EVENT MANAGEMENT/PREPARATION

PLANNING: When planning any event/program, allowing plenty of time to fully implement ideas is essential to successful programming. New issues and planning for unforeseen concerns always arise no matter the size of an event. Allowing three to four weeks for event planning gives organizations the time needed to implement established ideas as well as new and unforeseen elements. The Event Planning Checklist provided by the Office of Student Life can be a helpful tool for any event. (http://studentlife.cofc.edu/PDF/Event_Planning_Checklist.pdf)

VENUE AVAILABILITY: One of the most important details to confirm early in the programming process is the location of your program. A variety of facilities and venues are available on campus for recognized student organizations to reserve for programs and events. A calendar showing the availability of facilities on campus can be found through the Office of Student Life’s Campus Scheduling page (http://www.cofc.edu/~campusscheduling/). The Office of Marketing and Communication also provides an additional list of facilities and contact information for reserving those spaces at http://www.cofc.edu/marketing/eventmarketing/venues.html.

SPACE RESERVATIONS: Student organizations may be charged a usage fee and/or damage deposit for use of on-campus venues. Organizations that fail to return facilities and/or venues to their pre-event condition (including the removal of decorations, proper disposal of trash, etc.) will forfeit their damage deposit. Additional charges may be assessed if cleaning or repair costs exceed the amount of the damage deposit. Excessive damage and/or failure to adhere to facility usage policies will result in the loss of the organization’s ability to reserve campus facilities and venues in the future. Please check with the facilities manager early in the planning process to learn of any additional policies, procedures, or deposits.

FUNDING AND EXPENSES: Having funds available to produce an event/program is key to the success of the event planning process. It is also important to set a budget for each event so you do not exceed available funds. All recognized student organizations should consult with the Coordinator for Business Services prior to committing any available funds to an event. Please refer to pages 18-27 for more information regarding organization spending procedures.

ADVERTISING: The promotion of an event/program should start at least two weeks prior to the date of the event. Allowing two weeks for advertising will ensure that as many people as possible are aware of the event through as many outlets as possible. Advertising/marketing should not begin until all event details are confirmed. Please refer to the above mentioned Event Planning Check list regarding details that need confirmation.

RISK MANAGEMENT: Many events inadvertently include some level of risk management, and it is the philosophy of the Office of Student Life to provide all recognized organizations with the tools and skills to reduce the level of any type of risk that might affect student organization events. It is the responsibility of every student organization to make sure their attendants have a safe and enjoyable experience.

AMPLIFIED SOUND POLICY: In an effort to continue to develop Student Life at the College of Charleston and promote an increased sense of community on campus, the Division of Student Affairs has created the following policy for the use of amplified sound on-campus in connection with programs and events held on weekdays during business hours during the upcoming academic year:
1. Events requiring the use of amplified sound that are scheduled Monday – Friday between the hours of 8 a.m. and 9 p.m. will be held in the Stern Center Gardens.

2. Space reservations for the Stern Center Garden will be accepted on a first-come, first-serve basis through the Office of Student Life and must be approved in advance by the Director of Student Life.

3. The Office of Student Life and the Division of Student Affairs will provide information related to any special previously approved events requiring amplified sound in a timely manner to the Provost’s Office so that advance notice of events can be distributed to faculty members and academic departments.

4. The use of amplified sound will not be permitted during the hours of 8 a.m. – 9 p.m. on weekdays in areas immediately adjacent to offices or classrooms facilities (i.e. Maybank Hall, the Cistern, etc.). As always, student organizations will be allowed to host informational tables and programs that do not require amplified sound at these locations.

5. Requests for exceptions to this policy must be submitted in writing to the Director of Student Life no less than two weeks (fourteen calendar days) prior to the proposed date of the event. A committee comprised of representatives from the student body, faculty and staff of the College of Charleston will convene to review the request and will notify the requestor in writing of the committee’s decision. An Event Planning Form must be completed and all prior approvals for the proposed event (space reservation, Public Safety staffing, etc.) must be received before the proposed event is submitted to the committee for review.

Feel free to contact the Office of Student Life at (843) 953-2291 if you have any questions regarding this policy or campus programming. We look forward to an eventful and memorable year.

CATERING AND FOOD SERVICES: ARAMARK Food Services (953-5616) is the hospitality provider for the College. It operates all existing food-service operations on campus, as well as special catering needs. ARAMARK has a wide array of reception, meal and party foods, as well as beverage options. The student organization must contact the Coordinator for Business Services to make arrangements for an IDT to pay for these services.

PLEASE NOTE: ARAMARK has first right of refusal for catering for any on-campus event.

AUDIOVISUAL ASSISTANCE:
Stern Student Center: When requesting a space reservation in the Stern Student Center, please include in your request any audiovisual equipment that will be needed for your event. The Office of Student Life will setup all equipment requested on the Facility Reservation Request Form in the reserved space prior to your event. The Office of Student Life does not charge recognized organizations for audiovisual equipment requested for events occurring in the Stern Student Center.

Office of Events Support: When reserving facilities other than the Stern Student Center, the Office of College Relations and Media Communication can assist student organizations with audiovisual equipment needs. The Office of College Relations and Media Communication must be contacted at least one week in advance and the student
organization is responsible for personnel and equipment rental fees. The student organization must contact the Coordinator for Business Services to make arrangements for an IDT to pay for these services. No audiovisual equipment can be taken off the College premises.

If a program requires more extensive equipment than what the College offers, it may have to be rented from a private business in the area. The Office of Student Life has names and phone numbers of audiovisual companies that have proved themselves capable and dependable. However, most off-campus rentals will cost significantly more than what the college provides.

**WAIVERS:** Organizations planning an event that includes a physical activity (i.e. inflatable novelties or kick ball tournament) will need to provide a Student Liability Release and Waiver form for each attendant (found online at www.studentlife.cofc.edu/forms). This form ensures that those who participate are aware and understand the risks involved with the event. Waiver forms can be obtained through the Office of Student Life. Completed waiver forms should be kept on file by the hosting organization for a minimum of one year.

**CERTIFICATE OF INSURANCE:** Events that include the contracting of off-campus vendors to supply novelty entertainment (i.e. inflatable entertainment, mechanical bulls, or climbing walls) need to have on site a certificate of insurance, which the contracted vendor needs to supply. The College of Charleston and the State of South Carolina cannot insure off-campus contracted entities.