NORTH HENNEPIN COMMUNITY COLLEGE – OFFICE OF STUDENT LIFE

EVENT PLANNING GUIDE

- *This guide is designed to assist you in the planning and hosting of events on campus.*
- *The form must be completed before any event is scheduled and submitted NO later than 3 weeks prior to the event.*
- *Submit the form to the Associate Director of Student Life.*

STEP 1: EVENT APPROVAL (Minimum of 3 Weeks Prior)

- **Obtain approval**
  - Submit a completed Event Form to your club/organization advisor for approval. Once your advisor has signed off, submit the form to the Office of Student Life.

STEP 2: EVENT PLANNING (3 Weeks Prior)

- **Verify insurance coverage for facility rentals** *(required for facility rentals only)*
  - When an outside party rents our facilities to host an event, they need to carry the insurance coverage or obtain an additional "rider" for the event to minimize risk to the college. If proper insurance coverage is not in place, the event cannot proceed beyond this point.

- **Develop the budget *(required)***
  - Event Requestor is responsible to develop a detailed budget from the estimate approved for the event. Determine which items (from event checklist) will require funding (speaker fees, catering, promotion, etc.) and build expected costs into the event budget. If additional funding is needed contact the Student Senate.

- **Confirm room(s) and/or space(s) as well as dates and times *(required)***
  - Event Requestor must first confirm availability of date/time for desired classrooms, gymnasium, theatre, and/or atrium/hallway spaces, and grounds through Student Life.

- **Complete purchase orders requisitions and contracts**
  - Event Requestor is responsible for preparing and submitting Purchase Order Requisitions to their club/organization advisor for approval. To access any club/org funds, a Purchase Order Requisition must be completed. PO Requisitions can be found online under Student Life Forms. They must be signed by their advisor and submitted to Student Life. No orders can be placed until the Purchase Order has been processed. Individuals may be held responsible for purchases made without prior approval.
  - Event Requestor must complete vendor information form to ensure contract completion. Contracts must be approved, signed, and accompanied by a Purchase Order number in advance of any service being provided.

- **Order audio/visual/IT support**
  - Event Requestor must work with the Student Life Assistant to request all technology equipment (microphones, sound systems, laptops, special cords or connectors, projectors, etc.). Contact studentlife@nhcc.edu.

- **Plan for event promotion**
  - Event Requestor is responsible for developing a promotional plan for the event, including:
    - Purpose of the event – what do you hope to accomplish?
    - Target audience – who is this event for?
    - Determine type of publicity needed?
    - What type of promotion will be most effective in reaching the target audience for this event?

  Examples include: Flyers, Posters, Table Tents, Student Life Campus Center Calendar, Student E-Newsletter, Online Calendar, Facebook Page, Monitors, or the NHCC Website.

- **Flyers/posters on campus**
  - Each club/org must create their own flyer and submit it to Student Life for approval. All posted NHCC material must have the ADA statement in the footer of their flyer: *"North Hennepin Community College is a member of the Minnesota State Colleges and Universities System and an equal opportunity employer and educator. This*

document is available in alternative formats to individuals with disabilities by calling 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529. North Hennepin Community College's Disability Access Services office can be reached at 763-493-0555."

- The flyer must also have "Hosted By (your club/org)" and "Sponsored by the Office of Student Life" somewhere on the flyer. Once flyer is approved by the Office of Student Life, you may request flyers (maximum 15) and have your flyer made into posters (maximum 4). The Office of Student Life will post flyers/posters around campus.
- Determine whether or not your event requires a program. The Event Requestor is responsible for gathering all agenda items and details (session titles, speaker bios and photos, session descriptions, session locations and times, etc.), creating a program and submitting it to Student Life for printing.

STEP 3: LOGISTICS (2 Weeks Prior)

- **Request miscellaneous items**
  - A popcorn machine and easels are available upon request from the OSL. Email requests for these items to the Student Life Assistant.

- **Order food**
  - All catering/food on campus must be provided by NHCC's food service contractor, Lancer Hospitality, unless an outside vendor has been approved. Use the CaterTrax System to receive an estimate and gather estimates from off-campus vendors if desired. Talk to the Associate Director of Student Life about how to proceed.

- **Plan for disability accommodations**
  - Disability Access Services can assist you with any student disability services required for your event. Email Disability Access Services at disability@nhcc.edu for assistance.

- **Arrange for security and parking**
  - If you need visitor parking passes, please contact the Information Center at info@nhcc.edu.
  - If you need to reserve parking spaces for your event contact the Office of Student Life.
  - If Public Safety staff is required for your event, including any rehearsal times, send a request to the Office of Student Life. For events requiring security outside of normal working hours, overtime must be approved in advance by the Director of Public Safety. Please plan for additional time for events that require overtime staffing, and budget accordingly.

