

## POLICY NUMBER 2

### EVENT PLANNING GUIDELINES

Members who are charged with the planning and execution of any campus-wide event shall be required to adhere to the following guidelines to ensure optimum success for the given event.

**Clause I.** Planning shall begin no later than fourteen (14) days prior to the scheduled date of the event. For the sake of reference, the following generalized dates are given:

- a. Halloween Escape (ICC): Planning begins not later than the final week of August or first week in September
- b. Diversity Day- Planning begins no later than last week of October for Fall semester and no later than
- c. Club Rush- Planning begins no later than
- d. Week of Welcome- Planning begins no later than the week before school begins Fall semester.
- e. SpringFest: Planning begins not later than the second week of February
  - i. As other events arise or are scheduled, it is suggested that members take into consideration the planning processes for other scheduled campus-wide celebrations, to avoid conflicts and overwork of staff and fellow ASG members.

**Clause II.** At a CWA meeting, the Chair will appoint a chairperson for the event. In the event that the CWA has not met in time, the ASG will take on the role of CWA. At the ASG meeting one week prior to the commencement of planning, an item must be placed on the Agenda requesting formation of a subcommittee and appointment of a chairperson for the event. At the following ASG meeting, such committee shall be formed and chairperson appointed. This information shall also be relayed to the Office of Student Affairs.

**Clause III.** No later than one week following the formation of the committee, said committee shall schedule a regular meeting and establish the formal date of the event or reference the event calendar created by the Office of Student Affairs. Such date shall conform to requests made by the Office of Student Affairs in consideration of other College events.

**Clause IV.** No later than two (2) weeks prior to the event date, the Chairperson of the Event Committee shall complete basic arrangements and submit all necessary paperwork to the Office of Student Affairs, including the Application to Use College Property and any necessary contracts for vendors. Also consider inclement-weather locations and changes to be made in the event of necessary last-minute changes due to weather or other events.

**Clause V.** No later than three (3) weeks prior to the event requests for newspaper ads, posters, flyers, banners, letters, or Radio/TV ads should be submitted.

- Clause VI.** No later than two (2) weeks prior to the event, confirm all set-up and maintenance, and establish work details for members, to be presented during Committee Reports at the next ASG meeting.
- Clause VII.** No later than two (2) weeks prior, begin advertising displays.
- Clause VIII.** One (1) week prior to the event, review and revise advertising and reconfirm staffing and maintenance details. Note weather forecasts and consider making changes based on inclement-weather plans as recommended in Clause IV, above, if necessary.
- Clause IX.** EVENT DATE: be available for emergencies or changes. If you cannot staff the event at all times, clearly delegate authority to a member or members who will be available.
- Clause X.** No later than two (2) weeks after the event, submit a final report to the ASG Board and to the Office of Student Affairs, detailing the following:
- Costs
  - Highlights/Problems
  - Acknowledgements

Approved 10/05/2005

Revised 10/27/17