

# PLANNING A SUCCESSFUL EVENT

## **Campus Event Planning Tips**

*for Rider Faculty and Staff*


*Lawrenceville Campus Events*



**RIDER**  
UNIVERSITY

Presented August 15, 2018

# The Role of Auxiliary Services

- ▶ The department schedules all facilities on the Lawrenceville campus including the meeting spaces in the Bart Luedeke Center, the Student Recreation Center and the theaters
  - ▶ We provide a wide array of event and conference services including event planning and management for both internal and external clients
  - ▶ Manage the Bart Luedeke Center and Student Recreation Center
  - ▶ Oversee mail services, Collegiate Press, University Bookstore, vending services
- 

# FOCUSED ON CUSTOMER SERVICE

Schedule

Plan

Set Up

Get There



**Monte Brown**  
Scheduling  
Coordinator



**Racheal Jones**  
Events & Conferences  
Manager  
(INTERNAL EVENTS)



**Zac Gray**  
Events Operation  
Staff



**Michael Savard**  
Program Manager  
(Transportation)



**Susan Croggon**  
Assoc. Director,  
Conference Services  
(EXTERNAL EVENTS)



**Tim "Triv" Trivisonno**  
Events Operation  
Staff

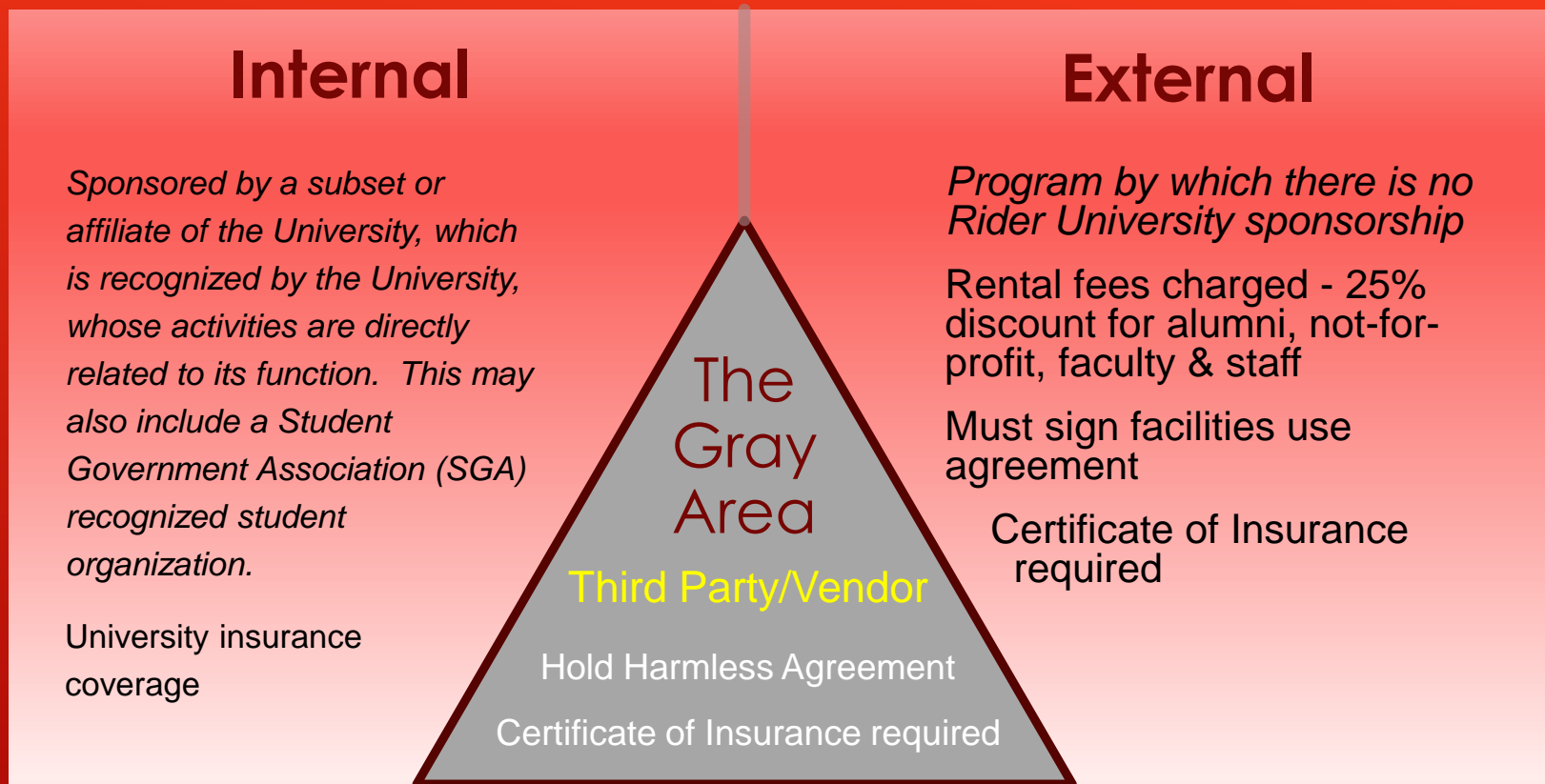


**Bev Braddock**  
Director  
Auxiliary Services



**Mike Recca**  
VP Facilities &  
University  
Operations

# Internal vs. External Events



**Risk Management is everyone's responsibility**

# CONTRACTS

- ▶ Whenever monetary compensation is offered to a speaker, performer or vendor in exchange for services, a contract and Certificate of Insurance are required
- ▶ Waiver or Hold Harmless Agreement is required to bring groups to campus
- ▶ Work with University General Counsel for approval
- ▶ Contracts, waivers and/or insurance must be sent to [contracts@rider.edu](mailto:contracts@rider.edu) at least 14 days in advance of event or requested services.

# EVENT OVERSIGHT

- ▶ **Student Events:** *SGA approved Rider student group or organization*  
Must reserve space via 25Live scheduling software and go through approval process on BroncNation.  
**Oversight: Work with Office of Campus Life**
- ▶ **Campus Events:** *planned by departments and offices*  
Must reserve space via 25Live scheduling software and go through approval process  
**Oversight: Auxiliary Services Events Management and Special Events Committee**

# Things to think about...

- ▶ When do I want to have my event?  
*Do I have an alternative date?*
  - ▶ Where do I want to have my event?  
*Do I have an alternative space?*
  - ▶ Am I going to have food service?
  - ▶ Do I have audio visual needs?
  - ▶ Where will my participants park?
  - ▶ How will I promote my event?
- 

# 25Live Scheduling Software

[www.rider.edu](http://www.rider.edu)

<https://25live.collegenet.com/rider>

Detailed 25Live training is available upon request (small group or individual)





# 25Live Reservation Timeline

*Plan as far in advance as possible*

*First come, first serve basis*



- ▶ June 15th - Spring non-classroom locations;  
Fall classroom locations
- ▶ December 15th - Summer non-classroom  
locations; Spring classroom locations
- ▶ March 15th - Fall non-classroom locations;  
Summer classroom locations

# 25Live Reservation Timeline



## *Different for Student Groups!*

- ▶ June 15th – Fall semester locations
- ▶ October 15th – Spring semester non-classroom locations
- ▶ December 15th – Spring semester classroom locations

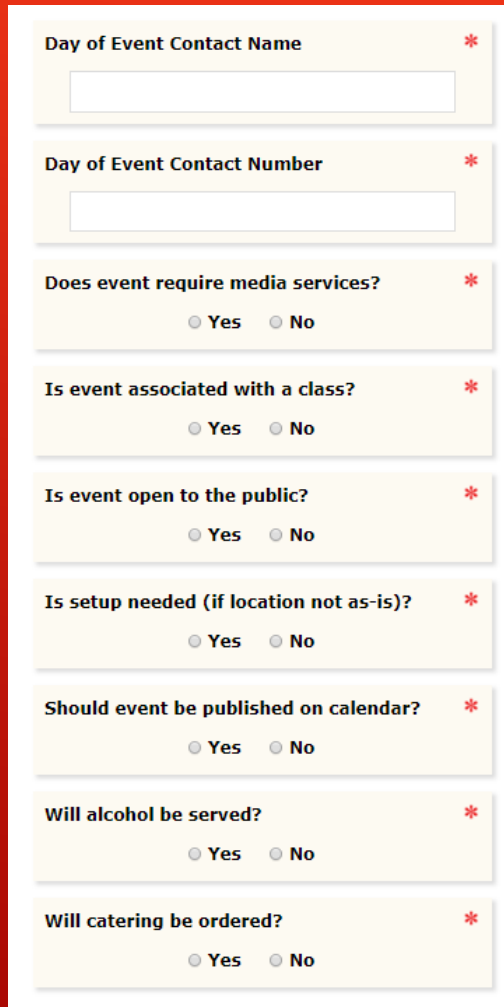
## **Students CANNOT reserve a space on their own!**

When a student is required to use campus space in conjunction with a class, then the request is considered an internal event and **must be submitted by the faculty member or an administrator from their college, school or department via 25Live.**

# Scheduling Your Event in 25Live

- ▶ Check 25Live for availability
  - ▶ Save request
  - ▶ E-mail [scheduling@rider.edu](mailto:scheduling@rider.edu) or call the Lawrenceville Scheduling Office with any questions
  - ▶ Try to avoid major holidays and University functions
- 
- A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide.

# NEW in 25LIVE ... Event Resources



The image shows a vertical stack of eight form sections, each with a title, a red asterisk indicating a mandatory question, and a light yellow background. The first two sections are text input fields, while the remaining six are radio button selections.

- Day of Event Contact Name \***
- Day of Event Contact Number \***
- Does event require media services? \***  
☐ Yes ☐ No
- Is event associated with a class? \***  
☐ Yes ☐ No
- Is event open to the public? \***  
☐ Yes ☐ No
- Is setup needed (if location not as-is)? \***  
☐ Yes ☐ No
- Should event be published on calendar? \***  
☐ Yes ☐ No
- Will alcohol be served? \***  
☐ Yes ☐ No
- Will catering be ordered? \***  
☐ Yes ☐ No

Mandatory event questions  
to assist campus partners

# Event Request Confirmation

- ▶ Reservation is tentative until you receive emailed confirmation
- ▶ Be sure to read it carefully, check for errors
- ▶ Don't advertise before your event is confirmed

Event Confirmation	
Campus Event Planning Workshop	
<hr/>	
<b>Title:</b>	<b>Event Reference:</b> 2018-AAVKQG <b>Event Last Modified:</b> Aug 13 2018 4:40 PM <b>Current Event State:</b> Confirmed
<b>Requestor:</b> Braddock, Beverly SRC 212	<b>Phone:</b> x7056 <b>Email:</b> bbraddock@rider.edu
<b>Scheduler:</b> Braddock, Beverly SRC 212	<b>Phone:</b> x7056 <b>Email:</b> bbraddock@rider.edu
<b>Organizations:</b> AUXILIARY SERVICES	
<hr/>	
<b>Event Occurrences</b>	
<b>Wed, Aug 15 2018</b>	
11:30 AM - 1:00 PM <span style="float: right;">Head Count: Exp: 40, Reg: 0</span>	
Reserved: 11:00 AM - 2:00 PM, Doors Close: 2:00 PM	
<b>Location</b>	<b>Instructions</b>
Schimek Student Recreation Center Seminar Room	Layout: Empty Space classroom style facing projector wall
<hr/>	
Report Printed on Aug 13 2018 at 4:41 PM <span style="float: right;">Page 1 of 1</span>	

