**GETTING STARTED**

 APPLICATIONS: Complete the [On-Campus Application](https://docs.google.com/forms/d/e/1FAIpQLSfMzemuVMXk7EgCLHLbn97U9RSu8F-HGrCMTRYUHW14fYHjBQ/viewform) by a Student Organization. Deadlines: Table days (2 weeks), high profile/outdoor (6 weeks), all other events (3 weeks). Please note, that an [Off-Campus Application](https://docs.google.com/forms/d/e/1FAIpQLSdvDAVEwjADmVi6Mj141yHvemJ0ZlYdLEjx-ZEwP3LBNxW44A/viewform) should be completed for trips and advertised events not held on campus.

GUEST SPEAKER: Submit [Request for Guest Speaker](https://docs.google.com/forms/d/e/1FAIpQLScIs501vukbk4GKoW-s33KZnXKulo-cata4eUNWVs9Jl5poyQ/viewform). 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.

* Your requested special event rooms will have been reserved. If you are having food in Robertson Hall, please ensure that you have reserved the first floor kitchen.
* You will hear back from Registrar for classrooms, Student Housing (Commons or Village), and Performing Arts Center for theatre areas, confirming your location(s).
* You agreed to have a phone or in-person consultation with Monica Bouchér within 3 business days to discuss all the details of your event.

FUNDRAISING/SOLICITING: The Business Office and the Office Alumni Relations and Special Events **require** information found on the [**School/Department/Student-Initiated Fundraising form**](../School-Dept-Student%20Initiated%20Fundraising%20Form%20-%20Rev%20%202016.doc)prior to any solicitation, to enable the processing of donations and the issuance of charitable receipts. All mailing and marketing materials must be approved by the department before printing and mailing.

OUTSIDE GROUP BILLING: If you are partnering with an outside group, which is called a Regent-Hosted Outside Group (RHOG), Admin Services must invoice them directly. A meeting is required with Monica Bouchér before an event approval can get be granted. Under no circumstances should you or your student org pay all costs and then request a reimbursement check from the outside group.

OUTDOOR EVENT: Schedule a mandatory meeting with Admin 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.

**EVENTS CALENDAR: Submit event to** [**Regent Events Calendar**](http://www.regent.edu/events/calendar/) **for campus-wide awareness.**

ITINERARY: Complete event itinerary/agenda and email to Monica Bouchér and the Welcome Center no later than 3 days before the event.

**FOOD, CATERING, & ENTERTAINMENT**

PIZZA TAKE OUT/DELIVERY: This is always an acceptable option without violating the catering policy. (i.e.: Dominos, Papa Johns, etc.) Please note, large catering companies who serve pizza, such as California Pizza Kitchen, do not apply.

WAREHOUSE CARD: Costco is the university’s preferred vendor. Email Monica Bouchér when you need to request a 24 hour card reservation. There are only 2 cards. Sam’s Club should only be used as a backup, if Costco is not available.

 CATERING POLICY – UNIVERSITY: If using university funds (even during the weekend), the Ordinary/Founders Inn must be given the first right of refusal. Do not call the Ordinary or Founders Inn directly. Monica Boucher will complete the [Catering Request](http://www.regent.edu/campus/ordinary/catering_request.cfm) for you. If campus catering is declined, you must request three similar quotes from outside caterers and send to Purchasing for approval and signature. Be sure to coordinate delivery or pickup of the food order.

CATERING POLICY – OUTSIDE GROUP: If working with an outside group that is paying for the food, the catering policy still applies, even on weekends.

 CERTIFICATES OF INSURANCE: Work with Purchasing for any certificates of insurance that are required for catering and/or entertainment.

 CATERING NUMBERS: Give final catering numbers to caterer by established deadline (typically 7 days).

ENTERTAINMENT CONTRACTS: Plan entertainment; submit all contracts to Purchasing for signature and cc Monica Bouchér. Purchasing will sign and forward to Accounts Payable for processing of deposits.

HONORARIUM VS. CONTRACTORS: Submit separate check/honorarium request to Accounts Payable for each individual who is **NOT** expecting payment. Individuals expecting a certain payment amount will need to complete the Independent Contractor (IC) paperwork with Human Resources. **W-9’s are required for both**.

**BUYING SUPPLIES**

 TAX-EXEMPTION: Use [tax-exempt letter](http://www.regent.edu/admin/busoff/pdf/2017%20Tax%20Exempt%20Certif.pdf) 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.

