



Quick Reference B: Medium to High Scale Student Org Events

SPECIAL EVENT ROOMS / OUTDOOR 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.
- OUTDOOR EVENT: Schedule a mandatory meeting with [Laura Ivey](#) to discuss the scope of the event. Remember to make a rain plan.
- OFF-CAMPUS FUNDRAISING/SOLICITING: The Business Office and the Office of Alumni Relations and Special Events require information from you prior to any off-campus solicitation. All mailing and marketing materials must be approved before printing and mailing. Email [Erin Flynn](#) to begin the approval process.
- OUTSIDE GROUP BILLING: If you are partnering with an outside group (Regent-Hosted Outside Group), Admin Services will invoice them directly. You must meet with Laura before the event can be approved. Your student org cannot pay all costs and then request a reimbursement check from the outside group.
- APPROVAL EMAIL: Receive approval email from Administrative Services with detailed action steps regarding your event. You agree to have a phone or in-person consultation with [Laura Ivey](#) within 3 business days of your approval to discuss event details.
- EVENTS CALENDAR:** Submit event to [Regent Events Calendar](#) for campus-wide awareness.

Food, Catering, & Entertainment:

- 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.
- ENTERTAINMENT CONTRACTS: Email all contracts to Laura for approval and processing. Must be signed by Budget Approver.
- HONORARIUM VS. CONTRACTORS: Speak to [Laura](#). Honorarium requests must be submitted to Accounts Payable. Individuals expecting payment will need to complete the Independent Contractor paperwork with Human Resources. W-9s are required for both.



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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).
- WALK-THROUGH: Required for all high scale, media-driven, or large-scope events. Typically 5-10 days before event with [Laura](#).

Advertising & Public Relations:

- STUDENT EMAIL: Send complete event information to 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 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](#).
- EXTERIOR EVENT SIGNAGE: For A-frame sign holders, email [Laura](#). For custom signage, email the desired wording to [Deanna Reis](#) and [Laura](#). Approximately \$25/sign. Recommended for annual events. Allow 2 weeks for delivery.

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 emergencies during the event. Call Campus Police Dispatch at (757) 226-2075. Save this number to your cell phone!
- SPEAKER ARRANGEMENTS: [Laura](#) will assist you in coordinating 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).
- TEMPERATURE ADJUSTMENTS: Contact [Laura](#).

After Your Event:



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- 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 for your student organization as it hosts subsequent events.

Additional Details:

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

- Décor (including table centerpieces)
- Printed Programs
- Nametags

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