

# AUGSBURG COLLEGE

## Student Event Planning Form

Student Clubs/Organizations should use this form to help plan events and ensure that all necessary steps are being completed. A completed planning form is **required** for all major events. Typically, major events are those that may be: a) a dance, b) open to the public c) have one or more meal functions d) involve a ticket or entry fee or e) have an estimated attendance of over 150 people.

The final page of this document is the approval page. In order to finalize your event, you must receive signatures from all parties---in the order requested---and then submit to the VP of Student Affairs for approval.

**NOTE:** For events requiring this form---please have all steps completed **at least 10 days prior to the event!!!!**

### GENERAL EVENT INFORMATION

<b>Event Name:</b>		<b>Event Date:</b>	
<b>Estimated Attendance</b>		<b>Event Location</b>	
<b>Set Up Time Begins</b>		<b>Event Start Time</b>	
<b>Event Ending Time</b>		<b>Event Tear-Down Completed By:</b>	
<b>Sponsoring Organization</b>		<b>Student Contact Name</b>	
<b>Student Contact Phone Number</b>		<b>Student Contact CB</b>	
<b>Sponsoring Organization's Advisor</b>		<b>Advisor Phone Number</b>	
<b>Faculty or Staff who will be present at event</b>		<b>Budget Number</b>	
<b>Tickets?</b>	<input type="checkbox"/> No, this event is free <input type="checkbox"/> Yes, there will be a charge for the event: <ul style="list-style-type: none"> <li>○ COST FOR STUDENTS:</li> <li>○ COST FOR NON-STUDENTS:</li> </ul> <p>NOTE: If you are receiving money from the Student Activity Fee account, you may not charge a fee to current Augsburg students.</p>		
<b>Event Description</b>			

# EVENT PLANNING CHECKLIST

NOTE: Shaded boxes are REQUIRED actions.

## STEP 1: Scheduling Space

### **REQUIREMENTS:**

**SPACE REQUEST:** Complete the Room Request Form at [www.augsburg.edu/eventservices](http://www.augsburg.edu/eventservices).

NOTE: Your space is not officially reserved until you get a reservation confirmation back from Event & Conference Planning.

**Date Space Requested:**

### **SET UP/TEAR-DOWN:**

When booking your space, be sure to include the time needed for set up and tear-down of your event.

### **ATHLETIC FACILITIES:**

To schedule Athletic Facilities (gym, field and/or ice-rink), call 612.330.1504. Classroom spaces in both Melby and Kennedy are both reserved through Event & Conference Planning.

**Attach a copy of space reservation confirmation with this form.**

### **ADDITIONAL ITEMS TO CONSIDER:**

#### **END TIME:**

Campus buildings close at 11:00 p.m., unless there is an event. For events, the ending time must be listed as NO LATER than 12:30 a.m.

Music must end by 12:30 a.m. and all guests must exit the building by 12:45 a.m. Unless otherwise arranged, Band and/or DJ equipment should be out of the building and clean-up should be completed by 1:30 a.m.

#### **MEAL TIME:**

If serving meals, be sure to allow adequate time for the entire group to eat before beginning your program.

## STEP 2: Event Set-Up and Audio-Visual Equipment

### **REQUIREMENTS**

#### **PLANNER:**

Meet with an event planner for all major events at least one (1) month prior to your event.

NOTE: An event planner MUST sign the back page of this document prior to being submitted for final approval.

#### **SET UPS:**

All set up and audio-visual requirements should be sent to the Event Set-up staff no later than five working days prior to the event

Send all set up requirements to: [events@augsborg.edu](mailto:events@augsborg.edu)

**Sets-Up Received**  
(Event Planner Should Initial)

#### **CONTRACTS:**

If you are working with a group that requires a contract---please see the contract section to ensure you follow all necessary steps in securing your group.

***ADDITIONAL ITEMS TO CONSIDER:***

**VENDOR ORDERS:**

We suggest working with an event planner from Event & Conference Planning if you will be ordering supplies from off-campus vendors. Our event planners have negotiated rates with many vendors and can coordinate deliveries and set up of equipment for/with you.

**SANDWICH BOARDS:**

If you will need sandwich boards for your event, you must order them from Facilities by either submitting a work-order or calling x1717.

**GARBAGE CANS:**

If you will require additional garbage cans for your event, you should order them no later than five (5) working days prior to the event (be sure to include placement/delivery information) by calling x1717.

**SPECIAL NEEDS CONSIDERATIONS:**

- How will you take care of guests who have mobility issues?
- Do you need handicapped parking access for guests?
- Do guests with mobility issues need access to your stage or performance area?
- Do you have guests who will need a sign language interpreter?

