

Student Organization Programming: The What, When, Where, How, & Who

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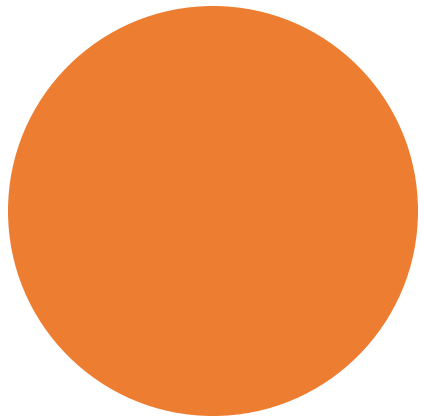
Graduate Assistant for the University Program Council in the Campus Involvement Center

Upcoming Trainings:

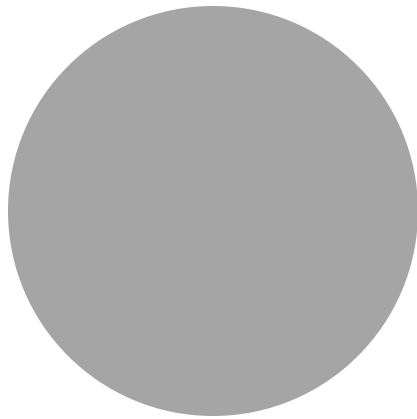
SAC (Senate Appropriations Commission) TemiTalk – Wednesday, February 2nd @ 12pm



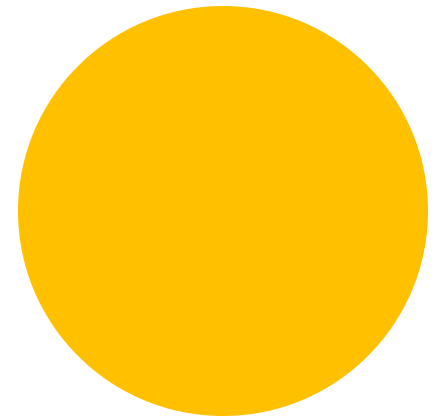
What Do You Need to Make an Event Happen?



TIME AND DATE



EVENT SPACE



MONEY



What else might be useful or needed?



CATERING



EXTERNAL VENDORS OR
SUPPLIES



ADVERTISING

Brainstorm: What Will Your Event Be?

Imagine yourself in the shoes of your intended audience

- What kind of event will I enjoy?
- Should I bother showing up?
- Will I bring my friends along?
- How's the weather?
- Do I have time to attend today?
- Will I make fun memories?
- Will there be food?
- Will I meet new people?





When and
Where?

Time & Date

- When are your members available to attend and run the event?
- Make note of holidays, campus breaks and closings, and any conflicting events on the Calendar of University Events and the Registrar's calendar!
- Who is your intended audience? Pick a time and date that works for more people.
- HAVE **BACKUPS!**
 - Have at least a first-choice and a second-choice time/location. This will increase your chances of being able to secure a requested space at a preferred time!
 - If you are holding an outdoor event, *always reserve a rain location!*

Two Ways of Reserving Spaces

The logo for ASTRA consists of a dark blue rounded rectangle in the background and a light gray rounded rectangle in the foreground. The word "ASTRA" is written in black, uppercase letters in the center of the light gray rectangle.

ASTRA

The logo for EMS consists of a dark blue rounded rectangle in the background and a light gray rounded rectangle in the foreground. The word "EMS" is written in black, uppercase letters in the center of the light gray rectangle.

EMS

Reserving via Astra

- astra.ohio.edu
- Room requests for classrooms
- Fill out the student org room request form
- You will get an email to confirm if your desired space has been obtained or needs to be adjusted

Reserving via Conference & Event Services

- Use the Ohio Event Services EMS app for all reservation requests!
- **EMS Link:** <https://ohio.emscloudservice.com/web/>
- Starting 03/31/2022, **only Presidents and Vice Presidents** of student orgs can reserve spaces.
 - Make sure to **update your Bobcat Connect roster** regularly!
- Some spaces will require a rental fee from your organization.
- Think about what kind of space you want to hold your event in.
 - Indoor or Outdoor? Keep an eye out for weather forecasts.
 - Large or Small? How many attendees do you expect?
 - Do you need tables/chairs?
 - Do you need any technology, such as outlets, screens/projectors, outdoor lighting, music, etc.?
 - Will you be ordering catering?

