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

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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?
• 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

ASTRA

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/](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!
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
**ORDER RECEIPT**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
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<tbody>
<tr>
<td>1 Classic Italian Sausage (2270 Cal)</td>
<td>1</td>
<td>$7.00</td>
</tr>
<tr>
<td>4 Classic Pepperoni (2210 Cal Each)</td>
<td>4</td>
<td>$22.20</td>
</tr>
<tr>
<td>1 Classic Cheese (1950 Cal)</td>
<td>1</td>
<td>$5.55</td>
</tr>
</tbody>
</table>

**Subtotal** $34.75
**Delivery Fee** $2.99
**Service Fee** $3.50
**Driver Tip** $3.48
**Taxes** $0.00

**Order Total** $44.72
<table>
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<th>Price</th>
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<tbody>
<tr>
<td>Forbidden Island</td>
<td>$17.00</td>
</tr>
<tr>
<td>Obscurio</td>
<td>$33.99</td>
</tr>
<tr>
<td>Subastral</td>
<td>$14.95</td>
</tr>
<tr>
<td>Clank! Legacy Acquisitions Incorporated</td>
<td>$74.80</td>
</tr>
</tbody>
</table>

Subtotal: $140.74

Shipping: Free

Total: USD $140.74
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

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
<th>2021-2022 Payment</th>
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<tbody>
<tr>
<td>Club Dues - Tier A</td>
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<tr>
<td>District Dues</td>
<td>USD 12.00</td>
<td>USD 264.00</td>
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<tr>
<td>TOTAL DUES AND FEES</td>
<td></td>
<td>USD 864.00</td>
</tr>
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</table>
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): ____________________________________
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, hotel):

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