**STEP 3: Public Safety and Parking**

**EVENT REVIEW:**

**Meet with the Director of Public Safety to review the details of your event.**

NOTE: A DPS representative MUST sign the back page of this document prior to being submitted for final approval.

**ADDITIONAL SECURITY:**

Working with the Director of Public Safety, determine how many (if any) additional Public Safety Officers will be required for your event.

**CANCELLATION:**

If your event is cancelled less than 48 hours before the event---there will be a four-hour minimum short-notice charge assessed to your budget if you have hired additional security staff. To cancel security, you must notify the Director of Public Safety.

**PARKING:**

If guests will be coming to your event from off-campus, you MUST make arrangements for parking for your guests by contacting the Assistant Director of Public Safety---Parking and Communications at 612.330.1711.

***DO NOT advertise available parking on campus until you receive confirmation from DPS.***

**CONTRACTS:**

If you are working with a group that requires a contract---please see the contract section to ensure you follow all necessary steps in securing your group. Some groups have a detailed security rider. All security riders should be thoroughly reviewed by a member of DPS (See contracts section).

<b>STEP 4: Contracts</b>		
<p><b>REVIEW:</b> If you are hiring ANY entertainers, vendors and/or service providers that require a contract, you must:</p> <ol style="list-style-type: none"> <li>1. Review the contract with the Director of Student Activities</li> <li>2. Review the contract with the Director of Purchasing</li> <li>3. Have the Vice President of Finance sign the contract.</li> </ol> <p><b><u>YOU ARE NOT ALLOWED TO SIGN CONTRACTS ON BEHALF OF THE COLLEGE.</u></b></p>	<b>Reviewed by Director of Student Activities</b>	<b>Dir. Of SA Initials</b>
	<b>Reviewed by Director of Purchasing</b>	<b>Dir. Of Purchasing Initials</b>
	<b>Signed by VP of Finance</b>	<b>Attach copy of signed contract</b>
<p><b>TECHNICAL and/or HOSPITALITY RIDERS:</b> If you are working with a band or other entertainer that has a technical and/or hospitality rider you must work with an event planner to ensure that Augsburg has the proper equipment and/or needs for your entertainers.</p>	<b>Rider reviewed by Event Planner (Event &amp; Conference Planning Department)</b>	<b>Event Planner Initials</b>
<p><b>SECURITY RIDERS:</b> If you are working with a band or other entertainment act that has a security rider, you must work with a member of the Department of Public Safety to ensure that the college is able to provide all requested items.</p>	<b>Rider reviewed by Director of the Department of Public Safety</b>	<b>DPS Initials</b>

<b>STEP 5: Food and Beverage</b>	
<p><b>A'VIANDS:</b> All food and beverage should be ordered through A'viands---the campus catering department.</p> <p>Catering Director: Michelle Inserra PHONE: 612.359.6474 Email: <a href="mailto:minserra@aviands.com">minserra@aviands.com</a></p>	<b>Food Ordered (DATE):</b>
<p><b>OFF-CAMPUS CATERERS:</b> Food or beverages can not be brought in for events without prior approval from A'viands.</p>	
<p><b>ORDER TIMING:</b> ALL food and beverage orders should be placed <b>AT LEAST five (5) working</b> days prior to the event date.</p>	
<p><b>SPECIAL DIETARY NEEDS:</b> Be sure to determine if you will have guests that have special dietary needs (including vegetarians, food allergies, etc.). Notify A'viands of any special meals that will be needed. Notify guests to identify themselves when they arrive so that they can receive special items.</p>	

<p><b>FINAL GUARANTEE:</b>  <b>A final guarantee is due 72 hours prior to event date</b>  NOTE: You will be charged for your guarantee or the actual attendance of the event—whichever is greater.  **Any events that cancel within the 72 hour period may be charged.</p>	<p><b>FINAL Guarantee Due:</b></p>
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<p><b>Step 6: Publicity/Marketing Requirements:</b></p>	
<p><b><i>REQUIREMENTS:</i></b></p>	
<p><b>WEB-CALENDAR:</b>  Submit announcement to campus web-calendar (www.augsburg.edu/marcomm)</p>	<p><b>Date Submitted:</b></p>