Opening Day dates for Fall Semester and Spring Semester Reservations in Conference and Event Services Spaces:

- Opening day for Fall Semester 2022 is Wednesday, March 30th, at 9 a.m.
 - This will allow OHIO student organizations and departments as well as external customers to make reservations for Aug. 14th, 2022- through Dec. 10th, 2022, at the following venues on the Athens Campus:
 - Baker University Center
 - Walter Rotunda
 - Galbreath Chapel
 - Outdoor Spaces
- The following spaces will be unavailable to reserve in EMS:
 - Nelson Commons
 - Memorial Auditorium
 - The Front Room
- Opening day for Spring Semester 2023 is Wednesday, September 14th, 2022, at 9 a.m.
 - Same venues as above

Helpful tips:

1. Be familiar with how to use Virtual EMS. If you need assistance, please contact the Reservations office at reservations@ohio.edu or call (740) 593-4021.
2. When making your reservation request online at <https://ohio.emscloudservice.com/web/>, enter in all the information you have- the more detailed the better. Include catering needs, # of guests, tech needs, set up time, tech-check needs, etc.
3. When you are making your request, it is just that: A request. We can deny your request if you do not provide enough information.
4. Once your event is approved, meet with your [reservations](#) coordinator AT LEAST 2 months prior to your event. Keep your Reservations Coordinator/Event Services team informed of all technical riders, or contractual information.
5. Baker Center Catering is a separate office from Event Services. If you have catering needs,
6. MAKE SURE YOU HAVE A SPACE BEFORE YOU SIGN A CONTRACT or put an offer in for a performer or vendor.



Bobcat Connect and CUE

- Once you have your time, date, and space confirmed...
 - Submit your event on CUE, OHIO's Calendar of University Events!
 - Register your event on Bobcat Connect!



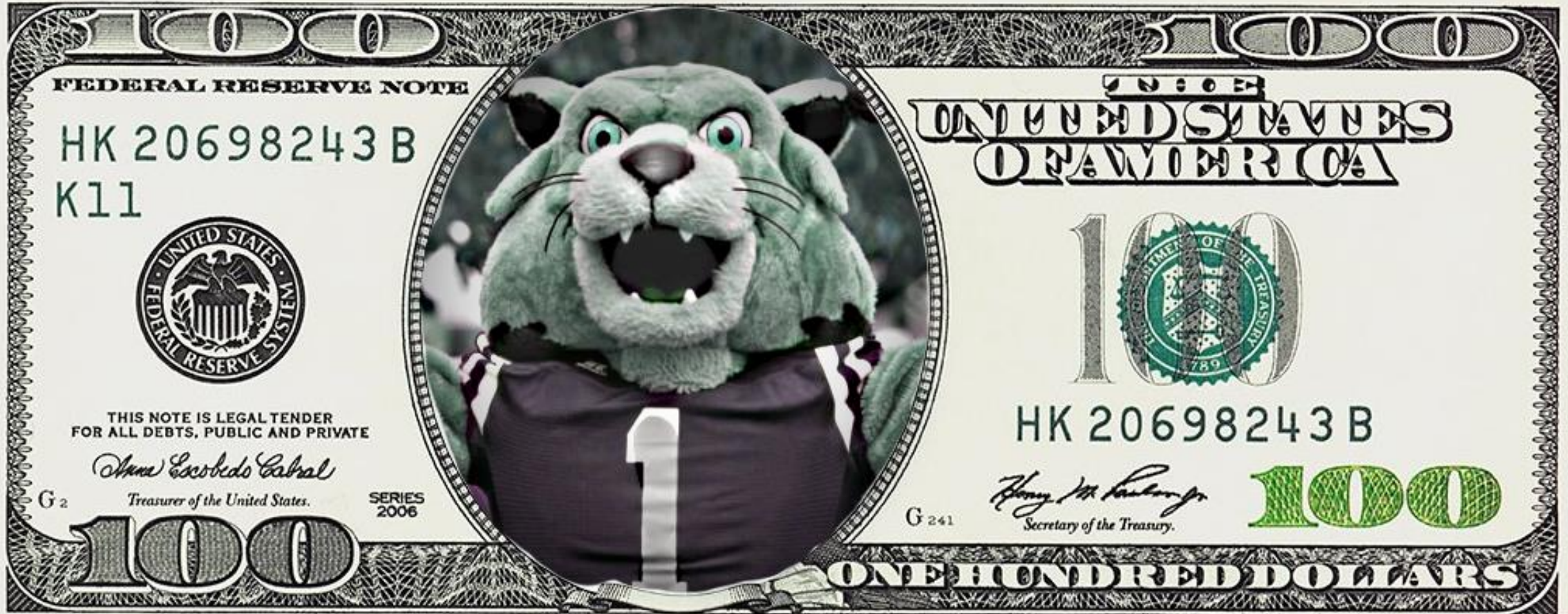
Advertise Your Event!

After you have submitted your event to CUE and Bobcat Connect, you may also want to continue spreading the word!

- Use social media, like Twitter, Instagram, Snapchat, and Facebook!
- Put up posters and flyers!
- Tell your friends!



Funding: How Will You Pay for Your Program?



MONEY:

Where Does It
Come From?

Where Does It Go?

- Types of Student Org Accounts
 - 10 – SAC Funding
 - 80 – Student Org Fundraising



SAC Funding

- **SAC** (Student Appropriations Commission) distributes Ohio University funds to student orgs based on semesterly and biweekly requests
- Any money you receive from SAC goes into your **10** account
- For more information on SAC Funding, please contact **sac@ohio.edu**





Fundraising

- This money goes into your 80 account
- You can get OHIO's tax exemption ID from the Campus Involvement Center
- You cannot use money transfer apps such as venmo or cashapp – only cash or checks
- Student org deposit box at Chubb Hall

Examples of Popular Fundraisers

- Chipotle Fundraisers
- Bake Sales
- Concessions at athletic events
- t-shirt sales

Get creative and have fun!

**SCHOOL SPIRIT
TASTES GREAT**



Checking Your Balance

- You can check your student org balance with Oracle Business Intelligence (OBI)
- We have a video on how to do this at ohio.edu/involvement

Money Talks

- Learn more about student organization finances and SAC next week!





Who Will You Get to Help?

Ohio University Services
and External Vendors

Internal Services

- Catering
- Printing Services
- Conference & Event Services
 - Not just for making space reservations!
 - They can livestream your event!
- Moving services
 - Tables, chairs, etc.



OHIO Catering

Email catering inquiries and requests to catering@ohio.edu. Catering requests need to include the who, what, when, where, and how.

- **Who:** Group or Department Name and the Representatives name, along with contact information (telephone and email).
- **What:** Specific food and beverage items being requested. OHIO Catering menus can be viewed here:
 - <https://www.restaurantcateringsystems.com/OHIOcatering>
- **Where:** Where will the event be held? Building and room number.
- **When:** When will the event begin and end, so that catering can be set and ready for the event, and then teardown afterwards?
- **How:** How would you like the event presented? Any linen colors, or special setup requests? How will the event be paid for? Include an account number for billing.



Extra Catering Info

- Important information about OHIO Catering is located here:
 - <https://www.ohio.edu/food/catering/informationincluding>
- The University Catering Policy 47.015 which includes information about Catering Exemptions is located here:
 - <https://www.ohio.edu/policy/47-015>
- The Catering Exemption form is located here:
 - <https://www.ohio.edu/sites/default/files/sites/food/files/Catering%20Exemption%20Request%20Form.pdf>
- For more information about OHIO Catering, call 740-593-4035.





External Vendors



What's an External Vendor?

- Businesses or other professional persons/groups outside of Ohio University from whom you may purchase supplies or services
- Examples from events you may recall:
 - Welcome Week Petting Zoo
 - Dad's Weekend Casino Event
 - Sign-Customizing at Fall Fest
 - Yard Games at Homecoming Week Movie Night
- Other examples of external purchases:
 - Pizza bought for meetings
 - Supplies bought online



How to Make a P-Card Purchase

- Book a P-Card appointment in the CIC
 - Can be in-person (at this time) or over Microsoft Teams
- Know your org's account number
 - Your org's account number (4 digits) can be found on Bobcat Connect
- Know which of your accounts you want to pull money from
 - Typically, a 10 account (SAC funding) or 80 account (Your Org's Fundraising)

How to Make a P-Card Purchase

- Have your purchase ready to go, we can fill out the credit card section
- Deliveries must be made to **on-campus addresses**
 - You are permitted to have your items delivered to the Campus Involvement Center (1 Park Place, Room 355)
 - The **billing address** is 160 W Union St.

How to Make a P-Card Purchase

- Send us an **itemized** receipt
 - A receipt that only includes the total is **not** acceptable
 - If your event has a flyer/poster, send us that image as well



Estimated Delivery Time

7:25 PM - 7:30 PM on [REDACTED]



[REDACTED]
Athens, Ohio 45701

If you are having an issue with your delivery order, please contact customer support at **877-523-6844.**

TRACK YOUR ORDER





ORDER RECEIPT

1 Classic Italian Sausage (2270 Cal)	\$7.00
4 Classic Pepperoni (2210 Cal Each)	\$22.20
1 Classic Cheese (1950 Cal)	\$5.55



Mastercard ending in [REDACTED]

Subtotal	\$34.75
Delivery Fee	\$2.99
Service Fee	\$3.50
Driver Tip	\$3.48
Taxes	\$0.00
Order Total	\$44.72

	Forbidden Island	\$17.00
	Obscurio	\$33.99
	Subastral	\$14.95
	Clank! Legacy Acquisitions Incorporated	\$74.80
Subtotal		\$140.74
Shipping		Free
Total		USD \$140.74

