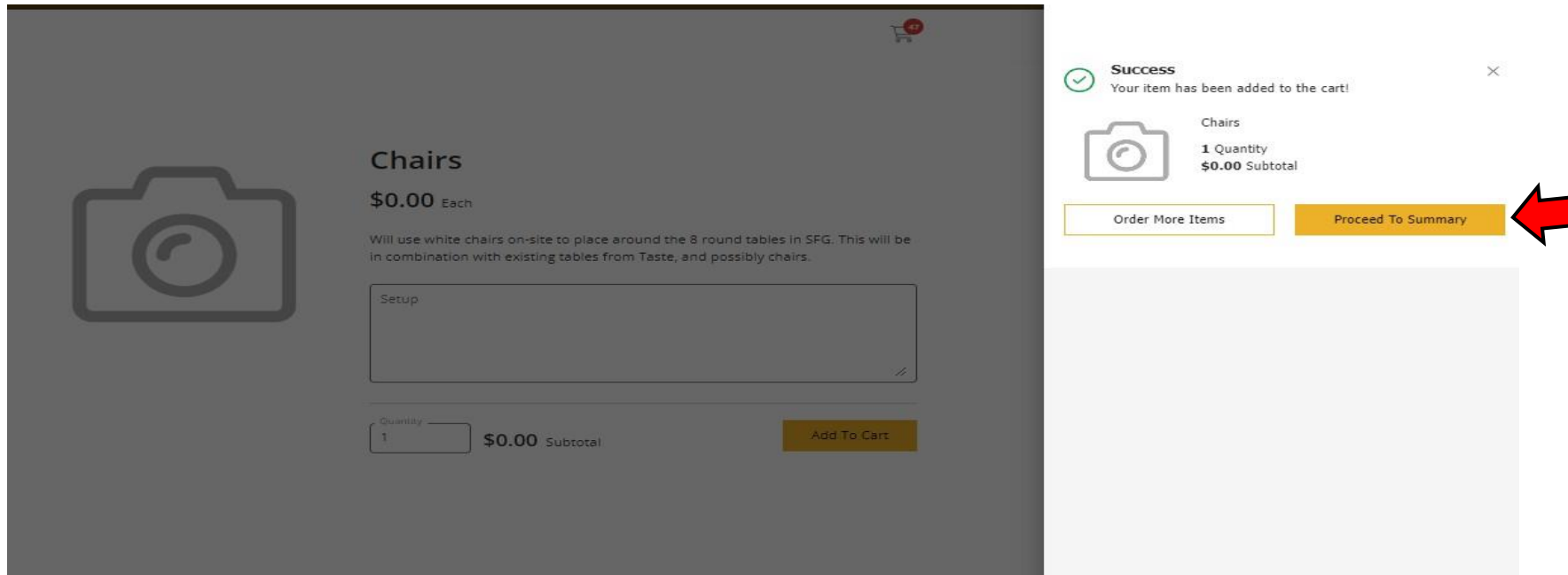
4. ENTER SERVICE ORDERS

- 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.
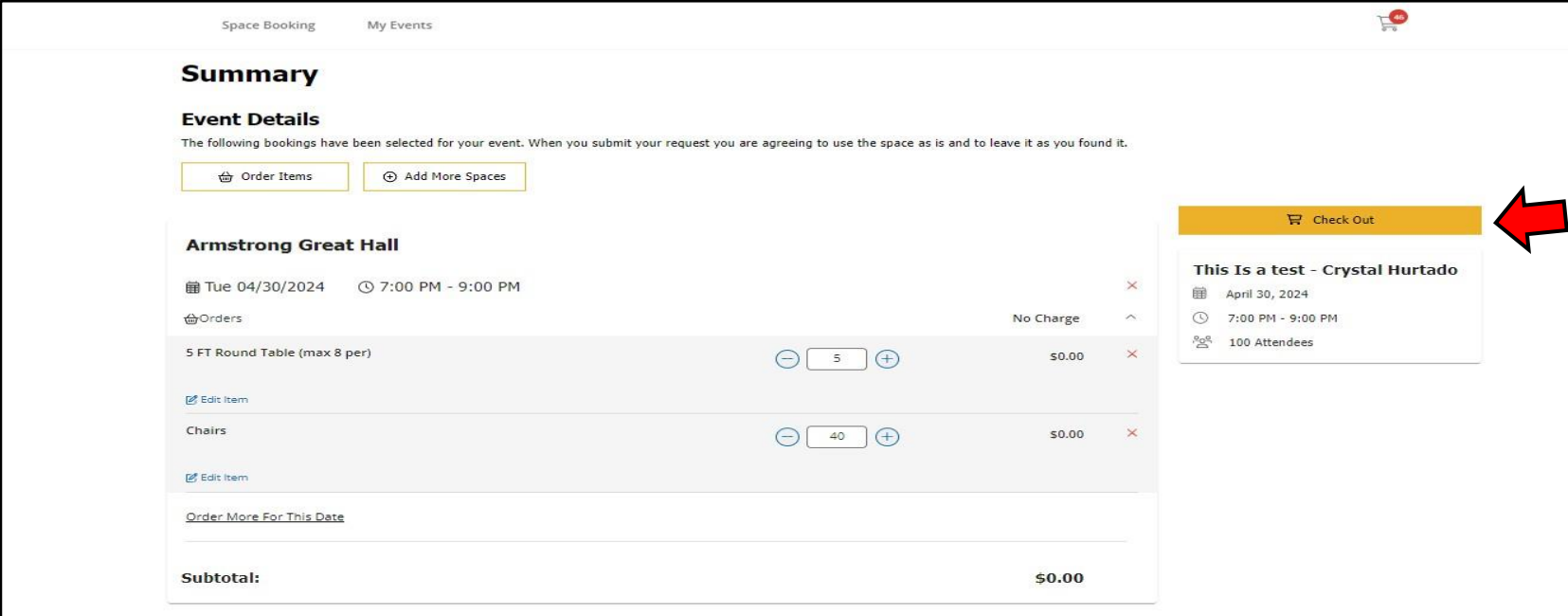
4. ENTER SERVICE ORDERS

- 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".

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 to obtain and sign for a Pcard.