# Choosing a Space

- ▶ Appropriate for the number of people
- ▶ Appropriate for the kind of event
- ▶ Appropriate setup for the space / event
- ▶ Breakout rooms
- ▶ Email [events@rider.edu](mailto:events@rider.edu) with needs

***Be Flexible!!***

# Choosing a Space – Tips & Tricks

- ▶ Schedule pre-event and post-event time
- ▶ Set up and take down time will be determined by Events Management (*and may effect availability*)
- ▶ Most popular multi-purpose spaces:
  - BLC Cavalla Room*
  - NJM Community Room (formerly Fireside Lounge)*
  - SRC Seminar Room*
  - North Hall 202 (with restrictions)*
- ▶ Note that some rooms are “as is”
  - Mercer Room*



# Choosing a Space – Tips & Tricks

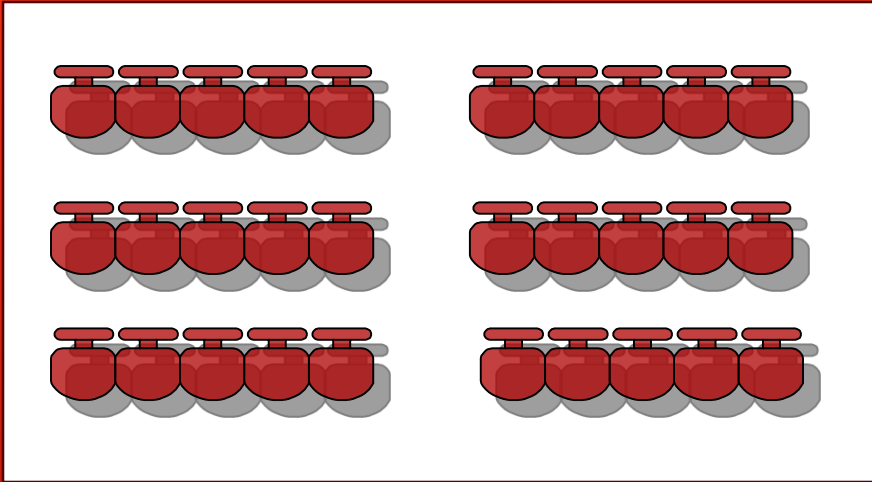
## *Forgotten spaces*

- ▶ SRC Small conference room (seats 7)
- ▶ Vona Annex conference room (seats 16)
- ▶ Vona Annex Room 1 (seats 18 classroom)
- ▶ Teaching and Learning Center (SCI 310, 316, 317)
- ▶ Wismer Room
- ▶ Outside venues
- ▶ Atriums in SRC and Sweigart, North Hall lobby
- ▶ Pub (with approval)
- ▶ Think about classrooms
- ▶ Science 102 & 201 lecture halls
- ▶ Be sure to schedule lobbies



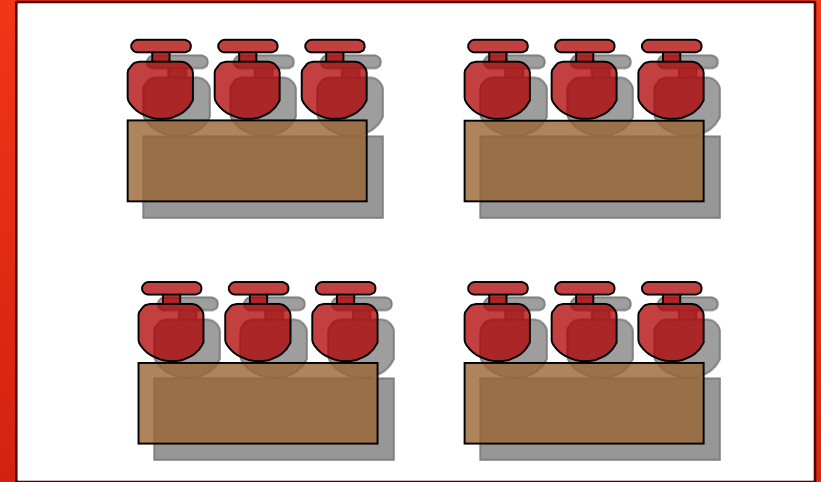


# Choosing a Setup



## Theater Style

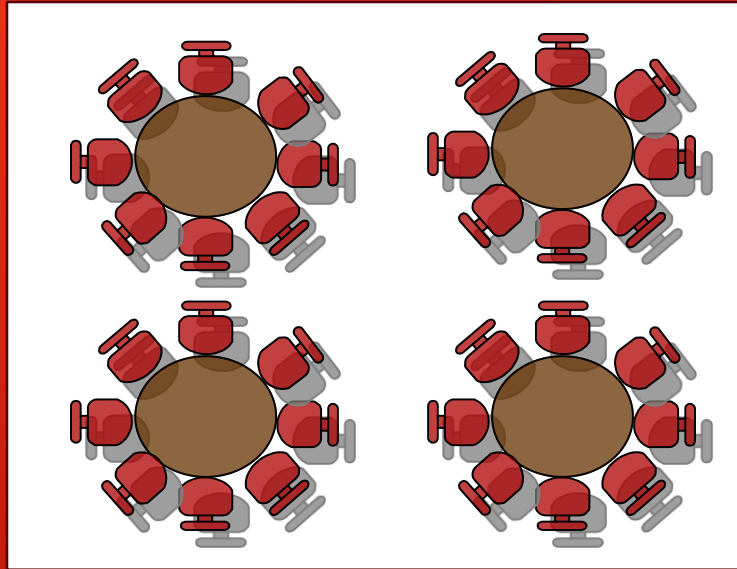
Rows of chairs all facing the front of the room



