The EVENT MANAGEMENT GUIDE

This is the order of steps that are needed to put on an event through our office.

1 Event Planning
Time to think about what you want to do

There are a lot of things to consider when planning an event. Here are some ideas to get you thinking:
What do you want to do and why?
What is your budget going to be and where is it coming from?
What kind of space do you need?
Do you need A/V equipment?
What are your catering needs?
Who is your intended audience?

Make sure to review the "Special Considerations" section of the 2016-17 Student Manual before continuing.

2 Event Request Form
You need this approval every time

Student Organizations must fill this form out for ALL ACTIVITIES that they would like to put on, such as meetings, programs, service activities, etc. This form needs to be submitted at least 30 days PRIOR to the event and can be accessed at:
https://surveymonkey.com/r/Event-Request-Form

This form has to be done BEFORE any subsequent steps can be taken.

3 Room Requests
Make sure to reserve your space far enough in advance

For locations managed by Space Management and Room Reservations (SM&RR), you will need to complete the Room Request Form and email it directly to OSLE at StudentLife@jefferson.edu. This form has to be submitted at least 14 DAYS in advance. OSLE will review and forward to SM&RR - doing so indicates that the request is approved on our end, however space assignment is not confirmed until you receive notice from SM&RR.

4 Auxiliary Services
A/V, Room Setups, and Security

All of these requests and forms must be submitted no later than one week prior to the event. Please note that you need a room reservation before you can request any of these services. A/V requests go directly to Medical Media Services. Room Set-Up Forms are needed even if the space is to remain empty and go to Custodial Services. A Campus Safety and Security Notification Form is needed in certain circumstances and goes to Security.

5 Request to Purchase
For catering, supplies, etc.

For any food or other supplies you want at your event, you will need to complete a Request to Purchase form. This form must be submitted at least seven business days prior to the desired purchase date. The form can be accessed at: www.surveymonkey.com/r/RequestToPurchase1617

For Requests to Purchase that are approved, OSLE will place the order and make the payment from your account. Please be aware that Personal Reimbursements are no longer an option.

6 Marketing
How to get the word out on your event.

Don't forget to utilize some of these options to advertise your event!

- The Wednesday Word Email
- OSLE Social Media
- Student Organization Listserv
- Flyers or Posters
- Broadcast Notices / TV
- Bulletin Board Monitor System

NOTE: This is just a brief outline for reference. Please refer to the 2016-17 Student Organization Manual for complete and detailed information.