**Planning Events & Other Student Organization Activities**

Student organizations planning events, meetings, fundraisers, or other activities must follow the College event planning procedures.

**Required Event Procedures for Every Event/Activity**

1. *Reserve the room/space on campus through Astra Room Scheduling*

Make sure the desired date is available and reserve the necessary room(s) for the event. Only Sandburg faculty and staff have access to this service. Contact your advisor to complete, or contact the Coordinator of Student Life at 309.341.5332 or gstevens@sandburg.edu

1. *Submit a Work Order*

Submit a Work Order for all necessary equipment and room setup needs no later than (2) weeks prior to the event. \*NOTE: Even if the event does not require a different setup than what is typically in the space, a Work Order MUST STILL be submitted reflecting this information (i.e. B Lobby Tabling, a Work Order must be submitted requesting a table in that location). Only Sandburg faculty and staff have access to this service. A sample work order can be found on the Event Planning Form on the Student Organizations Resources webpage. Contact your advisor to complete, or contact the Coordinator of Student Life at 309.341.5332 or gstevens@sandburg.edu

1. *Submit a Marketing Request Form*

If your event is open to anyone outside of your student organization, a Marketing Request Form must be submitted to provide event information to Marketing (including fundraisers!) no later than (2) weeks prior to the event. Complete this [Marketing Request Form](http://sandburg.edu/node/6348) and/or contact the Marketing Department for any questions. mperryman@sandburg.edu or 309.341.5328

1. *Submit an Audio/Visual Request Form*

If your event requires any kind of technology (i.e. microphones, projector, computers, etc.) an Audio/Visual Request Form must be completed no later than (1) week prior to the event. Complete the [Audio/Visual Request Form](http://sandburg.edu/contact/audio_video_request_form) and/or contact the IT Department for any questions. llee@sandburg.edu or 309.341.5205

1. *Submit a Catering Request Form (if applicable)*

If food is being planned for the event, all College departments (including Student Organizations) must go through Boxcar Express for any food/drink needs. Complete a [Catering Request Form](http://sandburg.edu/content/food-service) and submit to Boxcar Express no later than (2) weeks prior to the event. View the [Catering Menu](http://sandburg.edu/content/food-service) for pricing and options. For questions, contact the Boxcar Express manager at jieber@sandburg.edu or 309.341.5284

**Additional Information**

***Campus Security***

*Galesburg Campus Emergency dial 309.341.5499, non-emergency dial 0 from campus phone or 309.341.5304, all other campuses contact main office at location.*

Carl Sandburg College Campus Public Safety provides the safety and security needs of faculty, staff, students and visitors through the Campus Public Safety office with security guards and physical plant personnel which are on site 24 hours a day, 365 days per year. Please notify them of any events happening outside of the normal class day (evenings or on weekends) no later than (2) weeks prior to the event so they are aware of any doors/rooms needing unlocked. security@sandburg.edu or 309.341.5304

***Contracts***

Students may not enter into contractual agreements on behalf of Carl Sandburg College or their organization. The Office of Student Life must approve all contracts before an event can be held or payment can be made. All contracts should be approved by the organization’s advisor and turned in to the Office of Student Life at least (3) weeks prior to the event to allow time for approval. gstevens@sandburg.edu or 309.341.5332

***Movies***

The College must purchase a license to show movies on campus in order to avoid copyright infringements. The price for the license will vary depending on how the movie is going to be used, how many people plan to attend, and whether admission is charged. Please contact the Office of Student Life to inquire about this process. A copyright license is a form of contract and no student may enter into this contractual agreement. See ***Contracts*** above.

***Off-Campus Events (Workshops, Conferences, etc.)***

If the event is off-campus, advisors and clubs members must fill out a Travel Waiver Form. Advisors may find this form as well as medical information forms on the Student Organizations Resources webpage or in the Office of Student Life, B56. All forms must be completed prior to a trip even if individuals are not being transported in college vehicles. gstevens@sandburg.edu or 309.341.5332

***Posting Policy Guidelines***

The Marketing Department must approve all forms of advertisement that are posted on campus bulletin boards. Materials posted without approval will be removed. No postings may be placed on glass, painted surfaces, elevators, brick walls, etc. Any student organization that does not comply may face repair costs for damages done to these surfaces. For flyer approval, students may submit the file through the Marketing Request Form and request Marketing staff post the flyers or they may take hard copies to the Marketing Department for approval and posting. mperryman@sandburg.edu or 309.341.5328

***Other Publicity***

Sidewalk Chalking

* Chalking on sidewalks is allowed but must be pre-approved by the Office of Student Life and Marketing Department. Chalking is to be done ONLY on sidewalks that are open to being washed off by rainfall.
* If rain is not expected in the forecast for several days after the event, the student organization is responsible for washing the chalk off the sidewalk. Contact the Office of Student Life for assistance. gstevens@sandburg.edu or 309.341.5332
* Chalking should not be done in shelter areas, under or on tables, on walls, light posts, trees, benches, campus signage, etc. Any student organization that fails to follow this policy will be liable for repair costs for damages done to these surfaces.

Table Tents

* Table tents or other materials for tables must also be approved by the Office of Student Life and Marketing Department. Upon approval, locations for distribution will be provided.

***Copy and Print Services***

A variety of paper sizes and colors are available through Sandburg Printing and Mail Services located in Building E by the cafeteria. Student organizations that are not grant funded may use the campus printing services at no cost. All materials for publication must go through Marketing Department for approval before they can be printed. mperryman@sandburg.edu or 309.341.5328

***Supplies and Equipment***

The Office of Student Life stocks butcher paper, markers, paints, as well as other craft supplies that are available for student organizations. Consult the Coordinator of Student Life before using or removing any materials as they may be planned for use at another event. gstevens@sandburg.edu or 309.341.5332

***Fundraising***

Student Organizations planning fundraisers must also follow the required Event Planning Procedures, or at the very least submit a Marketing Request Form if no campus rooms are needed.

External fundraising must be pre-approved through our Foundation office to ensure the College is not duplicating requests to the same business. It is imperative that clubs adhere to this policy as many local businesses give to Carl Sandburg College through monetary donations and sponsorship of scholarships that benefit our students greatly. As a college, we do not wish to seem ungrateful for donations a business already gives to our campus.

The Foundation welcomes requests for external fundraising and is happy to advise student organizations on which local businesses may be willing to assist with fundraising. Contact the Foundation Office at 309.341.5327.

Fundraising Ideas

* Car wash
* Bake sale
* Homemade goods sales (bread, candles, etc.)
* Cook off contest
* Game tournaments
* Silent auctions and live auctions
* Garage sale
* Holiday card sale
* Stuck in jail event (people pay to have others “bailed out” of “jail”)
* Gift wrapping around the holidays
* Handmade crafts sale
* Trivia Night (group entry fee)

**Helpful Campus Contacts**

Office of Student Life, B56 309.341.5332

Student Organizations Office, B60 309.341.5295

*(Staffed by KnoxCorps, SGA, Student Workers, Student Ambassadors; not staffed regularly)*

Mail and Printing Services, E121 309.341.5482

Marketing and Public Relations, Office A09 309.341.5392

Business Office, E100 309.341.5210

Foundation Office, E 200 309.341.5327

Boxcar Express, Food Service, E123 309.341.5284

IT Help Desk, Library 309.341.5446

Maintenance/Shipping and Receiving, E140 309.341.5293

Campus Security Dispatch, D201 309.341.5304

Emergencies, D201 309.341.5499/911

Reserving a Room, Student Life 309.341.5332

Work Orders, Student Life 309.341.5332