- **Arrange for photography / videography**
  - Most events on campus can be photographed or videoed by someone on the event's planning committee. For larger, institutional events of interest to the general public, a request for photography services can be submitted to Student Life. Photos and video of the event should be emailed to the Student Life Assistant for use in college news /social media/publications immediately following the event. Contact studentlife@nhcc.edu.

- **Arrange for set up and tear down**
  - For assistance with set up and tear down – including chairs, tables, garbage, recycling, stage, back-drop, flooring – work with your advisor and submit a request to the Student Life Assistant at studentlife@nhcc.edu.

- **Communication details with speakers and guests**
  - Make sure your speakers and/or outside participants have been briefed on when to arrive, expectation for testing of audio/visual equipment in advance of any presentation, where to park, how to get to the venue, names of people greeting them, etc.

- **Evaluation Forms**
  - Evaluation forms are available through the Office of Student Life and must be put out at all events.

- **Confirm all arrangements**
  - Event Requestor should confirm all arrangements for the event with Student Life. (space, promotion, security, set-up and tear down, volunteers, speakers, food, IT, miscellaneous equipment, contracts, purchase order, etc.)

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STEP 4: EVENT MANAGEMENT (Day of Event)

- **Set up**
  - Put out any sandwich boards/easels/directional signage well before your event starts. Be on hand at your venue to answer any questions that may arise.
  - Arrive early, enjoy the event, check on arrangements, return all equipment, and clean up after.

- **Manage event**
  - Distribute event evaluation forms and establish a place for completed forms to be turned in. Collect them at the conclusion of the event.

- **Tear down**
  - Leave the space the way it was before the event.

Step 5: Evaluate (1 Week After the Event)

- Prepare a report on the event's outcomes, including feedback collected and recommendations for future events of this kind.
- Send appropriate "thank you" notes/email.
- Follow-up on payments to vendor(s).

Terminology & Name Key

- **Event Requestor** – NHCC student or club/organization who sponsors the event and is responsible for event planning.
- **Website Calendar of Events** - http://www.nhcc.edu/calendar
- **Campus Center Calendar** – Whiteboard calendar in the Campus Center, updated by the Student Life staff.
- **Cost Center** – The budgeting number assigned by Accounting & Fees that will house the budget for the event in this case. All purchase orders and payments must reference this number in order for payment to be processed/charged correctly.
- **Purchase Order Requisition** – Used to get your funds from your student club/organization cost center.

Title	Name	Phone	Email Address
Director of Student Life	B David Galt	763-424-0803	bgalt@nhcc.edu
Associate Director of Student Life	Laura Goldsmith Nikolas	763-424-0802	lnikolas@nhcc.edu
Recreational Sports Coordinator	Kevin Manson	763-424-0800	kmanson@nhcc.edu
Recreational Sports Assistant/Student Life Assistant	Tara Gardenhire	763-424-0801	tgardenhire@nhcc.edu studentlife@nhcc.edu
Student Life Assistant	Crystal Sayen	763-424-0804	csayen@nhcc.edu studentlife@nhcc.edu
Lancer Food Service Director	Gerry Jasin		gjasin@lancercatering.com

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EVENT PLANNING FORM

Club/Org Name:	Event Date:	Location:
Event:	Start & End Time:	
Contact Person and Title:		
Email:	Phone:	Advisor Attending? Y N
Number of People Expected:	Event Description:	
Club/Org Signature:	Club/Org Advisor Signature:	

EVENT CHECKLIST

Funding	Maintenance Needs	Outcomes
Total Event Budget $ _____ **Cost Center** _____	O None O Unknown O Stage *Size* _____ *Full* _____ *Half* O Tables *Number* _____ O Other: _____	**What are the expected benefits and outcomes of this event?** _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
IT Needs O Projector/Screen O Music O Microphone (s) – how many? O Other: _____	**Please use the back side to explain event set up so a Facilities Request can be accurately completed.**	
**If you need more room please attach additional sheets of paper*		
Publicity Needs O Flyers (15 max) O Posters (4 Max) O Table Tents (CC only) O Post to Calendar in CC O Online Calendar O Facebook Page O NHCC Website O Monitors O Other: _____	**Other (please circle)** Liability risk: Y or N Disability needs: Y or N Security needs: Y or N Is another event scheduled at the same time: Y or N # of volunteers needed to plan/host event:_____	**Food Service Needs** *(indicate below)* Number of People: _____ Set-up Time: _____ Service Time: _____ Use the CaterTrax System to order food through Lancer. Talk to the Associate Director of Student Life if considering an off-site vendor.

This form is to be completed and turned in NO later than 3 weeks prior to the event.
Turn this form into the Associate Director of Student Life.

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