

# SYRACUSE UNIVERSITY

## OFFICE OF FRATERNITY AND SORORITY AFFAIRS

### Event Planning Checklist & References

This checklist is designed to help event organizers think about and keep track of the logistical details for events. **NOT ALL** items may be applicable to every event, but they might inspire new ideas. Review this check list in addition to the attached reference documents for necessary steps in successful event management.

**Organization Name:** \_\_\_\_\_ **Chapter Name:** \_\_\_\_\_

**President Name:** \_\_\_\_\_ **Event Contact Person:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

#### Determine General Event Information:

- Title of Event
- Event Objective / Purpose
- Event Funding Source / Amount
- Event Sponsors /Co-organizers
- Preferred Event Dates
- Event Location
- Event Time
- Event Agenda
- Expected Attendance

#### Determine Artist/ Speakers / Presenters:

*\*Student may not engage in contractual negotiations with artist, speaker, and presenter\**

*\*\*Please refer to appropriate FASA advisor for further assistance with contractual agreements\*\**

- Event Performer (Syracuse University, outside guest)

#### Arrange Event Logistics:

*\*\*These meetings helps ensure you have all the necessary information to plan a successful event and follow FASA and University policies\*\**

- Reserve event space and set-up (see [scps.syr.edu](http://scps.syr.edu))
- Meet with designated FASA advisor
- Meet with the appropriate Student Centers & Programming Services personal

**\*\*Student Centers & Programming Services: Name:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **\*\***

- Ticketing Request Form (see [boxoffice.syr.edu](http://boxoffice.syr.edu)), if necessary
- Staffing (registration, event space, posting signs, Q&A mic runners, clean-up)
- Decorations (e.g., flowers, linens, etc...)
- Catering, if necessary
  - Syracuse University Food Services / Campus Catering/ Other food service arrangements

#### Event Publicity / Printed Materials:

*\*Please refer to the Advertising Events and Posting Policies\**

*\*\*Free printing available through Student Association Copy Request Form\*\**

- Printed Materials (e.g., Flier, Invitation, Program, Name badge, Access Pass, Reserved)
- Publicity (e.g., Orgsync, Poster, Photographer, Press, Kiosk, Daily Orange, Social Media, etc...)

**PLEASE ATTACH ANY SUPPORTING DOCUMENTATION  
(e.g., Event agenda, budget approval, SCPS location approval, ticket request form, etc...)**

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# Event Timeline

This checklist is designed to help event organizers think about and keep track of the logistical details for events. **NOT ALL** items or time frame, may be applicable to every event.

## Four or More Weeks before Event- Program Development

- Define program ideas, keeping in mind: time, target audience, and objective of the program
- Determine how this program meets organization's goals/mission
- Determine budget for program including any funds or donations
- Determine the division of responsibilities within your group and with other groups when co-sponsoring a program.
- Identify and secure performer and/or technical requirements (*6 weeks prior or more recommended*)  
*\*Contact FASA advisor for further assistance with contractual agreements\**

## Four Weeks before the Event- Event/Program Registration

- Reserve the space for your event by completing the "Registered Student Org" form by visiting (see <http://scps.syr.edu/>). You will be contacted by an SCPS consultant to attend a pre-event meeting.
- Begin working on an advertising/marketing plan for your event *\*note: NO advertising can take place until after pre-event meeting and major components of program are solidified (i.e. venue, budget, performer, catering, ticketing, approved promotion)*

## Two to Three Weeks before Event- Catering, Planning meetings

- Attend pre-event meeting with FASA advisor
- Attend pre-event meeting with SCPS consultant
- Fill out Ticketing Request Form (see <http://boxoffice.syr.edu/>) {Located under "Quick Links"}
- Consult with Campus Catering (see [foods-services.syr.edu](http://foods-services.syr.edu/)) on food needs for your program, if necessary
- Once necessary components of event are solidified begin advertising to target audience

## Two to One Weeks before Event- Supplies

- Purchase any decorations necessary; if online, plan accordingly for use of Purchase Card
- Increase advertising on campus- suggestions include tabling, Facebook groups, Orgsync, LivingSU, fliers, posters, kiosk, etc.