INVOICE
2021-2022 **DUES**

Club Number

Club Name and Address

Ohio University
 1 Ohio University
 Athens OH 45701-2942
 United States

Faculty/Facility Advisor:
 Sponsoring Club:
 Club Number:
 District: **Ohio**

1. CLUB INFORMATION

A. Unpaid members for 2021-2022: **22**

B. Print club contact name: _____

C. Print contact phone number: _____

D. Print contact address: _____

2. DUES INFORMATION

Description	Amount	2021-2022 Payment
Dues - Tier A	USD 600.00	USD 600.00
District Dues	USD 12.00	USD 264.00
TOTAL DUES AND FEES		USD 864.00

Contracts

- External vendors and services may require a vendor contract or OHIO's Short Form Services Agreement
- If you are planning an event that may include external services, performers, rentals, or the like visit the Campus Involvement Center sooner than later!
- Either way, email the Campus Involvement Center for help (involvement@ohio.edu), and most importantly:

NEVER SIGN ANYTHING



Getting the Vendor Paid

- P-Card purchase
- Student Organization Disbursement Voucher (Bobcat Connect Forms)
 - Reimbursement
 - Paying a student for service
 - Paying a non-student for a service
 - Paying an external supplier (company or business) for service or good
 - Transfer money to another student org (sponsor/collab)



Student Organization Event Planning Checklist

- The SOEPC is a great resource that will help you cover and track many of the necessary steps in planning your events!
- You can find the SOEPC inside the Student Organization Handbook, as well as other helpful resources for your student org, at:
 - <https://www.ohio.edu/involvement/student-organizations/resources>

Appendix B: Student Organization Event Planning Checklist

Name of event: _____

Date(s): _____

Responsible organization(s): _____

Person in charge and cell phone: _____

Estimated number of participants: _____

Registration:

☐ Registered event on Bobcat Connect: _____

Facilities:

☐ Location(s) reserved: _____

☐ Rain location reserved: _____

☐ Set up confirmed (i.e. tables, chairs, recycling and trash, stage, etc.): _____

☐ Set up date/time: _____

☐ Permits, work orders, or any other approvals obtained: _____

Audio/Visual/Lighting:

☐ Equipment ordered (microphone, speakers, etc.): _____

☐ Computer and projector (is it provided?): _____

☐ Auxiliary/HDMI cord: _____

☐ Test sound in location: _____

☐ Set up date/time: _____

Publicity:

☐ Invitations (number) _____ (Date sent): _____

☐ Flyers created and distributed (when and where): _____

☐ Banners hung (when and where): _____

☐ Digital signs posted (when and where): _____

☐ Emails sent (date): _____

☐ Other: _____

Food:

☐ Menu selected (consider allergies): _____

☐ Drinks selected (menu): _____

☐ Ordered through OU catering if more than \$250 (Y/N): _____

☐ Set up time: _____

☐ Compliance with alcohol policies: _____

☐ Utensils secured: _____

Speaker/Band/DJ/Honorarium:

☐ Entertainer/performer confirmed (date): _____

☐ Any contracts reviewed by Associate Director of Student Activities (Y/N): _____

☐ Contract approved (if applicable): _____

☐ If honorarium, proper forms and disbursement voucher turned in: _____

☐ Logistics for guest established (arrival time, flights, transportation, hotels): _____

Decorations:

☐ Decorations: _____

Accessibility:

☐ Arrangements made for any special needs (interpreter, etc.): _____

Risk Management and Insurance:

☐ Major event registered and approved with the Major Events committee: _____

☐ Events with higher risk than standard approved by Risk Management and Insurance: _____

☐ Participant waivers obtained (if applicable): _____

Funding:

☐ Created event budget: _____

☐ Checked Oracle Business Intelligence for organization fund balances: _____

☐ Applied for SAC funding: _____

☐ Co-sponsorships confirmed: _____

Other Supplies Needed:

☐ Paper and pens: _____

☐ Tablecloths: _____

☐ Tape, staples: _____

☐ Sign-in/interest sheet: _____

☐ Cash box/change: _____

☐ Trash bags, rolling carts, etc.: _____

☐ Water for guests: _____

After the Event:

☐ Returned rented items: _____

☐ Sent thank you notes: _____

☐ Paid all bills: _____

☐ Participants completed evaluation: _____

☐ Organizers/volunteers/organization completed evaluation: _____

☐ Created recommendation list for next time: _____

Helpful Contacts

Catering@ohio.edu

Registrar@ohio.edu

Sac@ohio.edu

Involvement@ohio.edu

Reservations@ohio.edu

Campus Involvement Center Booking Page

