

Ohlone College Campus Activities Event Planning Check List

This check list is designed to help you plan an event for you club; it is particularly useful for larger events and functions important that you work closely with your advisor and the Campus Activities Office throughout the entire planning process.

I. Date/Facility Use

There are many groups competing for few spaces at Ohlone College. Be aware that some groups/events will be given priority over others. See section on Smith Center Events for special instructions to use this venue.

- Discuss viable dates and spaces available with the Director of Campus Activities.
- If planning to use athletic facilities, obtain approval from the Dean of Exercise Science and Wellness prior to submitting Event Application Form. *(Note: Equipment is a separate request. Sponsoring group is responsible for replacement of lost/stolen/damaged equipment.)*
- Submit Event Application Form - attach additional clarifying information if needed.
 - *Do not skip insurance question. Some events require additional insurance.*
 - *If you have music as part of an event outside, you must state this on the form.*
 - *Do not formally contract with anyone until the form is approved.*

Your activity is not approved until the Director of Campus Activities or Vice President Student Services signs the form.

II. Funding

- Develop an estimated event budget including all expenses and revenues.
- Examine your current club account balance to determine if you will need additional funding to support the event.
- ICC/ASOC provides limited funding assistance subject to ICC and ASOC funding policies and guideline.
 - Submit Money Request form to Campus Activities at least a month before funding is needed.
- Once funding is secured, Submit Trust Account Check Request form with all information, all signatures, and appropriate documentation to Bookkeeper by Noon on

Wednesday for a check that Friday. (Holidays, summers, and sometimes illness change this timeline.)

Plan at least **one week ahead for checks you must have.*

- If using district funds, complete Consultants Form.

This takes longer; plan at least **one month ahead.*

You should NOT proceed with your planning if these first 2 sections are not completed.

III. Smith Center Events

NOTE: There is a separate and complete process for use of the Smith Center. This is just a beginning for campus sponsored use of the Smith Center.

- Must print tickets and give to box office at least 2 of total tickets.
- After event is applied for, need to meet with Director, Theatre Operations to discuss technical needs.
- Must have funds encumbered to pay for technical people, custodial, and security.
- Must provide ushers.
- Must be an instructional, campus sponsored (by department, Vice President's Office not just individual) or is a rental.

IV. Speakers/Performers

- Secure participation from individual/group with the Performance Agreement Form or with formal contract provided by individual/group. Be sure to obtain the following:
 - Social Security Number or Tax ID Number for check
 - Check payable to...
- Identify and discuss any special needs/requests of individual/group including all technical requirements.
- Send confirmation letter to individual/group reiterating all terms of the agreement and special needs/requests to be fulfilled. (*Copy letter to Director, Campus Activities.*)
 - Include additional information pertaining to the following in confirmation:
 - Greeter - who will host the speaker while on campus?
 - Will/will not be ASL interpreted
 - Note if we will provide lunch/and or meals
 - Enclose the following in the confirmation letter:
 - Parking permit for day(s)
 - Directions to college and campus map
- Submit Trust Account Check Request Form at least **one week** prior to event in order to have check ready for the day of the event

** All documentation and signatures must be included.*

- Provide check to speaker/performer on day of performance/speech
- Prepare introductions
 - Who gives them?
 - Who writes them?
 - Prepare for all speakers involved.

V. Publicity

You must receive FINAL APPROVAL for event prior to release of any publicity materials.

Below are publicity options available to you. You need not utilize all options but rather should use the ones most appropriate for your event.

- Monitor

Contact student editor. Monitor is published weekly during Fall and Spring semesters on Thursdays. Holiday schedule varies. Check with Monitor advisor & student editor.
- Graphic Design/Printing

*You should begin work on any printed materials at least **1 month** prior to the date you need the finished product. Typically this is a two-step process: designing and printing.*

 1. Design:
 - Contract an outside designer, contact an Ohlone College graphic artist, or identify someone in your group who can produce the graphics you need.
 2. Printing:
 - Send finished graphics to printer outside of Ohlone at least **2 weeks** before you want the finished materials (complicated print jobs should allow **3 weeks**).
 - Contact Print Center Coordinator if using services at Ohlone.
 - Submit Copy Request Form to Ohlone Copy Center at least **5 days** in advance of needing materials if choosing to use photocopying as your printing means.
- Email Announcement
 - Work with your Faculty Advisor to compose an email to be sent to the campus community “announcement” group.
 - Send email **1 week** prior to event and **1 day** prior to event as a reminder.
- Voice Mail

- Submit Phone Message Request to the College Relations Office at least **48 hours** prior to announcement date. Remember, you should only send the announcement to the community once.
- Banners/Flyers (See General Club Guidelines for more information)
 - Review and follow the Time, Place and Manner Policy for all flyers and banners. All posted materials must have sponsor's name.
 - Make banners with paints available in room 1205D.
 - Post banners no earlier than **2 weeks** prior to event.
 - Post flyers on available bulletin boards using **ONLY TACKS**.
- Local Press
 - Contact Director, College Relations
 - Write press release and include promotional materials
- Marquee
 - Submit neon green Marquee Request Form to Doug Prazak's box with at least **2 weeks** notice to ensure inclusion.
- Web/Internet
 - Complete Information Systems Form for Web page. Contact Director, MIS.
- ASL Interpreters
 - Major and all public college events should be ASL interpreted if possible. Who pays is important to determine.
 - Contact Interpreting Services and complete request form.

VI. Security

- Submit request for security to Campus Security at least **4 weeks** prior to event.
- Inform event attendees if there is a charge for parking or provide parking permits to guests.

*Note: Weekend and evening major events **require** additional security, with a minimum of 4 hours at \$27.50/hr. Private security or Fremont Police Department might also be required. Sponsoring department/student club pays for event security.*

VII. Custodial

- Submit maintenance request to Buildings and Grounds at least **4 weeks** prior to event.

- Include request for dumpsters and/or porta-potties, which may be required for major events at a cost to sponsoring group.

Note: Weekend and evening major events may require additional maintenance, with a minimum 4 hours custodial at \$27.50/hr. Groups will be charged if facility requires extraordinary cleaning, as determined by the Director, Buildings & Grounds.

VIII. Food

- Contact Fresh and Natural to bid on any catering that takes place on campus in approved areas. *(Note: Food may NOT be served or catered to a classroom as per District policy.)*
- Ensure that any food sales follow the Department of Health regulations. *(Note: No cooking is allowed on campus. Refer to Club Handbook for more details.)*

IX. Other

- Bookstore
 - Notify bookstore if author will sign books.
 - Check with Bookstore Manager to see if books can be ordered and available.
- Special permits
 - Health Department requires special permits for certain events. Check with Health Center or Campus Activities for details.
- VIPs
 - Notify Campus Activities where/when any VIPs will be on campus
- Emergency plans
 - Designate someone to be in charge in case of a crisis.