**SET UP and MEDIA SERVICES**

 SET-UP: Desired tables, chairs, linens, etc. need to be communicated to Monica Bouchér, so that she can submit the [Set UP Form](https://www.regent.edu/admin/admsrv/special_events/event_setup.cfm) **14 days** in advance. Diagrams required for special event areas, including lobbies. Late fee applies after deadline.

* If using Student Center Lobby, 2 free tables and drapes are available (first-come, first serve between 8am – 5pm, M - F); Monica will request from the Office of Student Activities & Leadership.
* For law orgs using Robertson Hall, 3 free law tables and drapes are available (first-come, first serve); Monica will request from lawrooms@regent.edu via email.

EQUIPMENT REQUEST: Communicate media needs so that the [Equipment Request Form](http://www.regent.edu/admin/media/forms/equipment.cfm) can be submitted by Monica **14 days** in advance. Late fee applies after deadline. $15 per man hour is charged for org events requiring a technician; such as, worship, Lavalier mic, panel discussions, or recordings.

WALK-THROUGH: Required for all high scale, media driven, and large scope events (typically 10-14 days before event). Final changes should be made following this meeting with all support departments.

**ADVERTISING and PUBLIC RELATIONS**

 STUDENT EMAIL: Send complete event information to run@regent.edu, as appropriate to be advertised to all on-campus students.

PR NOTIFICATION: Contact Public Relations at proffice@regent.edu for media coverage/advertising to public, if applicable. Also, contact PR for assistance in setting up an organization Facebook group (Regent organization Facebook pages are **prohibited**).

FLIERS: Take 7 copies to Mail Services at the library loading dock (up ramp). They will stamp approved and post in each university building. You may also take copies to each of the student housing offices for their bulletin boards.

EXTERIOR SIGNAGE: For A-frame sign holders, email the number needed to Monica Bouchér. A-frames do not come with custom signage. Email the desired wording to Deanna Reis and Monica Bouchér for the 2ft X 3ft signs. Approximately $25 per sign. Recommended for annual events. Allow 2 weeks for delivery.

INTERIOR EVENT SIGNAGE: Email your request to create 8.5x11 signs to Copy Services using the approved [Regent sign template](../../../../Event%20Signage/NEW%20template%20for%20signs.%208.2017.pub). Fund code of your student org. and delivery instructions required.

**MISCELLANEOUS**

 POLICE SERVICE: Phone 911 for any medical or security emergencies during the event. Call Police Dispatch for non-emergencies at #226-2075, option 2.

 CAMPUS MAP: Email campus map to all guests. Upon request, Monica Bouchér can supply a map with a star on the event location building.

SPEAKER ARRANGEMENTS: Make speaker/ guest arrangements, i.e. hotel/travel/airport transportation/parking spot. If you plan to use Founder’s Inn, Monica will assist you. Complete a [parking spot request](http://www.regent.edu/admin/stusrv/parking_app/home.cfm) from Parking/Student Services.

SHUTTLE SERVICE: Plan for shuttles/buses, etc. if necessary; submit [Shuttle Request Form](https://www.regent.edu/about_us/campuses/shuttle_form.cfm) to contract with university shuttle services or contact an outside vendor.

TEMPERATURE ADJUSTMENTS: Anyone with a Regent email can submit a work order for temperature at [www.regent.edu/workorder](http://www.regent.edu/workorder). Be sure to select H/VAC icon and not “special event.”

KEYS: Check out temporary event keys for reserved rooms, kitchens, atrium lighting, and/or guard shacks from Admin Services (Suite 116).

TRASH: After event, clean-up/take out trash to avoid $50 fee. Leave all tables, chairs, and linens as set up. Wipe off all food tables, especially in lobby areas. [Self-serve trashcans](file:///M%3A%5CDepartments%5CAdminservices%5CAdmin%20Svcs%20Private%5CFacility%20Use%5CEvent%20Set%20Up%20Documents%5CTrashcans%5CSelf%20Serve%20Trashcans%20Procedures%20with%20Locations.docx) are available in each building.

 EXPENSE REPORTS: Submit expense reports to Accounts Payable (ADM 140); reconcile bills for payment. Charges for set-up items, media support, as well as catering will be charged to your cost center via inter-departmental transfer.

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.

FINAL STEPS: Ensure treasurer and/or cost center manager has copies of all receipts and expenses. Return keys, and any used/borrowed items.

 RETURNS: Remember to return keys, and any used/borrowed items.

**ADDITIONAL DETAILS TO PLAN FOR**

You may have these and other details to add to your checklist.

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 NAME TAGS

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**ADD YOUR CUSTOMIZED NEEDS BELOW**