



## Quick Reference A: Low to Medium Scale Student Org Events

CLASSROOM / SMALL CONFERENCE ROOM / TABLE DAY EVENTS

### Getting Started:

- APPLICATION: Complete the [On-Campus Application](#). Deadlines: Table days (2 weeks), high profile/outdoor (6 weeks), all other events (3 weeks). An [Off-Campus Application](#) should be completed for trips and advertised events not held on campus.
- GUEST SPEAKER: Submit [Request for Guest Speaker](#). Guest speakers may not be invited until this form is approved. Law organizations need to submit speaker names to [Kimberly Van Essendelft](#) before completing this form.
- APPROVAL EMAIL: Receive approval email from Administrative Services with detailed action steps regarding your event. You agree to ask for an email, phone, or in-person consultation with [Laura Ivey](#) within 3 business days of your approval if needed.
- EVENTS CALENDAR: Submit event to [Regent Events Calendar](#) for campus-wide awareness.

### Food & Catering:

- PIZZA TAKE OUT/DELIVERY: This is always an acceptable option without violating the catering policy. (i.e. Dominos, Papa Johns, etc.) Large catering companies who serve pizza, such as California Pizza Kitchen, do not qualify. Student orgs coordinate ordering and payment on their own.
- WAREHOUSE CARD: Costco is the University's preferred vendor. Email [Laura](#) to request a 24-hour card reservation. Drinks, snacks, catering trays, and event supplies are all acceptable purchases.
- CATERING POLICY – UNIVERSITY: If using University funds (even during the weekend), the Ordinary/Founders Inn must be given the first right of refusal for meals served at student

events. Do not call the Ordinary or Founders Inn directly; [Laura](#) will complete a catering request for you. If campus catering is declined, you must request three similar quotes from outside caterers and send to Laura for approval. Be sure to coordinate delivery or pickup of the food order.

- CATERING POLICY – OUTSIDE GROUP: If an outside group is paying for the food for your event, the catering policy still applies, even on weekends.
- CERTIFICATES OF INSURANCE: Work with [Laura](#) for any certificates of insurance that are required for catering companies.

### Set Up & Media Services:

- FACILITIES SET-UP: Desired tables, chairs, linens, etc. need to be communicated to [Laura](#) **14 days** in advance. Diagrams are required for special event areas, including lobbies. \$50 late fee applies after deadline.
- If using Student Center Lobby, 2 free tables are available (first-come, first serve between 8am – 5pm, M - F); [Laura](#) will request from the Office of Student Activities & Leadership (OSAL).
- For law orgs using Robertson Hall, 3 free law tables and drapes are available. (first-come, first serve); [Laura](#) will request from the law school.
- EQUIPMENT REQUEST: Media needs must be communicated to [Laura](#) **14 days** in advance. Late fee applies after deadline. \$15 per man hour is charged for org events requiring a technician (ex. Worship nights, panel discussions, or recordings).



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### Advertising & Public Relations:

- STUDENT EMAIL: Send complete event information to [run@regent.edu](mailto:run@regent.edu) if appropriate to advertise to all on-campus students.
- FLYERS: Take 7 hard copies to Mail Services at the library loading dock (up ramp). They will stamp them as approved and post in each university building. You may also take copies to each of the student housing offices for their bulletin boards.
- PR NOTIFICATION: Contact Public Relations at [proffice@regent.edu](mailto:proffice@regent.edu) for media coverage/advertising to public.
- INTERIOR EVENT SIGNAGE: Email your request to create 8.5x11 signs to [Copy Services](#) using the approved [Regent sign template](#).

### Buying Supplies:

- TAX-EXEMPTION: Use [tax-exempt letter](#) when shopping for any supplies or groceries for the event. Regent saves the 6% sales tax on catered goods; however, the 5.5% city tax still applies. **Check your receipts before you leave the register!**
- OFFICE MAX: You may want to request the university's membership card so that your purchase will not be charged tax.

### Miscellaneous:

- CAMPUS MAP: Email campus map to all guests. Upon request, [Laura](#) can supply a map with a star on the event location building.
- POLICE SERVICE: Phone 911 for any medical or security emergencies during the event. Call Police Dispatch for non-emergencies at (757) 226-2075, option 2. Save this number to your cell phone!

- SPEAKER ARRANGEMENTS: Work with [Laura](#) to coordinate speaker/guest arrangements, i.e. hotel, travel, airport transportation, parking spots, etc.
- KEYS: Check out temporary event keys for reserved rooms, kitchens, and/or guard shacks from Admin Services (ADM 116).

### After Your Event:

- TRASH: After event, gather and take out trash to trash compactor located outside building (for directions, contact [Laura](#)). Failure to comply results in a \$100 trash removal fee. Leave all tables, chairs, and linens set up. Wipe off all food tables, especially in lobby areas. [Self-serve trashcans](#) are available in each building.
- EXPENSE REPORTS: Submit any expense reports to [Accounts Payable](#) (ADM 140). Charges for set-up items, media support, and Ordinary/Founder's Inn catering will be automatically charged to your cost center via inter-departmental transfer.
- RETURNS: Remember to return keys and any borrowed items.
- FINAL STEPS: Ensure org treasurer and/or cost center manager has copies of all receipts and expenses.
- RECORDS: Keep copies of all event forms and details in a file for future reference. This will be a wonderful resource to your student organization as it hosts subsequent events.

Consult the **Special Events Manual** for additional questions regarding events.