This packet contains important information that your organization needs to successfully plan events!
Dear Westminster SGA Organization Member,

The following packet is made up of new and old information/resources to help you in your event planning efforts.

Please pay close attention to the event guidelines. The guidelines are meant to help your program/event be successful, safe, organized, and fun. If you have any questions about these guidelines, do not hesitate to contact the SGA Executive Board and/or Advisers.

Thank you and have a fun time planning fun events!

Sincerely,

The 2005-06 Westminster SGA Executive Board and Advisers
Princeton SGA Event Guidelines

Here are some general event guidelines you definitely want to know about—

**Before you even think about SFB funding, space reservations, or event approval forms, please make sure that you’ve thoroughly thought about the concept of your event.** When is a good time to have the event? Who will be helping you? What is your theme? Use the information in this packet to guide your event planning!

**SFB Funding**

If the event you’ve planned is not in your organization budget, and you need discretionary funding, don’t ask for it last minute! Please present your request to SFB within at least 3 weeks of your proposed program. It gives the SFB time to decide, and you time to shop and prepare.

**You must apply for any cash advance funds at least 1 week in prior to the program date.** You may only make 1 advance request per event (per SFB policy). Be positive that your numbers and the store names are correct the first time.

Be sure to fill out any forms, use the tax exemption number/form, keep receipts/invoices for every purchase/payment, etc. and hand them in within the time frame outlined by the SFB.

**Remember to use tax exemption. You will NOT be reimbursed for tax.**

If your event has been funded by the SAF (Student Activities Fee), remember to place “Funded by the SAF” on your advertisements.

**Need SFB forms?—check out www.westminstersga.org/sfb**
Event Approval Forms

Once you have decided upon what type of event you want to have and when, you’ll need to get that event approved.

Event Approval Forms are available at www.westminstersga.org.

First, fill out the appropriate information:
The name of your organization
The event name
The event description
Your requested date, time, and location of the event
Contact person information

*** An important note

When reserving a space, make sure to add in the time it takes to set-up and tear-down (usually 1-2 hours for each). So, if your event is from 8 p.m.—11 p.m., reserve your space from 6 p.m. (or 7 p.m.) until 12 midnight (or 1 a.m.).

Once you have this completed, please have the following people sign the event approval form— IN THIS ORDER:
1) Your organization’s advisor
2) One of the SGA Advisors (Laura Hubbard or Paul Speiser)

Once these people have signed your Event Approval Form, you may then go to the Concerts Office to officially book your space. **You may want to go to Concerts first to see if the space is available PRIOR to filling out the form.**

You’ll notice other offices on the form—if you need the services of Facilities, Public Safety, Media Services, Aramark, or Public Relations, please see that representative and have them sign the Event Approval.

An important message about Facilities:
If you need any sort of table or chair set-up for your event, or if your event requires specific electrical needs, you will need the help of Facilities. **Please have your adviser or an ADOS staff member complete an on-line Facilities work order that states the specific needs you require.** This work order must be done at least one week in advance of your event! If your table/chair set-up is specific/unique, please provide Steve Hitzel with a diagram that shows Facilities exactly how you’d like your event set up.

**Once you have gotten all of your signatures, please return the form back to Laura Hubbard, Assistant Dean of Students.**
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Please think about your time table. **Do not ask any office for ANYTHING (i.e., a table set-up or media equipment) unless it is at least a week prior to the date of the event.** Don’t expect administrators to work extra hard to make up for your lack of timeliness.

***Your adviser (or adviser designee) must be present for the entirety of the event. If an adviser is not present, you cannot hold your event.***

Noise
If an event is to be outside, noise must be considered—not only for the Princeton community, but for the Westminster community. Noise permits ($10) must be purchased via Princeton Borough. Please note, however, that if Police request that noise levels be lowered, the organization must comply. Otherwise, violators will risk arrest.

Public Safety/Princeton Borough Police Event Staffing:
Some events, based upon the nature of the event and the people invited (guests), may require your organization to enlist the services of Public Safety and/or Princeton Borough Police. Please know that if Princeton Borough Police are required to staff an event, the organization must budget the cost of their services (please see Public Safety for rates/cost). If you have an event where guests are invited, you are encouraged to consult with Public Safety to determine whether or not their services (or Princeton Borough Police’s services) are required.
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Advertising
There are multiple ways to advertise for your events:
- Posters
- Banner (there is banner space on the exterior of Seabrook)
- WCC Cable TV network
- Word of mouth
- Invitations
- E-mail (wccstudents-l@rider.edu, weekendwarriorswcc-l@rider.edu, weekendwarriorslaw-l@rider.edu)

Please advertise! It helps to hype up an event. Read the packet for other great advertising suggestions.