## One Week before Event

- Contact FASA advisor for confirmation of all payments being processed
- Create a schedule for members with detailed assignments leading up to and the day of the event

## Day before Event

- Pick up any final materials necessary
- Confirm delivery of all materials/equipment
- Confirm travel of performers/speakers with FASA advisor, if applicable

## Day of Event

- Arrive on time for set up/decoration before event
- Walk through/ audiovisual run-through
- Final push for advertising to get people at your event

## After Event

- Breakdown (i.e. Space should be left as it was found).  
Event feedback/ evaluation review

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## Advertising Events and Posting Policy

### Office of Student Activities

#### **Criteria for Poster or Flyer Approval**

- All posters or flyers must be approved and stamped by an Office of Student Activities Consultant.
- Must prominently display the recognized student organization name (ONLY programs and events sponsored by currently recognized student organizations will be approved)
- Date, time, and location of program/event
- Organization contact information (Name and Syracuse email address)
- Flyers for program/events funded by the Student Association must include the phrase: "Your Student Fee"

#### **General Posting Guidelines**

- Only general-purpose bulletin boards in each building may be used for posting.
- Posters or flyers must be affixed with thumbtacks, pushpins, or regular staples, not glue or tape.
- Posters or flyers must be limited to one per bulletin board per event.
- Posters may not exceed 11 inches by 17 inches, except with the authorization of the building coordinator or other authorized University official.
- Bulletin boards that are labeled as "special purpose" are limited to that purpose and non-related announcements will be removed.
- Posters or flyers may not be placed on interior or exterior walls or woodwork, floors, doors, windows, sidewalks/walkways, statues or public art, stairwells, vehicles, telephone poles, or trees.
- For more information related to Syracuse University posting guidelines see pages 26-32 of the Recognized Student Organization Handbook which is located at [studentactivities.syr.edu](http://studentactivities.syr.edu).

#### **Kiosks**

Recognized student organizations are eligible to use campus kiosks that are located in the Schine Student Center and Goldstein Student Center on a space available basis and in accordance with the following guidelines:

- Recognized student organizations may register for a kiosk for up to 10 days.
- To reserve a kiosk space, a reservation form must be completed with SCPS located in suite 2280 of the Schine Student Center, or a reservation request may be submitted online at [scps.syr.edu](http://scps.syr.edu)
- Events and services advertised on posters displayed in the campus kiosks must be open to the entire Syracuse University community.
- Posters must display the date, time, location, sponsoring organization or department.
- Poster content must be consistent with the mission, vision, core values, and policies of Syracuse University.

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#### Office of Residence Life Posting and Promotions Policies

The following guidelines reflect the commitment of the Office of Residence Life to foster an educational environment. The guidelines are specific for reasons of safety and security and the need to maintain an environment conducive to the pursuit of learning.

As of fall, 2013, the following process is in effect:

- Only Recognized Student Organizations (RSO's) and University departments are permitted to post flyers/posters/ in the residence halls
- All posted materials must specify the date, time, place, name of the sponsoring organizations of the event or program, and organization contact name, email or webpage where questions or concerns regarding the program/event can be directed. Materials that do not contain this information will not be accepted.
- Events at which alcoholic beverages will be served will not be publicized.
- All materials must conform to the policies and procedures of Syracuse University and the Office of Residence Life.
- Materials may not exceed 11" x 18" in size
- For RSO's- all flyers/posters must first be approved by the organization's Student Activities organization consultant's approval, the flyer or poster will be stamped with the Recognized Student Organization (RSO) stamp. Flyers/ posters can then be duplicated.
- A total of 201 flyers/posters can be duplicated for the residence halls. They are to be counted out and divided by hall, with the name of the hall written on the top of each group as follows:

#### Number of Posters That Will Be Approved For Each Residence Hall (Total: 201)

Boland	10	Kimmel/Marion	7
Booth	9	Lawrinson	18
Brewster/Brockway	15	Sadler	15
Day	16	Shaw/Lyons	21
DellPlain	17	South Campus/Skyhalls	9
Ernie Davis	11	Watson/Sheraton	16
Flint	18	Central Office	1
Haven/Walnut/ Washington Arms	19	<b>TOTAL:</b>	202

#### Information to Be Posted

All posted materials and flyers must specify the date, time, place, and sponsor of the event/program. Only recognized student organizations, and University departments and offices, may request that their information be posted; requests by non-University organizations to have their activities/events publicized will not be honored. The availability of alcoholic beverages at an event may not be advertised or publicized. All materials must conform to the policies and procedures of Syracuse University and the Office of Residence Life. The Office of Residence Life reserves the right to make exceptions to this policy at any time.

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#### **Approval of Materials to Be Posted**

Syracuse University student organizations, departments, and offices requesting posting must bring materials to be posted to the Office of Residence Life (111 Waverly Avenue, Suite 200). It is the responsibility of each recognized student organization, office, and/or department to provide the appropriate number by hall/area of the materials to be posted. Recognized student organizations will need to obtain approval of their poster from the Office of Student Activities and have their poster stamped with the RSO stamp in the lower right hand corner prior to bringing the posters to the Office of Residence Life. The RSO stamp may not be photocopied or reproduced. Information containing the name and contact information of the organization sponsoring the event must be listed on the poster. University offices and departments will not need to have their posters stamped. The number of designated copies for each hall and South Campus appears below. Posters may not exceed 11 inches by 18 inches. Events, on campus or off, not approved by the Office of Residence Life may not be advertised in the residence halls or on South Campus.

#### **Distribution of Posters**

All approved materials will be posted within 48 hours of their receipt in designated posting areas within the residence halls. It is the responsibility of the Office of Residence Life to remove outdated or inappropriate materials posted in each of the halls and South Campus. Dated material will be removed within 48 hours of the specified event time. Undated material may remain up for a period of two weeks.

#### **Distribution of Handbills**

Approved handbills may be made available in the halls and South Campus by a registered organization or department only to be placed in a central location at each hall and South Campus. Materials from off-campus vendors, organizations, and/or individuals will not be accepted for distribution. South Campus staff reserves the right to remove unapproved posters from bus stops, mailbox clusters, and bulletin boards.

#### **Placement of Banners**

Banners will not be accepted for use in the residence halls.

#### **Mass Mailings**

Registered student organizations may distribute information to students living in north campus residence halls, and the Skyhalls at South Campus, by use of the University's campus mail service. For additional information and requirements please contact Mail Services. Mailing labels can be obtained from the Office of the Registrar; recognized student organizations are to work with their group's Office of Student Activities advisor to obtain labels. All materials sent via campus mail must be addressed to specific individuals; mail addressed to "Occupants of" or "Parents of" will not be delivered. All mass mailings intended for students living in the apartments at South Campus must be addressed, stamped, and sent through U.S. mail.

#### **Room to Room Distribution**

Placing materials under residence room doors is prohibited.

#### **Non-Compliance**

Any violations of this policy will be addressed by the Office of Residence Life in consultation with the Office of Student Rights and Responsibilities

#### **Vendor Policy**

In an effort to provide residents with an environment that is free of unwanted personal solicitation for services or products, University policy prohibits outside vendors from entering all residential facilities. No flyers, handbills, or other posting materials are to be distributed in any form, including under student doors, in mailboxes, or left in any public areas. Vendors who are not under contracted agreements with the University are prohibited from entering the residence halls. Students who believe they have legitimate requests for exceptions to this policy are required to meet with the residence director of their hall.