## Classroom Style

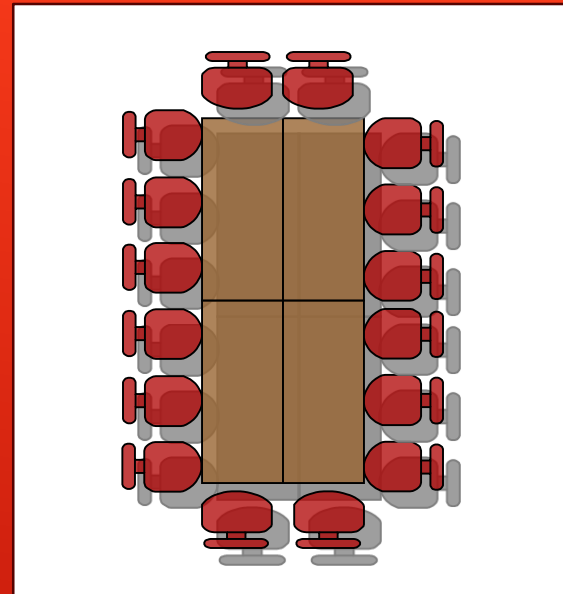
Six foot tables with seating for three on one side all facing the front of the room

# Choosing a Setup



## Round Tables and Chairs

Round tables with chairs around (usually 10 chairs per table)







## Conference Style

Six foot tables put together with chairs around

# Room Set Up

Layout options with maximum occupancy available in drop down menu

**Selected Locations**

 **BLC\*CAVALLA ROOM**   

Bart Luedeke Center Cavalla Room

**Max Capacity:** 900

**Features:** A.V. - Audio Amplification; A.V. - C.D. Player; A.V. - Internet Connection; A.V. - Public Address

**Conflicts:** None

**Layout:**  

Rounds Of 10 [400] ▼

Desks With Chairs [150]

Diagram Layout [900]

Empty Space [900]

**Rounds Of 10 [400]**





Theater (Rows Of Chairs) [750]

U-shape (Tables In U-shape With Chairs Around) [80]

**Attendance:** 200

Include additional “Set Up Instructions”

**Selected Locations**

 **BLC\*CAVALLA ROOM**   

Bart Luedeke Center Cavalla Room

**Max Capacity:** 900

**Features:** A.V. - Audio Amplification; A.V. - C.D. Player; A.V. - Internet Connection; A.V. - Public Address

**Conflicts:** None


**Layout:**  

Rounds Of 10 [400] ▼

**Setup Instructions:**  
20 rounds with 10 chairs each  
2 recs for buffet along Commuter Lounge wall  
Coat Rack (2)

**Attendance:** 200

More complex set ups may require a diagram, available via [events@rider.edu](mailto:events@rider.edu) that may be attached in 25Live

 **Add or remove ATTACHED FILES.**

**Attached Files**

You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:

- PDF, TXT, RTF
- JPG, JPEG, PNG, GIF
- DOC, DOCX, CSV
- XSL, XSLX

Attached Files

Select File

# Gourmet Dining Catering

## Welcome!

- ▶ Nancy Gjertson, Resident District Manager
- ▶ Shay Couture, Catering Director
- ▶ Chrissy Martin, Catering Manager

Catering contact information:

[ridercatering@rider.edu](mailto:ridercatering@rider.edu)

896-5000, ext. 5274



# Gourmet Dining Catering

- ▶ Please book all catering at least two weeks prior to event
- ▶ If event is booked less than 72 business hours in advance Gourmet will have you select from the Express Menu
- ▶ You can select from our current menu or we can propose a tailored menu
- ▶ Use online system e-Cater to book catering <https://rider.e-cater.com> using your rider.edu email

# https://rider.e-cater.com

We welcome you to the streamlined catering process beginning with menu selection through e-Cater, our online catering solution. All menus, both preset and build-your-own, can be found there for your planning. **Training is available – just contact us!**

brad@bradlock.edu My Account / Accessibility Statement / Logout

RIDER UNIVERSITY GOURMET DINING

Home My Orders Event Information Menu Setup Checkout

Event Links

Book an Event View Menus

Choose this option to begin placing a catering order.

Useful Links

APPROVE Orders

Approve Orders sent to your account for approval. Search by date range to see orders.

Welcome to Gourmet Dining at Rider University's Online Ordering System!

Contact Catering Staff During Your Event!

Gourmet Dining Catering department is now using Chatterback to improve communication & customer service throughout your event! Chatterback allows you to send a message via text that will be distributed to all members in the catering department.

Should you need to contact the catering department during your event, please send a text message with your requests to: 609-614-3274.

Please provide your name, order number, and contact number.

Thank you,  
Gourmet Dining at Rider University

Home My Orders Event Information Menu Setup Checkout

Gourmet Dining Catering Menu

Specifically tailored for our higher education clients in New Jersey, built on over 30 years of collaboration with our clients

View Menu

The Catering

Our newest catering menu featuring the latest in campus dining trends perfect for Rider University community social events and sit down dinners

View Menu

Gourmet Dining Catering Menu

Action Stations and Displays

The following action stations and displays have been created and discounted for your enjoyment and convenience and are available for Lunch or Dinner.

International Bread Display

An assortment of international and artisanal breads, served with extra virgin olive oil, assorted infused oil, chopped plum tomatoes with fresh basil, marinated fresh roasted peppers & artichoke hearts

\$9.42

Mediterranean Mezze

Roasted pepper hummus, babg ghannoush, tomato jam, tabbouleh & marinated assorted olives, served with sliced pita and assorted flat breads.