<p><b><i>Additional Marketing Options to Consider:</i></b></p>
<p><b>FLAT SCREENS:</b>  Request flat screens, if required  NOTE: All flat screen requests require at least two weeks of lead time to be created. Requests within two weeks will be created as time allows.  Contact: Mark Chamberlain, Production Manager  Web: <a href="http://www.augsburg.edu/marcomm/display_form.html">http://www.augsburg.edu/marcomm/display_form.html</a>  Email: <a href="mailto:marcomm@augsb.org">marcomm@augsb.org</a></p>
<p><b>ECHO:</b>  Submit your event to the Echo (<a href="mailto:echo@augsb.org">echo@augsb.org</a>)</p>
<p><b>GRAPHIC DESIGN:</b>  If your event requires posters, flyers or print ads to be designed contact the Office of Marketing &amp; Communications <i>at least four (4) weeks in advance.</i>   Contact: Kathy Rumpza, Creative Director  Phone: 612.330.1182  Email: <a href="mailto:rumpza@augsb.org">rumpza@augsb.org</a></p>
<p><b>MEDIA/PUBLICITY:</b>  If you need assistance contacting outside media, please contact Jeff Shelman in the Office of Marketing &amp; Communication at 612.330.1476   NOTE: If you contact outside media directly, please coordinate with representatives from M&amp;C so that they are aware of media on campus.</p>
<p><b>INVITEES:</b>  ALL Publicity must include information that the event is either restricted to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Augsburg students</li> <li><input type="checkbox"/> Non-Augsburg students with current college photo ID</li> <li><input type="checkbox"/> Guest of Augsburg College student who present ID.</li> </ul>
<p><b>CAMPUS ACTIVITIES:</b>  For more marketing ideas, or for help in marketing your event, contact the Office of Student Activities. 612.330.1111</p>

<b>Step 7: Staffing</b>	
<p><b>STAFFING PLAN:</b> Please attach a copy of your staffing plan, including who will be on-site during set-up and tear-down. A copy of your onsite staff should be provided to your event planner.</p> <p><i>NOTE:</i> Please give a general idea of how many staff (people from your organization who will be working) will be onsite throughout the entire event</p>	<p><b>Staffing Plan to Events (Event planner Initials)</b></p>

<b>Step 8: Event Clean-Up/Damages</b>
<p><b>EVENT MATERIALS:</b> It is the responsibility of the sponsoring organization to remove ALL equipment which was provided by your group for the event (décor, etc.)</p>
<p><b>SIGNAGE:</b> It is the responsibility of the sponsoring organization to remove all event signage (and publicity signage that was placed around campus) for the event once it is over.</p>
<p><b>EXCESSIVE MESSES:</b> If there are excessive messes from your event (spills, broken glass, spilled food, etc.) it is the responsibility of the sponsoring organization to contact Custodial Services to request a clean-up. Call x1717 to report the clean-up request.</p>
<p><b>DAMAGES:</b> Damages that occur as a result of the event are the responsibility of the sponsoring organization and will be billed to your organization's budget.</p> <p>Campus Public Safety has the right to terminate the event if they feel it is in the best interest of public safety.</p>

# APPROVAL PAGE

In order to finalize event details, you must get all required signatures---**IN ORDER**---and submit final document to the VP of Student Affairs.

## **SIGNATURE 1: CAMPUS ACTIVITIES**

- I have reviewed all event contracts
- I have reviewed and approved the event proposed in this event request form.

\_\_\_\_\_  
Director of Campus Activities

\_\_\_\_\_  
Date

## **SIGNATURE 2: EVENT & CONFERENCE PLANNING**

- I have reviewed the space reservations and event timing.
- A copy of the space reservation confirmation is attached
- A planner has been assigned to this event, if necessary

\_\_\_\_\_  
Member of Event & Conference Planning

\_\_\_\_\_  
Date

## **SIGNATURE 3: PUBLIC SAFETY**

\_\_\_\_\_ The Director of Public Safety does not require hiring additional security for this event.

\_\_\_\_\_ The Director of Public Safety requires hiring additional security for this event.

Minimum number of additional security to be hired for the event. \_\_\_\_\_

Security Company to be hired: \_\_\_\_\_

**The sponsoring organization will be billed for any additional Augsburg Security hired for the event and for any additional security (i.e. Minneapolis Police) that is hired for the event.**

Additional Augsburg Officers Required \_\_\_\_\_ x \$ \_\_\_\_\_ /hour = \_\_\_\_\_

Additional non-Augsburg Security Required \_\_\_\_\_ x \$ \_\_\_\_\_ /hour = \_\_\_\_\_

\_\_\_\_\_  
Director of Public Safety

\_\_\_\_\_  
Date:

## **STUDENT AFFAIRS---FINAL APPROVAL**

\_\_\_\_\_  
Vice President of Student Affairs

\_\_\_\_\_  
Date: