How to Sponsor an Event!

http://www.haverford.edu/activities/
https://haverpedia.haverford.edu/wiki/Club_Resources

Want to plan an event on campus and not quite sure what to do?!? There are services available and protocol to follow to ensure that all events go smoothly. If you have any questions or need assistance with any of the following, please set up a meeting time with Lilly Lavner (lavner@haverford.edu), Director of Student Activities and Leadership, in Chase 208 to discuss your ideas. Please note: Club and organization event/meeting spaces are booked through the Event Form or Meeting Form on the SAO Website, and any questions regarding that should be sent to the GAs (hc.studentevents@gmail.com). SAO Interns can help you with posters and can be e-mailed at fordshavemorefun@gmail.com!

Step 1. Who’s involved?
In planning a campus event, one of the first things to do is identify who will be involved – from the development stages and providing financial support, to deciding who will actually help to implement it. Successful events are collaborative in nature and have a diverse group of people working together to divide tasks in an effort to create one successful event.

Step 2. Set a date, time, and location
Does your group already have a date in mind?

• **If so**, check the Go calendar (http://go.haverford.edu) to see if there are any other events planned for that particular date and time. Check the college calendar, and ask around. Sometimes things are already planned or reserved, but have not quite made it to the calendar yet! If you want to check on a few dates, you can also email the GAs (hc.studentevents@gmail.com) to inquire about a certain date or space.

• If there is something big already happening, it’s best not to program over other events or clubs!!!

• **If not**, a REALLY good option is to pick a location first and check to see what dates/times that space is available for use (see below).

Now select your preferred location…

• Once your group has found an open date and time, go to the Campus Events Calendar (http://www.admin.haverford.edu/calendar/) to check for an available location. Be sure to take size and available technology into consideration when selecting a space.
  o If your preferred location is available, you’re set to move forward.
  o If your preferred space is NOT available at the particular date/time, your group will need to decide if you will be able to use an alternate location or if you will need to schedule the event for a date/time when that room is available.
  o Events may be reserved by completing the online form: www.haverford.edu/activities/the_office/event_reservation_form.php
  o Meeting/Rehearsal space may be reserved by completing the online form: www.haverford.edu/activities/the_office/meeting_rehearsal_planning_form.php

Step 3. Putting together an event operations plan
Go through this checklist and answer the following questions as best as possible:

• Logistics
  o What is the name of the event?
  o What date(s) will the event take place?
  o Where will the event be held? (What is your back-up location and/or rain location?)
  o At what time will you need the room for set-up? What time will the event start?
    ▪ **Please note:** Public extracurricular events (performances, lectures) cannot be scheduled during class times! Black out times are as follows: Monday and Tuesday 7:00pm – 10:00pm
    ▪ Anytime after after 10:00 p.m. on Monday/Tuesday, or Wednesday-Friday after 4:00 p.m., and Saturday and Sunday all day are totally fine!
    ▪ If you want Athletes to attend, it is best to plan your event to begin later than 7:00 pm so that they have a chance to get there after practice.
  o What time will the event end? What time will you have finished cleaning up the space?
  o Who will be the contact person for the event? Include contact email and affiliation.
  o Who in your group/organization/club will be responsible for cleaning up the space at the end of the event? (If necessary, who will contact facilities to ask for additional cleaning supplies?)
  o Write a brief description of the event to be included on the Go calendar (the better your description, the more people will know about the event and the more likely they are to attend!)
  o Will your event require the superb services of our talented Student Sound/Light/Tech Crew?
    ▪ How many speakers/mics, etc. will you need? (Please note that these resources are limited)
    ▪ Will you need a projector? (We only have one available for use, FYI. It is not always available)
Step 4. Support Staff Services

Please keep in mind that support services are available on a limited basis and a fee may apply if things need to be rented, or overtime is required. Requests must be made AT LEAST FOURTEEN (14) DAYS AHEAD OF TIME. At Minimum.

- **Dining Services / Catering**
  - Will there be food or beverages served at the event? Anthony Condo and Bruce Levine, in the Dining Center, are available to help you with this!
  - Will you be hiring an outside vendor? If so, you need to review the DC Policy and send certificate of insurance to Anthony and Bruce at least 2 weeks ahead of time for approval.

- **Housekeeping**
  - Will you require a stage, tables, chairs, trash cans with liners for the event? How many?
  - Does the room need to be set-up in a particular way? If so, describe how you want it set up. The more details, the better! (Ex. I need 40 chairs facing the sink in Zubrow Commons, with 3 six-foot tables behind them)
  - Will you need supplies left in the space to aid you during the clean-up that takes place immediately following the end of your event? (Housekeeping can provide brooms, mops, etc.) *Please note that spaces must be left as clean (if not cleaner) than how they were found/set up. It is NOT Housekeeping’s job to clean up after your event or mess!

- **Audio/ Visual Needs**
  - Will you need access to any audio/visual equipment? (Ex. Panelist mic set up, access to a podium in an auditorium)
  - Will you need student sound/light/tech crew (aka BLAST) to run sound for your event? Or A/V workers? (If you’re unsure, you can ask the Grad Assistants or Lilly Lavner for clarification)

- **Campus Safety**
  - Do you have questions, or need suggestions on how to handle problems created by large groups of people?
  - Would you like Quaker Bouncers or a Safety Officer to be at the event?

- **Health Services**
  - Would like information about dealing with alcohol abuse and people who may become ill at your event?

