Dear Student Leader,

The Office of Student Involvement is thankful for your leadership and desire to plan an event! With the help of University Relations, we have put together an event guide for student sponsored events. The purpose of this guide is to assist you and our office in scheduling, planning and hosting successful student led events.

If necessary, the Office of Student Involvement may ask you to resubmit your form due a lack of space or to avoid excess programming in one day, evening, or week. Please do not advertise or publicize your event until this form has been completed and approved. If there are any questions or concerns about your event, a staff member from the Office of Student Involvement will contact you prior to approving your event. Please assist our staff by planning ahead and completing this form as early as possible.

**Steps to Schedule a Student Club & Organization Event**

1. Complete the Student Club & Organization Event Request Form (ERF). The form is attached to this sheet and copies are available in the Office of Student Involvement and online under Clubs and Organizations at the following link: [http://www.methodist.edu/student_life/clubs.htm](http://www.methodist.edu/student_life/clubs.htm).

2. Submit the completed ERF to the Office of Student Involvement at least two weeks prior to your event. The office is located on the 2nd floor of the Berns Student Union.

3. An Office of Student Involvement staff member will review the request.
   a. If the date request is unavailable or not approved, the club must submit a new request form.
   b. If the date and space requested is available AND the event is approved, your event planning may begin!

4. Please follow the Student Event Planning Checklist for event logistics. For additional questions, please review the Event Policies & Procedures Manual at the following link: [http://www.methodist.edu/pub_media/pdfs/epp.pdf](http://www.methodist.edu/pub_media/pdfs/epp.pdf)

5. If the program needs to be changed or cancelled, please contact the Office of Student Involvement as quickly as possible.

The Office of Student Involvement wants to ensure you have a successful event. If questions arise, please do not hesitate to contact a staff member from the Office of Student Involvement.

Go Monarchs!

Office of Student Involvement
Berns Student Center
910-630-7022 or 910-630-7292
Methodist University - Student Club & Organization
Event Request Form (ERF)

This form must be submitted at least two weeks prior to the event date. Please note, events must occur no later than the last day of classes each semester. This event will not be confirmed unless this form has been submitted and approved by the Office of Student Involvement. Once approved, a Venue Request must be submitted by the faculty advisor through the MUNET Reservation System. Please plan accordingly and submit this form as early as possible. Your event may not be planned or occur prior to this form being approved.

Name of Organization: ___________________ Date Submitted: ________________
Contact Name: ___________________ Contact #: ___________________
E-mail: ___________________
Advisor Name: ___________________ Advisor #: ___________________
E-mail: ___________________

Name of the Event: ___________________ Event Date: ________________
Start Time: ___________________
End Time: ___________________
Estimated Attendance: ___________________ Alt. Location: ________________

Desired Location: ___________________

1. Type of Activity (check all that apply): □ Educational Program □ Spiritual Program
□ Social Program □ Community Service □ Dance/Party □ Recreational Program
□ Fund-raiser □ Film □ Other

2. Who is invited? (check all that apply): □ Club Members Only □ All MU Students
□ Faculty/Staff □ General Public □ Other Colleges & Univ.
□ Other - Please Describe: _____________________________

3. How will your organization fund this event? (check all that apply):
□ Club Budget □ Donations □ Other – Please Describe: __________________

4. Will the event have an admission charge, registration fee, or donation?
□ No □ Yes, Describe: _____________________________
5. Will the event have security?

☐ No  ☐ Yes, Describe: _______________________________________

6. Will outside vendors/exhibitors be part of the event?

☐ No  ☐ Yes, Describe: _______________________________________

7. Will food be served at the event?

☐ No  ☐ Yes, Who is the provider? _____________________________

8. Will outside media be notified (newspapers, television, radio)?

☐ No  ☐ Yes, Describe: _______________________________________

9. Will this event abide by the protocol listed in the Student Handbook?

☐ No  ☐ Yes

Student Rep Signature: ________________________
Printed Name: _________________ Date: __________

Advisor Signature: ____________________________
Printed Name: _________________ Date: __________

OFFICE OF STUDENT INVOLVEMENT STAFF
USE ONLY

Date Received: ________________________
☐ Approved  ☐ Not Approved

Approved by: ____________________________
Comments:
_____________________________________
_____________________________________
_____________________________________
_____________________________________
# METHODIST UNIVERSITY
## STUDENT EVENT PLANNING CHECKLIST

### TWO TO THREE MONTHS PRIOR

<table>
<thead>
<tr>
<th>TASK</th>
<th>PERSON RESPONSIBLE</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Seek advisor’s approval &amp; assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Check campus calendar to avoid conflicts</td>
<td>Sam Morrison, University Relations.</td>
<td></td>
</tr>
<tr>
<td>3. Secure event location by reserving the facility through the Campus Calendar &amp; Event Planner (REMEMBER – Secure a rain location if your event is outdoors)</td>
<td></td>
<td></td>
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<tr>
<td>4. Arrange catering needs through Aramark</td>
<td>Ashley Jones, Aramark.</td>
<td></td>
</tr>
<tr>
<td>5. Coordinate any advertising, media coverage &amp; print materials required for event</td>
<td>Sandy Ammons, University Relations or Ryan Bowyer, Campus Life</td>
<td></td>
</tr>
<tr>
<td>6. Secure transportation if required</td>
<td></td>
<td></td>
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<tr>
<td>7. Develop an Event Budget</td>
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</tbody>
</table>

