

QUICK-GLANCE INSTRUCTIONS

STUDENT ORGANIZATION EVENTS

- Consult the [Special Events Manual](#) for all questions regarding events.
- Complete the Application for Special Event by Student Organization (on-campus) or (off-campus), submit to Student Services.
- Receive approval email from Student Services with detailed action steps regarding your event.
 - Your requested rooms will have been reserved through Administrative Services for special event rooms. If you are having food in Robertson Hall, please insure that you have reserved the first floor kitchen.
 - You will hear back from Registrar for classrooms, Housing for Housing areas, and Performing Arts Center for theatre areas.
 - Trash receptacles will have been reserved for food in classrooms.
 - Reserved parking for special speakers/caterers will have been reserved if you indicated the need on application form. Student org will make signs for cones.
 - Advancement and/or Marketing will have been notified if deemed necessary due to the scope of your event. You will be meeting with them to discuss your event.
- If applicable, submit Request for Guest Speaker form to Student Services. Guest speakers may not be invited until this form is approved.
- If the student org is working with an outside group, work with Administrative Services (adminfacilities@regent.edu) to let them know which costs will be billed to outside group. The student org must coordinate all aspects of the event from the Regent end. Administrative Services will generate a facility use agreement and invoice. For large events, 50% of outside group's fees are due before the event date; a final invoice will be presented to them by the end of the event with all final costs; payment will be due within two weeks. Under no circumstances should the Regent student org pay all costs and then request a reimbursement check from the outside group as it results in problems with accounting.
- Submit event to Regent Events Calendar.
- Follow the catering policy and submit the Catering Request Form to contract with Ordinary; if using Founders Inn catering, must work with Advancement for negotiation of contract (do not call Founders Inn directly). If Ordinary is unable to cater, must request three similar quotes from outside caterers and send to Purchasing for approval and signature; coordinate delivery or pickup of food from outside caterer.
- If working with an outside group that is paying for the food, the catering policy still applies. Contact Chef directly (ordinary@regent.edu) to inquire about availability, menus, and rates. The group will be billed separately and must pay on the date of the event.
- If an outdoor event, schedule a mandatory meeting with Administrative Services and Facility Services to discuss the scope of the event; submit application to City of VA Beach for outdoor permits if necessary. Remember to make a rain plan.

- Plan entertainment; submit all contracts to Purchasing for signature. Purchasing will sign and forward to Accounts Payable for processing of deposits. Submit separate check requests/honorarium requests to Accounts Payable as they relate to entertainment/speaker/moderator.
- Work with Administrative Services for any certificates of insurance that are required for caterer or entertainment vendors.
- Use Purchase Requisition to purchase any goods or services costing more than \$1,500 that are not on a contract.
- Use tax-exempt letter when shopping for any supplies or groceries for the event. Catering is not tax-exempt.
- Complete event itinerary/schedule and forward to Administrative Services.
- Submit Set-up Form well in advance for tables/chairs; coordinate diagram of layout. If using SC lobby, check with Student Services to see if their tables can be utilized. Law school student orgs can check with law school to see if their tables can be utilized for RH lobby.
- Submit Equipment Request Form at least two weeks in advance for Media Services equipment or support.
- Decide on marketing of the event (emails, press releases, posters, invitations, banners, flyers, programs, nametags, favors, gifts, books, photographers, etc.). Use Marketing's Job Request Form if utilizing their services.
- Send allstudent/allstaff invitation.
- Email campus map to all guests; instruct them to enter through the Centerville entrance and park in Parking Lot L, which is approved visitor parking.
- Contact Public Relations at proffice@regent.edu for media coverage/advertising.
- Submit SAA Request Form and/or President's Task Force Request Form for volunteer help, if applicable.
- Make speaker/guest arrangements (hotel/travel/airport transportation). If your event requires multiple room nights, do not contact Founders Inn directly. Contact Advancement to initiate a contract. They will negotiate your contract which you will forward to Purchasing for final approval.
- Reserve and check out warehouse club cards (Sam's Club, Costco) from Purchasing if needed (purchasing@regent.edu).
- Submit Request for Police Service Form for campus police/security needs. Phone 911 for any medical or security emergencies during the event.

- Contract with outside printer to make event marketing signs (rwood@hackworthrepro.com); allow 2-3 weeks for sign completion. Submit request to adminfacilities@regent.edu for use of A-frames. Email your request to create 8.5 x 11 signs for interior building signage to copies@regent.edu using approved Regent sign template.
- Plan for shuttles/buses, etc. if necessary; submit Shuttle Request Form to contract with university shuttle services or contact an outside vendor.
- Submit Jackie's Flower Closet Form for borrowing flowers for decorations. No candles/glitter/confetti/sand or like materials.
- Submit Facility Services work order for temperature change needs. This can be done in advance of the event to let them know you have an upcoming event and to request a certain temperature. The buildings usually take several hours to change temperature, so it is better to do this form in advance. For temperature change during the event, call x4442 during business hours; x2075 after hours.
- For library atrium or RH lobby events, do one-week advance walk-through with Administrative Services; if this is a high-profile event, do the one-week walk-through with Advancement; finalize set-up.
- Give final catering numbers to caterer.
- Check out keys for rooms/kitchens/atrium lighting/guard shacks from Administrative Services.
- Decorate event area/complete the set-up.
- After event, clean-up/take out trash. Leave all tables, chairs, and linens as set up, unless you have been given alternate instructions from Administrative Services.
- Submit expense reports to Accounts Payable; reconcile bills for payment. Charges for set-up items, media equipment and support, and catering will be charged to your cost center via inter-departmental charge. If an outside group is paying for these items, the final numbers will have already been put on a final invoice by Administrative Services. It is your group's responsibility to insure the final invoice is paid within two weeks.
- Keep copies of all event forms and details in a binder for reference as event may occur again in the future. This will be a wonderful resource to your student organization as it hosts subsequent events.