Posting
- Please go to the Associate Dean of Students Office to have your posters stamped prior to posting them.
- **If you plan on making copies of your flyers, please have them stamped PRIOR to photocopying them!**
- Also, please abide by the Posting Guidelines (which are included in this packet).

Photocopying
Because photocopying is expensive, we ask that if you have flyers/invitations that you’d like photocopied, you give them to Laura Hubbard (ADOS) or Melissa Dennis (SLC) in the Associate Dean of Students Office. **Please indicate how many copies you’d like and on what color paper.** Copies will be made either the same day or the next day and will placed in your organization’s box upon completion.
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The Inventory Management System (IMS)
Please check IMS (basement of Dayton and Taylor Halls) prior to purchasing items for your event. Only if IMS does not have what you need can you justify purchasing items (especially decorations).

All decorations/supplies that you purchase are the property of the SGA. Any items left after an event MUST be placed in the IMS closet for other organizations to consider using.

Contracts
If your event requires that contracts be signed, it is highly suggested that you have someone in the Associate Dean of Students Office review it. More likely than not, the Assistant Dean of Students will have to sign it anyway.

ID Cards and Wristbands:
In accordance with Rider University safety and security measures, all social events, especially those that include guests, must comply with the following:

- There must be one point of entry to an event. All other possible entries must be either “guarded” or locked (so that people may only exit, not enter)
- At this point of entry, ID cards must be shown.
- The entrance must be staffed by the hosting organization for the entirety of the event.
- Rider students must be given a designated color wristband, while guests must be given a different color wristband.
- Guests must sign a “Guest Sign-in” Sheet. The name of the Rider student hosting that guest must also sign this sheet.
- Rider students must accompany their guests, and are responsible for their guests at all times.
Choosing the Date/Time of Your Event

As we are all well aware, time and space are big issues on our campus. Ideally, it is best to plan events an academic year in advance. Performance Management, a.k.a. Concerts, asks the Associate Dean of Students Office for their event dates for the next academic year in April. If you have an event that you traditionally hold every year or if you already know what events you’d like to do, reserve the date the year prior! Just let the ADOS know!

If you cannot plan that far in advance, make sure to plan at least a month or two in advance. You’ll have a better chance of getting the space you want on the date you want.

Things to consider when choosing a date and time are:

- **Are there any major performances scheduled (i.e., recitals, choir performances, runouts, operas, musical theater performances, Jubilee)?** If so, you could lose a major part of your audience.
- **Are there any other events happening on either campus that night (i.e., Java ‘N’ Jive, Latin Night)?** You may not want to force people to choose what to attend.
- **Is it a major test taking time (i.e., mid-terms or finals)?** You could do a “study break” type of program, but you may not want to do a large-scale event.
- **Is it before a break (i.e., Fall, Winter, or Spring breaks)?** This may also lead to a decrease in attendance.
- **If your event is outside, are there any major events happening where noise from your event would be an issue (i.e., a Faculty recital in Bristol)?**
- **Are your board members and student members available to help with the program (if they are busy with academics, your workforce may not be adequate)?**
Collaborating with Lawrenceville

The Lawrenceville campus has a myriad of resources at your disposal that you can use to meet your programming needs.

For some guidance/ideas, go to the Current Students section of the Rider University website and specifically look at the section entitled “Clubs, Organizations, and Activities” (http://www.rider.edu/2522.htm). There, you will find information about resources available on the Lawrenceville campus.

So, how could you utilize Lawrenceville? Here are some ideas:

- Ask a club or organization to co-sponsor an event with you (i.e., BHA has worked with BSU).
- Tag along on an event or program that a Lawrenceville organization is already having (i.e., you could bring students on a Campus Ministries trip to the Trenton Soup Kitchen).
- If there isn’t a space on this campus to hold your event, there might be a space on the Lawrenceville campus (i.e., Fireside Lounge, Cavalla Room, BLC Theater, Yvonne Theater, Daly’s, the new SRC—Student Recreation Center).
- If you need funding to hold your event, perhaps the SFB on the Lawrenceville campus will contribute!
- Advertise your event on the Lawrenceville campus—send posters to Campus Life, put an advertisement up on the bulletin board (call Lawrenceville Media Services x3000), send an e-mail through Weekend Warriors (address provided in the Advertising section of this packet).
- Have members of your organization sign up for an intramurals team (contact Bridget Weikel for more information x5327)

For more information about the Lawrenceville SGA, look at their website www.rider.edu/sga