RSO EVENT PLANNING GUIDE

4-6 WEEKS BEFORE EVENT

☐ **Reserve a space to hold the event**. Go to the Conference and Event Services website (http://www.unco.edu/events/) and submit an online reservation request. Popular spaces like the UC or Garden Theatre can get booked quickly, so it's a good idea to have alternate choices ready.

☐ **Figure out your budget**. If you need to fundraise in order to have money to host the event start as soon as possible. Likewise, if you want to request funding form the Office of Student Organizations, it is easier to apply if you already know how much to ask for.

☐ **Request permits.** If your event is outside, involves amplified sounds, involves alcohol, or has an activity that may lead to injury, you will likely need permits from the University. Contact UNC Police *and* Events Services to find out if you need permits and to get applications.

☐ **Ask for help if you need it**. Staff members from the Office of Student Organizations can advise you on event planning. Email studentorgs@unco.edu to set up a meeting.

☐ **Put it on social media and calendars**. If you have social media events, a newsletter, or shared calendar send out the day and time of the event as soon as you have your room reservation. You can also submit your event to the UNC Calendar (https://www.unco.edu/news/calendar-event-submission/) and the Office of Student Organizations. (newslettehttps://unco.co1.qualtrics.com/jfe/form/SV_eE5b5w5vP45Coltr). When submitting an event for the UNC Calendar, it will ask you for you UNC login information.

☐ **Request UNC social media coverage for your event.** You can request for a member of your team to do a Snapchat takeover and/or request UNC Instagram coverage, which UNC's social media team will provide as they are able. This will allow you to promote your organization to both current and future Bears. To get started, submit the request form **(https://www.unco.edu/social/).**

3 WEEKS BEFORE EVENT

☐ **Request marketing support**. RSOs get free graphic design services but requests take three weeks to process. Submit your request to Jason Krukowski online (http://www.unco.edu/student-life/staff/marketing-specialist.aspx. Once you have an event flyer or graphic, submit it to social.media@unco.edu two weeks before your event to be posted in the Snapchat roundup.

☐ **Order catering or get a food service permit** (if you plan on having food).
- If the event is in University Center or Centennial Hall, you must purchase the food and/or beverages from a **University Center Vendor.** These vendors are University Catering, Munchy Mart, Einstein's Bagels, Sushi with Gusto, and Subway.
- If the event is on campus but not in University Center, RSOs may be required to apply for a temporary on-campus food service permit. Contact Event Services to see if you need a permit.

☐ **Get contracts**. If you are hiring a vendor or speaker, the Student Clubs Business Services Office must prepare the contract for you.

☐ **Submit RSO event funding request** (note, not all events are eligible for this funding, see the RSO event Funding Policy for more formation). An online request form must be submitted at least three weeks before the event date. Requests are submitted online (https://www.unco.edu/clubs/funding.aspx

2 WEEKS BEFORE EVENT

☐ **Order flyers or posters** (if needed). If you don't want to pay for printing, get a Public Library card. High Plains Library members can print up to 100 pages for free each month at the library.

☐ **Request checks**. If you need to pay a vendor with a check, request it from the Student Clubs Business Services Office 14 business days prior to when you need it.

1 WEEK BEFORE EVENT

☐ **Purchase event supplies.** RSOs can check out a credit card for up to 4 hours from the Student Clubs Business Services Office. You must turn in receipt with the card. If you use Office of Student Organizations funding, please **make a copy of receipts** before you turn them in to the Business Office.

☐ **Request cash**. If you need a cash box to make change at your event, request it at least 5 business days ahead of time.

☐ **Put up posters or flyers**. RSOs can post on any public bulletin board on campus. Check out the *Campus Posting Policy* for a map of bulletins boards. (https://www.unco.edu/clubs-organizations/forms.aspx).

☐ **Boost the event on social media**. Encourage members to RSVP, share with friends, and remind others about the event.

☐ **Make a game plan for the day of the event**. Decide how to split responsibilities for setting up and cleaning up after the event.

☐ **Finalize catering orders.** If you are ordering catering from any vendor, whether on or off campus, contact them the week before to confirm your order and give them a final headcount. This ensures that you get the correct amount of food and that your order will be ready at the correct date and time.

☐ **Notify people if it is cancelled.** Notify Event Services in writing by emailing event.services@unco.edu. If you cancel without giving 48 hours notice, you may be charged for rooms. Let attendees know that it will not be happening, take down flyers, makes social media announcements.

☐ **Prepare for your UNC Snapchat takeover, if you're doing one.** Contact social.media@unco.edu to make sure you have login information and instructions.

AFTER THE EVENT

☐ **Take down advertisements**. Remove posters and flyers the day after the event.

☐ **Submit follow up documents.** If you used Office of Student Organizations funding, you must submit a follow up form within two weeks. You must provide copies of all receipts with this form. If you do not provide receipts for purchases, your RSO will be responsible for paying for those purchases with the organization's own money. The follow up form can be found online at https://www.unco.edu/clubs/forms.aspx.