

General Event

Pick a date and time!

- This is one of the first things needed for a successful event!
- **Things to remember:**
 - A successful event needs adequate planning; be sure to begin planning for this at least one month in advance, if not sooner!
 - Check the **Master Calendar** to find out availability. (my.hiram.edu > Calendar > Master Calendar)

Reservations!

- Fill out this form to **reserve the room** so noone else can use it!
 - <https://hiram.wufoo.com/forms/event-registration-space-reservation-form/>
- Fill out the **H-Tech Request for Sound and Lighting Set up** (if needed)
 - <https://hiram.wufoo.com/forms/htech-services-contract-request-form/>

Pricing your event

- What do you need for your event? Food? Decorations? Supplies?
- Make a list and get estimations for how much each item will cost.

Getting Funding

- If you have funding (you already have a budget approved by the FYB) go to next step
- If you **need funding** for your event:
 - Make a Reserve Fund Request from the Funding You Board
 - Check out their website on how to do so: <http://www.hiram.edu/involvement/funding-you-board>
 - Go to the Funding You Board Meeting (there are several each year, approximately once a month) and they will let you know after they meet with you how much you were allocated.

Resources

~Funding You Board Handbook.
~Student Organization Handbook
~Vice President of Finance
~Director of Campus Involvement
~<http://www.hiram.edu/campus-life/involvement>

Proper Paperwork

- Check Request (Due **Tuesday @ 5:00 PM**, Pick up **Friday**)
- You get this form from the Student Senate office in Bates. Fill this out entirely. If you need help, ask the Vice President of Finance or any Senate Officer.
 - Request a check made payable to your DJ (no cash payments) and one made out you for any miscellaneous expenses (if needed).
- Are you bring in an **outside act**?
 - Work with the Director of Campus Involvement to have a Standard Engagement Contract signed by both the outside part and the DCI.

Advertising

- If you want people to come, you need to advertise that there is something to come to!
- All paper advertisements must have a stamp of approval from the Office of Campus Involvement to be displayed on campus.
- Advertise at least **two weeks** in advance.
- Talk about your party! Let everyone know that it will be a good time!
- Check out the Marketing Sheet or the Marketing section in the Student Organization Handbook!

Week of Event

- About a week before your event: confirm any reservations or rentals are available and make sure all necessary shopping has been made.
- **ADVERTISE MORE**
 - Don't wait until last minute to advertise, but advertise in a new way the same event so it is in students' memories constantly

Day of Event

- Set Up at least **1 hour** before the event.
- Have a great event!
- Tear down the event (please be respectful of the tables, chairs, and the space).

Post Event

- Turn in all receipts and change from the event into the Student Senate Office (envelope outside the office) within **1 week**.