\$10.48

International Cheese Table

An assortment of hand selected cheese that span the globe (Machengo, Gorgonzola, Double Crème Brie, Sartori Reserve Parmesan, Piave) accompanied by mixed nuts, infused artisanal honeys, jams, dried fruit & fresh fruits.

\$11.52

Dim Sum Station

Served in bamboo steamers with assorted dipping sauces: Pan Seared Pork Pot Stickers, Steamed Pork & Shrimp Siu Mai, Dungeness Crab & Shrimp Wontons, Asian Vegetable Spring Roll.

\$13.54

RIDER UNIVERSITY GOURMET DINING

Home My Orders Event Information Menu Setup Checkout

Billing Information

Method of Payment Department Budget Code

Department Budget Code AUX0TH

Department Name Auxiliary Services

Brief Description SRC Steering Committee Meeting

Who will be attending? Faculty, Staff and Student members of the campus committee

Example: English Department, Board of Trustees, prospective freshmen, professor candidate interviews, etc. Specific names / titles are not required unless you wish to notify catering department of specific attendees

Event Information

Campus Laurencenville

Building Student Recreation Center

Home My Orders Event Information Menu Setup Checkout

Order # 52252

Beverly Bradlock  
brad@bradlock.edu  
(P) 7096  
(M) 6096153496  
2083 Laurencville Road Laurencville New Jersey 08648  
Status: Not Submitted  
Business Purpose: Attendees: Faculty, staff and student members of the campus committee

Budget Department Code: AUX0TH  
Department: Auxiliary Services  
Event Date: 08/21/2018 (Tuesday)  
Building: Student Recreation Center  
Room: Seminar Room  
Number of guests: 14  
Time that event must be set up by: 11:00 AM  
Start Time: 11:30 AM  
Pickup Time: 01:00 PM  
Event Info: SRC Steering Committee Meeting

Signature Combos (Lunch or Dinner)

The Metropolitan An Assortment of Wraps • Caesar (Shrimp Strip of Chicken with Romano Lettuce, Caesar Dressing & Parmesan Cheese) • Elk Smokies (Smoked Turkey Breast, Swiss Cheese, Autumn Grains & Honey Mustard) • New Yorker (Roast Beef, Boursin Cheese, Leaf Lettuce & Horseradish Sauce) • Figs meet (Marinated Grilled Vegetables, Leaf Lettuce & Balsamic Vinaigrette) • Maple Fresh (House-Made, Roasted Red Peppers, Spring Beans with Balsamic Vinaigrette) • Chicken or the Sea (Chicken or Tuna Salad w/ Roasted Red Peppers, Prosciutto & Romano Lettuce) • Pickles, Olives and Condiments • Salads (2) Caesar Dill Cucumber & Homemade Pesto Salad • Dessert (1) Fudge Brownies	\$11.81 x 14	✓	\$165.34	✗
Sub Total			\$165.34	

Order Total : \$165.34

# Gourmet Dining Services

- ▶ Once you have selected your menu in e-Cater, expect a member of the Catering Team to connect with you to confirm all the details of the event and discuss timing details (any programs, ceremonies, etc.) that the service of food should be planned around.
- ▶ Please send catering copies of room diagrams;
- ▶ Please consider the event you are booking and reserve enough time for table and food set up.
- ▶ **Linen:** Linens for food tables are included in the cost of the catering (white on buffet tables) and any additional linens needed (i.e. registration table, guest table) will have an additional fee. Linen orders must be placed at least two weeks prior to event.
- ▶ **Serviceware:** Standard is Bio-degradable (Eco-friendly)- other options are available upon request.

# Alcohol Compliance

- ▶ Alcohol and bartenders are ordered through Gourmet Catering at least two weeks prior to event
  - ▶ Alcohol compliance form found on Rider's Campus Event Planning webpage
  - ▶ ABC Permit required if guests pay to attend event or for alcohol
- 

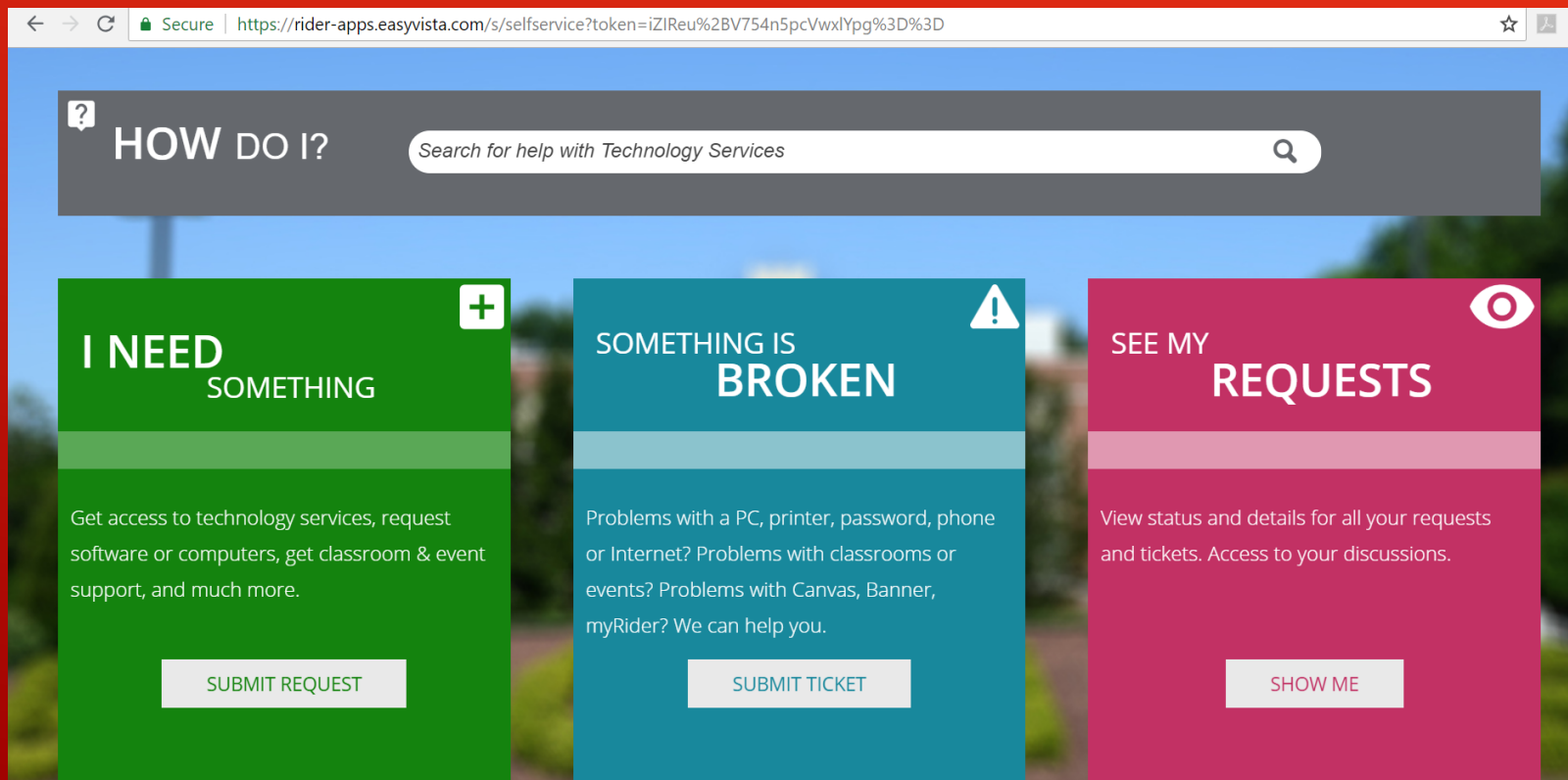


# Media Services

## Audio Visual Support, Consultation and Event Set up

Advance request through OIT Help Desk, x3000 or put in OIT ticket online through Technology Service Desk

- ▶ 48 hours M-Fr/4 days for weekend events



# Media Services

## Staff

- ▶ Three Industry Certified Professionals
- ▶ Student Technicians
- ▶ Support available

Mon- Fri 7:30 am – 11:30 pm  
Weekends 8:30 am – 6:00 pm  
(Staffed by Student Techs )