- **Advertising**
  - Is your event information up-to-date in the Go calendar?
  - Will you publish the event in the Students’ Council’s “Weekly Consensus”?
  - Flyers? Table tents? Posters? Email listservs? Sidewalk chalkings?
  - Will you “table” in the DC?

- **Funding and Co-Sponsorship**
  - Did you request funding from the Students’ Council?
  - Did you consider co-sponsorship with other student organizations?
  - Have you asked a department, office, or center to help support the event?

- **Reviewing Contracts (if applicable)**
  - Ask Lilly Lavner, Director of Student Activities, to review the contract with you. (You cannot sign any contracts sent to you, so make sure she sees them at least 2 weeks prior to the events!)
  - Pay particular attention to: payment schedule, accommodations, special needs, and what is in the “rider.”

- **Hosting your Visitor (if applicable)**
  - Get good information: From where are they coming? How would they like to travel? Where do they have to be next? Will they bring every thing that they will need for their visit, or will you have to provide equipment?
  - Meet people at their arrival destination, and do not leave visitors alone for meals

Step 5. Room Reservation

Once your request is sent in via the forms on the Student Activities Office Website, you will need to wait for approval before moving forward in planning your event.

- If your event is confirmed, you’re ready to move forward in planning your event!
- If you need to provide additional information or make changes to the reservation for a particular reason, do so and resubmit your requests
- If you have any questions going through Step 3 and want some guidance, Lilly and the GAs are always happy to answer any of your planning questions!

Who’s available to help plan an event?

- **Lilly Lavner, Student Activities Coordinator:** Visit Lilly in Chase Hall, Room 208. Email Lilly at llavner@haverford.edu . Call Lilly at (610) 896-1228.
- **Campus Life Graduate Assistant,** Visit Nadirah in Chase, Room 201. Email the GAs at hc.studentevents@gmail.com . Call Nadirah at (610) 795-1800.
- **JSAAPP:** while no alcohol may be served at public events, JSAAPP is always available to answer questions about the Alcohol Policy with regards to public and private events. Email JSAAPP at jsaapp@gmail.com
Event Rules and Regulations (from the Student’s Guide)

http://blogs.haverford.edu/students-guide/

Conflicting Events

There are times when activities cannot be scheduled due to a previously registered event such as a concert, play, major athletic event, lecture, etc.

The following guidelines pertain to all social events held in public spaces defined in The Alcohol Policy:

http://blogs.haverford.edu/students-guide/the-alcohol-policy/

Who May Attend

Only members of the tri-college community and invited guests may attend social events at Haverford College. In order to obtain admission to such an activity, Haverford, Bryn Mawr and Swarthmore students must present their I.D.

If a student brings a guest to a social event, he/she must:

a) Leave his/her I.D. number with the checker.

b) Leave his/her name and the name of the guest with the checker.

c) Accompany the guest throughout the duration of the event. Students bringing guests will be held strictly accountable for their behavior. **IF DAMAGE RESULTS FROM A GUEST’S BEHAVIOR, THE STUDENT HOST WILL BE HELD FINANCIALLY RESPONSIBLE.**

Organizer Responsibilities

a) If the event is in a non-dorm space or in Lunt Basement it must be reserved through the Student Activities Office (http://www.haverford.edu/activities)

b) Ensure that only members of the tri-college community and accompanied guests enter your event by checking I.D.’s at the door. Quaker Bouncers must be contacted to assist with this for all public events, and are available for private events as well.

c) ENSURE THAT ALCOHOLIC BEVERAGES ARE NEITHER PRESENT NOR DISTRIBUTED SO THAT THE EVENT IS IN COMPLIANCE WITH THE HAVERTOWN ALCOHOL POLICY. If you plan to have alcohol present at your event in Lunt Basement or James House, you must first complete the Arts/Music Application and send to JSAAPP (via email at jsaapp@gmail.com) for approval. Only those events held in Lunt Basement or James House and that are approved by JSAAPP may have alcohol present. For permission to host an event with alcohol in another public space on campus, you must contact the Student Activities Office for further information (such events may only be held with the permission of the President of the College).

d) It is the responsibility of the event organizer to keep noise at a “reasonable level.” If you receive a complaint about the noise level of your event, you must act at once to lower it. If the noise level is excessive, Campus Safety or one of the deans will contact you and request that the noise be lowered. Failing to respond to this request may result in Campus Safety stopping your event. Please do not put stereo speakers outside open windows as the sound disturbs our neighbors.

e) Outdoor events with amplified music require approval from the Student Activities Office and may not normally extend beyond 10:00 p.m. on weeknights or 11:00 p.m. on weekends, unless permission to do so is given by the Dean of the College. For an outdoor event in HCA, you may need a police permit from Haverford Township. Contact Tom King, Director of Campus Safety, for more information.

f) During the event planning process, it will be determined whether large, campus-wide events need coverage by Campus Safety staff or Quaker Bouncers. Your group may be required to cover the cost of such extra security.

g) Remind visitors to the College that they must park in the Visitor’s Lot.

h) CLEAN UP AFTER THE EVENT. Clean-up must be thorough and completed before you leave the space. Please make sure that you request cleaning supplies from either the Student Activities Office or directly through Facilities/Housekeeping, if necessary, when making your support services requests. The space should be left in the same or better condition than it was found. **If you do not clean up properly after your event, the event organizers or sponsoring club may lose their privileges to hold further events on campus.**

i) The event organizer is the person responsible for the event and should make every reasonable effort to ensure that all of the guidelines found in the Alcohol Policy, the Honor Code, the Constitution of the Students’ Association, and the Event Rules and Regulations section of the Students’ Guide are followed.