

# PARTY TIME (without Alcohol)

## Pick a date and time!

- This is one of the first things needed for a successful party!
- **Things to remember:**
  - A successful party needs adequate planning; be sure to begin planning for this at least one month in advance, if not sooner!

## Reservations!

- Fill out this form to **reserve the room** so no one 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**
  - <https://hiram.wufoo.com/forms/htech-services-contract-request-form/>
- Fill out the **Party Form**
  - This form is available from the Office of Campus Involvement.

## Pricing your Event

- If you are getting a DJ: contact them with the details of your event and get a Quote (estimation of cost)
- Do you need decorations? Price the event out in advance and have an estimated cost.

## Get 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

- Contract your DJ
  - General Agreement Contract must be done by the Director of Campus Involvement. Please meet with them to assist in performing this action (at least 2 weeks before).
- 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).

## 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!

## Week of Event

- About a week before your event: confirm H-Tech equipment, let the DJ know that you are excited that they will be coming to Hiram College, and any other last minute prep work.
- **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**.