### FOUR TO SIX WEEKS PRIOR

<table>
<thead>
<tr>
<th>TASK</th>
<th>PERSON RESPONSIBLE</th>
<th>DATE COMPLETED</th>
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</thead>
<tbody>
<tr>
<td>1. Confirm event staff/volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Setup crew assigned</td>
<td></td>
<td></td>
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<tr>
<td>b. Clean-up crew assigned</td>
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<td></td>
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<tr>
<td>2. Inform Public Safety if event requires staffing assistance or parking reservations.</td>
<td></td>
<td></td>
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<tr>
<td>3. Develop program/agenda and submit to Director of Student Involvement</td>
<td></td>
<td></td>
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<tr>
<td>4. Develop advertising/promotional plan (posters, flyers, press releases, social media, etc)</td>
<td>Have flyers approved for posting by Student Involvement or Student Affairs Offices.</td>
<td></td>
</tr>
<tr>
<td>5. Send maintenance all setup requirements (tables, chairs, trash cans, grills, etc)</td>
<td></td>
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</tbody>
</table>

### TWO WEEKS PRIOR

<table>
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<tr>
<th>TASK</th>
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<th>DATE COMPLETED</th>
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</thead>
<tbody>
<tr>
<td>1. Confirm audio visual, marketing, maintenance, catering and public safety requests</td>
<td></td>
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</tbody>
</table>
2. Confirm program schedule if event is held in Reeves Auditorium or Berns Student Center. Contact appropriate supervisor of any stage, lighting, sound, tech request.
- **Sam Morrison, University Relations, for Reeves.**
- **Doris Munoz, Student Involvement, for Berns**

**ONE WEEK PRIOR**

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<thead>
<tr>
<th>TASK</th>
<th>PERSON RESPONSIBLE</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Confirm final guest count for catering with Aramark</td>
<td></td>
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</table>

**DAY OF THE EVENT**

<table>
<thead>
<tr>
<th>TASK</th>
<th>PERSON RESPONSIBLE</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arrive early (1-hour recommended) to ensure setup request, AV needs and catering requests are in place</td>
<td></td>
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</tbody>
</table>

**POST EVENT**

<table>
<thead>
<tr>
<th>TASK</th>
<th>PERSON RESPONSIBLE</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Remove all event signage, posters &amp; fliers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ensure facility has been returned to the condition it was found</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Work with your advisor to arrange payment for all expenses incurred (catering, items rented, etc)</td>
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</tbody>
</table>

**Event Guidelines**

These guidelines are provided for the benefit of the students and the student organization and are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including but not limited to possible suspension of registration, events and/or use of facilities. Please also review the Student Handbook at the link below. [http://www.methodist.edu/student_life/pdfs/student13-14.pdf](http://www.methodist.edu/student_life/pdfs/student13-14.pdf)

**Conduct:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of College policy may subject the participants and/or the organization to disciplinary action by the College.

**Publicity:** All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group.

**Timelines:** All Event Registration Forms must be submitted to the Office of Student Involvement at least 2 weeks prior to your event and before any publicity is distributed. If you have additional questions, please consult with the Office of Student Involvement.

**Other:** Injuries must be reported immediately to the Safety and Security (910) 630-7098. In the event of an emergency, please dial 911.
Methodist University Event Staff Support Contacts

Sam Morrison
University Relations Event Coordinator
smorrison@methodist.edu
910.630.7062

Pam McEvoy
Director, Public Affairs
pmcevoy@methodist.edu
910.630.7043

Sandy Ammons
Associate Vice President for University Relations
sammons@methodist.edu
910.630.7114

Cliff Wells
Director of Reeves Auditorium & Technical Services
cwells@methodist.edu
910.630.7111

Michael Molter
Webmaster
mmolter@methodist.edu
910.630.7646

Mike Harrison
Director, Monarch Press
mharrison@methodist.edu
910.630.7061

Carol Pope
Program Coordinator, Student Affairs
capope@methodist.edu
910.630.7152

Bill Young
Maintenance, Dispatch
cwyoung@methodist.edu
910.630.7238

James Phillips
Director of Public Safety/Chief of Police
japhillips@methodist.edu
910.630.7149

Gerri Williams
Administrative Assistant to the President
gerri@methodist.edu
910.630.7005

Gina Billman
Administrative Assistant, Registrar’s Office
gbillman@methodist.edu
910.630.7037

Doris Munoz
Director of Campus Life
dmunoz@methodist.edu
910.630.7022

Billy Gonzalez
Aramark – General Manager
gonzalez-billy@aramark.com
910.630.0065

DeeDee Jarman
Senior Associate Athletic Director
djarman@methodist.edu
910.630.7283

Public Safety
910.630.7098 - Non-emergencies
910.630.7577 – 24 - Hour Emergencies

Maintenance
6:30 a.m. – 3:30 p.m. – 910.630.7199

After Hours Maintenance & Housekeeping
Notify Public Safety Staff
After 3:30 p.m. – 910.630.7098