

# Student Organization Event Planning Process

Student organizations may host and advertise organization meetings and events on and off the university campus. Outlined below is the process for getting administrator approval, calendaring, advertising, and hosting any student organization-related event or news item.

**All of the approval, advertising, and planning steps begin with submitting [this online form](#) which is also located on the [Chase website](#) under **Current Students: Student Life: Student Organizations and at the end of every Chase Postings**. Student organizations must submit the form to receive approval and/or any other university services (i.e. advertising, room reservations, etc.).**

This form is used for multiple purposes, groups, and departments. Not all questions may apply to every submission. Just complete the required portions and anything relevant to your goal for submitting the form (advertising a program, booking and marketing an event, booking a meeting, etc.).

## APPROVAL PROCESS

- 1) Obtain faculty advisor approval for the event.
- 2) Submit the [Event Application](#) and select that it is ON BEHALF OF A STUDENT ORGANIZATION and identify which student organization. If your student organization is not listed, select OTHER and name the organization.
- 3) Dean Crabbe ([crabbeh1@nku.edu](mailto:crabbeh1@nku.edu)) will receive this information and contact you regarding approval of the event.
- 4) Judy Brun ([brunj1@nku.edu](mailto:brunj1@nku.edu)) will reserve a room and Eric Jones ([jonesh@nku.edu](mailto:jonesh@nku.edu)) will order food (if requested) for the event. You will be notified of the room via e-mail from Judy Brun. Food and drink purchases are based on your available budget. Contact Eric Jones ([jonesh@nku.edu](mailto:jonesh@nku.edu)) to determine if you have sufficient funds for food and drinks. Each organization receives \$100 per semester (no rollover from one semester to the next) for food and drink purchases.

## GUEST SPEAKER EVENT

- 1) Complete the [Guest Speaker Approval Request](#) **before securing a guest speaker**
- 2) Dean Crabbe will review your request and let you know if it has been approved
- 3) You can then invite your speaker and select a date
- 4) Once you have a date ready, submit the [event application form](#) and select that it is a GUEST SPEAKER EVENT
- 5) On the day of your event, go to the Student Services Suite on the 3<sup>rd</sup> floor and locate the clear, plastic tub in the copy room. This will have a tablecloth, sign-in sheets, parking validations, and a checklist for your guest speaker event. Please use the tablecloth to make the front of the room presentable for your speaker and use the parking validation to validate their parking (they insert the original ticket first followed by the validation ticket). Please be thoughtful of your speaker's time and commitment to come speak to your organization (offer them food, water, etc. before presenting).

## PLANNING AN ORGANIZATION EVENT, MEETING, ETC.

- 1) Submit the form with the following details for your meeting/event:
  - a. Date & Time
    - i. Check the Chase Calendar on the website to be sure that your event does not conflict with another event
      1. Conflicting with other student organization events is not prohibited but it does affect event attendance
      2. Conflicting with administration events (i.e. Career Development events) is prohibited
    - ii. Select the preferred date and time of your event
      1. If your event has multiple times on the same day (i.e. Monday at 12:00 and 5:30), select ONE date and list BOTH times under "Time of Event" and "2<sup>nd</sup> Time of Event"
    - iii. 2<sup>nd</sup> date of event
      1. Choose this if the event has multiple dates (i.e. Monday and Wednesday)
    - iv. More dates and times of event
      1. Select any other possible dates in case something is going to conflict and has not yet been posted to the Chase Calendar *or*
      2. if your event has multiple dates
  - b. Desired location
    - i. Student organization guest speaker events are usually held in NH 324 unless you request a different room
    - ii. If you have no specific request, submit "ANY" and we will select a room based on availability, needed size, accessibility for audience, etc.
    - iii. Select LOCATION HAS BEEN RESERVED if you have already reserved a room via another person
      1. Generally, you will not have access to reserve a room and Judy Brun will reserve it on your behalf
  - c. Anticipated Audience Size
    - i. This will help determine how much food to purchase and the size of the room
    - ii. Generally, 10-20 is the anticipated audience size of a guest speaker event
  - d. Recording
    - i. Select RECORD THIS PRESENTATION if you want the event recorded and uploaded to Blackboard "Student Organization Presentations" folder for people who could not attend
    - ii. If this is a guest speaker event, you must secure written permission from the guest speaker to be recorded
- 2) Food and Drink Requests
  - a. Student organizations have an allotted budget of \$100 per semester for meetings/events
  - b. This money can be used to purchase pizza and beverages (two separate questions on the form)

- c. Pizza orders that are less than \$50 must be picked up by the student organizations in the catering kitchen on the Student Union 1<sup>st</sup> floor (through the double doors behind the ballroom)
- d. Guest speaker events have a \$300 per semester budget and may be co-sponsored by other organizations (national organizations, NKU Legacy Funding, etc.) and receive a larger budget for food and beverages
  - i. See Dean Crabbe for potential guest speaker event co-sponsorships
- e. Organizations can request additional funding from the Student Bar Association or other university organizations (i.e. Legacy Fund) or their national organizations to use instead of or in addition to their allotted student organization funds
  - i. The [Supplemental Funding Request](#) form can be found online at Current Students: Student Life: Student Organizations

### ADVERTISING YOUR EVENT

- 1) Events can be advertised via Chase Postings, on the Chase website (Calendar, News & Events), and on the digital boards (not required – some events/meetings may be private)
- 2) Chase Website
  - a. All events submitted via the form will go on the Chase Calendar and be viewable under Chase News & Events on the website
- 3) Chase Postings
  - a. Submit the information for Chase Postings including an announcement title and the body of the message (adding the target audience helps Judy Brun add to the title or structure it to attract your target audience)
  - b. Any questions should be directed to Judy Brun by emailing [brunj1@nku.edu](mailto:brunj1@nku.edu) or by calling 572-5904 or by going to office NH 521
  - c. Select the start and end dates for Chase Postings – these are always delivered on Fridays
- 4) Digital Boards
  - a. You can design a poster to go along with your advertisement using ONLY the following programs: Microsoft Office or Adobe
  - b. Posters must be in an EDITABLE format (no *pdf*'s)
    - i. Frequently, Judy Brun will need to make changes to the poster such as adding a room location, fixing a misspelling, etc.
  - c. Posters must be in 8 ½ x 11 portrait orientation
    - i. Digital board does not recognize oversized or landscape orientations
  - d. Attach the poster to the form or attach it to as an Amended Event Application if you need a few more days after submitting the original Event Application
    - i. Amended forms are submitted by completing an Event Application and checking the box at the bottom of the form stating that *this submission is an amendment to a previously submitted Event Application*
- 5) Organizations can advertise non-organization hosted events such as local bar association events and any news or programs that are not event-related
  - a. Organizations must still submit the online form and should just skip past any event detail requests (room, food, etc.)

Submit online form questions to Judy Brun at [brunj1@nku.edu](mailto:brunj1@nku.edu) or 572-5904 or go to office NH 521.