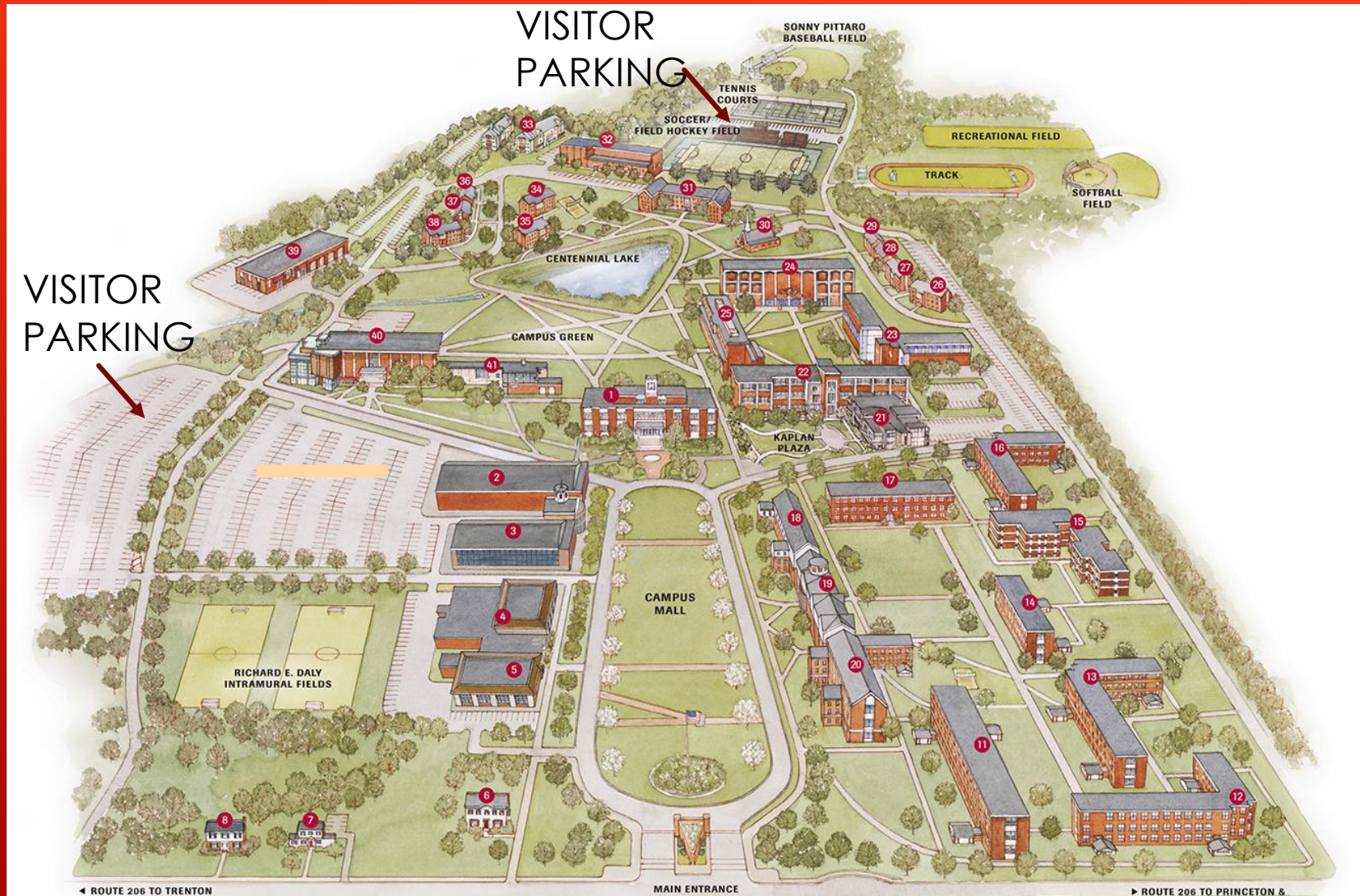
## Services

- ▶ Video Conference
- ▶ Video Streaming
- ▶ Video Recording
- ▶ Microphones
- ▶ Projectors
- ▶ Laptops – request for NAB 202, BLC Theater, Yvonne Theater


# *NOT Media Services!*

- ▶ Don't supply furniture – request lectern, podium via [events@rider.edu](mailto:events@rider.edu) with room set up
  - ▶ Don't supply Polycom - request through Windstream with online OIT ticket
  - ▶ Don't do computer repair – contact OIT Help Desk
- 

# Where to Park



# Parking & Safety Concerns

- ▶ If you have a large group during class time, you will need to plan for alternate parking.
  - ▶ If your event may require assistance from Public Safety to ensure crowd safety or traffic control, please call Officer Mike Yeh to review your event.
  - ▶ You are responsible for your guests.
- 



# Requesting Transportation

Chartered travel must be booked through Stout's Transportation



BOOK NOW  
CLICK HERE

<https://www.rider.edu/offices-services/auxiliary-services/transportation/request-transportation>

ices-services/auxiliary-services/transportation/request-transportation

RIDER UNIVERSITY

ABOUT ACADEMICS ADMISSIONS STUDENT LIFE ATHLETICS SUPPORT RIDER

## Request for Transportation

[OFFICES SERVICES](#) / [AUXILIARY SERVICES](#) / [TRANSPORTATION](#) / REQUEST FOR TRANSPORTATION

TRANSPORTATION
<b>Request for Transportation</b>
Campus Shuttle Service
Stout's Charter Services
Waiver and Assumption of Risk Forms (AOR)

Rider University has entered into an exclusive agreement with **Stout's Charter Services** for all the transportation needs of the institution on both the Lawrenceville and Westminster campuses.

In order to begin the booking process for your off-campus transportation please carefully complete the form below.

**By submitting this form, you agree to allow Disbursements to process payment once the invoice has been received.**

**If this is a SGA event, please forward your invoice to Richard Kopp at**  
[✉ rkopp@rider.edu](mailto:rkopp@rider.edu).

*Please note that your trip is not confirmed until you receive a confirmation email with an attached charter order.*

Group Name \*


Visit Apply

# Waiver and Assumption of Risk Forms (AOR)

- ▶ Waiver and Assumption of Risk Forms must be completed for **all** university sponsored off campus travel including personal vehicle use
  - ▶ Internships
  - ▶ Community Service
  - ▶ Club and organization travel

<https://www.rider.edu/offices-services/auxiliary-services/transportation/waiver-assumption-risk-forms>

**Assumption of Risk and Waiver Form**

 **RIDER UNIVERSITY**  
Lawrenceville and Princeton, NJ

Semester and/or Date of Event: \_\_\_\_\_  
Department: \_\_\_\_\_  
Class/Activity: \_\_\_\_\_  
Professor/Activity Leader: \_\_\_\_\_

I understand that off campus travel for the academic courses, student organizations, and clubs in which I have chosen to participate, involves certain risks, including but not limited to injuries resulting from: auto/bus accidents, as well as slips and falls. I will adhere to all trip guidelines given to me by my advisor and/or trip chaperone including but not limited to meeting places and meeting times, and suggested attire. I also recognize that certain trips may involve popular tourist attractions and am aware of the risks associated with that specific area including, but not limited to, large crowds, pickpockets and acknowledge to always staying in public areas in small groups. In the event of an unavoidable reason that prevents me from taking the transportation provided by the University, I assume all responsibility to transport myself to and from the event and that cost associated with such transportation will not be reimbursed.

Therefore, with acknowledgment of the potential risks involved with these activities, I expressly and knowingly release, hold harmless and agree to indemnify Rider University, its employees, representatives, officers, advisors and agents, from any and all claims and causes of action for property damage, personal injury or death sustained by me and/or caused by me arising out of any travel associated with the activity or the activity itself.

In addition, I understand and agree that Rider University cannot be expected to control all risks. Therefore, I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility.

I understand that, as a member of the Rider University community, I am responsible for adhering to any and all rules and regulations as put forth by Rider University, and particularly those concerning the use, possession and/or consumption of drugs and alcohol.

I understand that it is my responsibility to arrive on time at the designated location(s) for both departures to and from the activity as indicated by the trip coordinator(s). Should I neglect to arrive promptly at the designated location(s), I understand that I risk being excluded from transportation to and from the destination of the trip, and assume all risks and responsibility thereby incurred.

I understand that should any of the conditions be violated, the trip coordinator has the discretion to follow through with any civil, criminal or university judicial procedures.

*The Health Insurance Portability and Accountability Act (HIPAA) allows for the disclosure of your protected health information from a health care provider (hospital) to individuals involved in your care or for the purpose of notifying family members. In the event you are hospitalized, administrative staff at Rider may need information about your health in order to provide family members with timely and accurate information about your condition. Please be aware that signing this form is completely VOLUNTARY, remains in effect until such time as your enrollment at or association with Rider University ends and may be revoked, in writing, at any time. This form will remain on file with the university and presented to the health care provider in the event you require medical treatment.*

I, \_\_\_\_\_, give permission to this health care provider to provide administrative staff at Rider University information related to the condition of my health in the event my health condition requires medical attention.

-----

**FOR: Participant/Parent or Guardian**

NAME: \_\_\_\_\_  
(Print Participant Name)

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Participant/Parent or Guardian Signature)

PARTICIPANT'S CELL PHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Please list any special services you may require due to an existing medical condition or physical disability, using the back if necessary.

# Promoting your event

- ▶ Rider website calendar
  - ▶ Rider Report
  - ▶ Rider News
  - ▶ The Bronc 107.7
  - ▶ Social media @RiderUniversity
  - ▶ AxisTV
  - ▶ Bulletin Boards - All flyers must be stamped by Office of Campus Life
  - ▶ H-Stake signs – 24 hour window, include university seal in design
- 



# Promoting your event

## ***Collegiate Press***

- ▶ Graphic design
- ▶ Printing
- ▶ Signs

## ***University Communications***

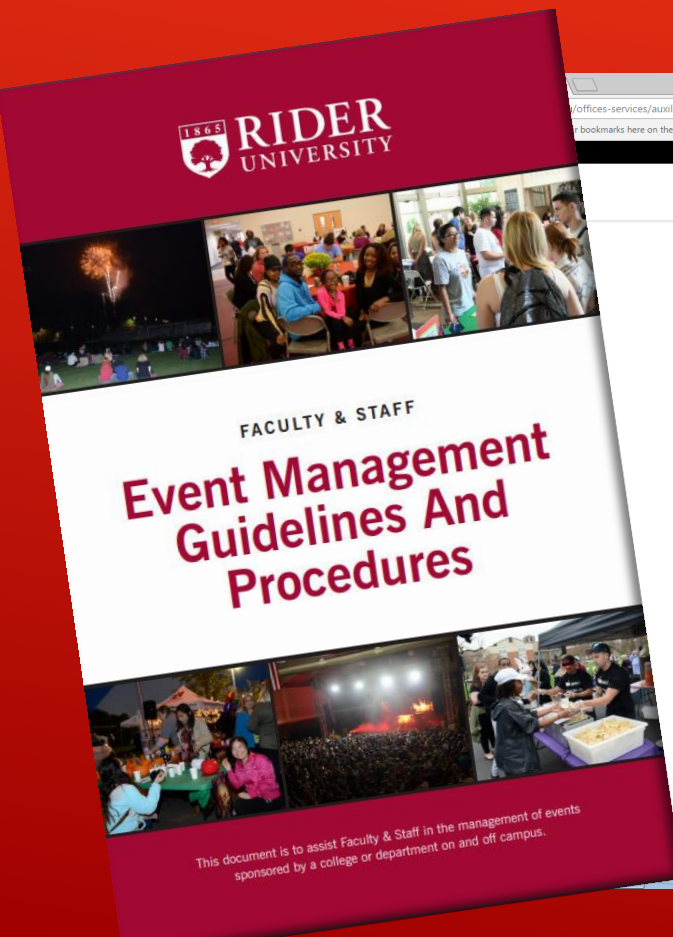
- ▶ Graphic design
- ▶ Printing
- ▶ Photographer
- ▶ Communicating to campus
  - ▶ Email
  - ▶ Rider Report
  - ▶ Publications

# Tips & Tricks

- ▶ Be sure to CANCEL your room reservation and services if you cancel your program
  - ▶ If unsure, just ASK!
  - ▶ List of shared event resources
  - ▶ Share flowers, decorations
- 

# Campus Event Planning webpage

<http://www.rider.edu/offices-services/auxiliary-services/campus-event-planning>



The screenshot displays the 'Campus Event Planning' webpage on the Rider University website. The page has a white background with a maroon header containing the university's logo and navigation links. A sidebar on the left lists 'AUXILIARY SERVICES' with 'Campus Event Planning' highlighted. The main content area features a 'Share' button and a section titled 'Successful events are well planned with thorough attention given to every detail. Preparation is the key to your event success!'. Below this, a paragraph describes the resources available for event planning. A list of links follows, including 'Campus Event Classification Policy', 'Space Use Contact List', 'President's Event Participation Form', 'Provost's Event Participation Form', 'Campus Event Planning Checklist', 'Campus Posting Policy', 'Outdoor Signage Policy', 'Blueprint to a Successful Event', 'Parking Information for Conference and External Groups', and 'Alcohol Compliance Form'. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 7:05 PM on 1/31/2017.

# Contacts

Scheduling

Monte Brown      Ext. 5326  
**[scheduling@rider.edu](mailto:scheduling@rider.edu)**

Internal Events & Conferences

Racheal Jones      Ext. 7709  
**[events@rider.edu](mailto:events@rider.edu)**

External Camps & Conferences

Sue Croggon      Ext. 7337  
**[conferences@rider.edu](mailto:conferences@rider.edu)**

Event Operations

Bev Braddock      Ext. 7056  
**[bbraddock@rider.edu](mailto:bbraddock@rider.edu)**

Westminster Events

Laura Wilson      Ext. 8308  
**[wccevents@rider.edu](mailto:wccevents@rider.edu)**

Catering

LaShay xxx      Ext. 5274  
**[ridercatering@rider.edu](mailto:ridercatering@rider.edu)**

OIT Media Services

Matt Wade      Ext. 7375

Public Safety

Mike Yeh      Ext. 5029

# PLANNING A SUCCESSFUL EVENT

Campus Event Planning Tips  
*for Rider Lawrenceville Campus Events*



Q&A