

# Student Organization EVENT PLANNING MANUAL



**University of Idaho**

Department of  
Student Involvement

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Thanks for picking up this manual. We want your events to be a super success so we've pulled together some tips from our campus event planning masters to help out. Read the manual, write down questions, and follow up with us. We're here to help. Questions? Email us at [getinvolved@uidaho.edu](mailto:getinvolved@uidaho.edu).

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# EVENT PREP SHEET

**Event Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Host:** \_\_\_\_\_

**Audience:** \_\_\_\_\_

**Dress:** \_\_\_\_\_

**Purpose:** How does this event support our mission? Why are you having this event?

**Expectation:** How many people will come? What do we need to achieve? What else is happening on campus? What do we want attendees to get out of this event?

**Budget:** How much do we have? How much do we need? What if we go over? Who might co-sponsor?

**Set-up:** Describe event set-up and room set up. Is there check-in? Who is the lead org. member? What is needed—Tables? Chairs? Sound system? Who is the contact for set up and take down?

**Décor:** What is making the area festive? Who is in charge of arranging decorations?

**Attendees:** Who is attending the event? Who should attend?

**RSVPs:** Who will track RSVPs? Who sends out confirmations? Do we use an online source? Call in? VandalSync or Engage UIdaho? Mail in? Pay at the door? What is the RSVP deadline?

**Transportation:** How do people get to event? Where do they park? Are there costs or directions necessary to alert guests of? Is there handicapped parking and disability access?

**Timeline:** Who is doing what and when?

**Food:** What is going to be served? Can we expect any allergies? What is the vegetarian/vegan option? How do we distinguish who gets which meals? What is the price?

**Beverages:** What is being served to drink?

**Tickets:** Do attendees need to give someone a ticket to be admitted? Who sets the pricing? Is presale available?

**Speaker/guest:** Do you need to make a contract to bring someone in?

**Promotion/invitation:** How do people know about event? Who works on the design? Who is assigned as the sole person to communicate with guests? Who develops mailing lists? How far in advance of the event should invites be in the mail? Is it necessary to do a follow up reminder invite? Is there an e-mail to supplement and compliment the printed invitations? Have you included an inclusion and special needs statement?

**Program script:** Outline program—Who speaks when? What is the message? Who is preparing the script? Who is prepping the emcee? Do we need hearing impaired accommodations?

**Photos:** Do we need to take photos? Who will be taking photos if needed? What photos do we need? What will they be used for? Who sends out photos after event? Who posts photos online?

**Nametags:** How do we tell who people are? Who is making them—Hand written? Pre-printed?

**Follow up:** Thank you notes? Post event mailings? Evaluations?

**Evaluation:** What can be done to improve this event? What went well? What did not go so well? What issues and improvements should we address next time?

# EVENT PLANNING DOCUMENT

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Performer/ Artist: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Rain site: \_\_\_\_\_ Budget: \_\_\_\_\_

Setup time: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Ticket cost: \_\_\_\_\_ Volunteers: \_\_\_\_\_

## EVENT CHECKLIST

Six months prior: (date) \_\_\_\_\_

- Research event needs, artists, etc.
- Reserve venue (check University calendar)
- Establish budget, determine costs, start tracking charges
- Contact artists for cost and availability
- Consider special accommodations for inclusion needs

3 months prior: (date) \_\_\_\_\_

- Schedule catering
- Begin promotions timeline
- Create logistics timeline schedule
- Order décor, gifts, etc.

1 month prior: (date) \_\_\_\_\_

- Follow up with catering, Event & Support Services, and any other reservations
- Create promotional materials and begin distributing

Two weeks prior: (date) \_\_\_\_\_

- Hard push on promotions

Week prior: (date) \_\_\_\_\_

- Purchase last minute supplies
- Finalize day of schedule with all parties
- Continue hard push on promotions

Day of: (date) \_\_\_\_\_

- Committee/team meets early

Vision for event:

Expected number of attendees: \_\_\_\_\_

Notes/instructions: \_\_\_\_\_

Committee members: \_\_\_\_\_

Basic promotional plan:

- UI calendar—[uidaho.edu/calendar](http://uidaho.edu/calendar) (6 weeks prior)
- Social media—Facebook, Instagram, Twitter (4 weeks prior)
- Print pieces—poster, flyers, handbills, banner (2 weeks prior)
- Flatscreen displays (2 weeks prior)
- Tabling (week-of event)
- Other: \_\_\_\_\_

# EVENT EVALUATION

Total attendance: \_\_\_\_\_

Student attendance: \_\_\_\_\_

Public attendance: \_\_\_\_\_

Number of volunteers: \_\_\_\_\_

Total cost of event: \_\_\_\_\_

Costs:

Item	Estimated	Actual
Venue		
Sound and lighting		
Artist/performer fees		
Catering		
Promotions		
Decorations/supplies		
Other		
<b>Total:</b>		

Artist/performer evaluation:

Rate 1=poor 5=great

\_\_\_\_\_ Attitude and cooperation

\_\_\_\_\_ Performance

\_\_\_\_\_ Agent attitude and cooperation

\_\_\_\_\_ Inclusiveness of topic

Audience responses: \_\_\_\_\_

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Things that went well:

Things that did not go well, and how can we improve it in the future:

Extraneous factors (weather, conflicting events, etc.):

Overall comments:

# SPACES TO RESERVE

Campus Location	Scheduling Entities	Contact Person or Unit	Contact Phone #	Contact Email
Academic Mall	Facilities	Charles Zillinger	(208) 885-6633	<a href="mailto:charlesz@uidaho.edu">charlesz@uidaho.edu</a>
Admin Lawn	Facilities	Charles Zillinger	(208) 885-6633	<a href="mailto:charlesz@uidaho.edu">charlesz@uidaho.edu</a>
Arboretum	Facilities - Arboretum	Charles Zillinger Paul Warnick	(208) 885-6633	<a href="mailto:charlesz@uidaho.edu">charlesz@uidaho.edu</a>
Shattuck Amphitheater	Campus Recreation	Cheryll Means	(208) 885-6353	<a href="mailto:cmeans@uidaho.edu">cmeans@uidaho.edu</a>
Classrooms	Registrar's Office	Registrar's Office	(208) 885-4620	<a href="http://uidaho.edu/registrar/faculty/scheduling/classroom-request">uidaho.edu/registrar/faculty/scheduling/classroom-request</a>
Commons	Event & Support Services	ESS Scheduling	(208) 885-6956	<a href="mailto:events@uidaho.edu">events@uidaho.edu</a>
Commons Green	Event & Support Services	ESS Scheduling	(208) 885-6956	<a href="mailto:events@uidaho.edu">events@uidaho.edu</a>
Guy Wicks Field	Campus Recreation	Cheryll Means	(208) 885-6353	<a href="mailto:cmeans@uidaho.edu">cmeans@uidaho.edu</a>
Kibbie Dome and SprinTurf	Event & Support Services	ESS Scheduling	(208) 885-7353	<a href="mailto:events@uidaho.edu">events@uidaho.edu</a>
Kibbie North Field	Campus Recreation	Cheryll Means	(208) 885-6353	<a href="mailto:cmeans@uidaho.edu">cmeans@uidaho.edu</a>
Memorial Gym	Event & Support Services		(208) 885-7353	<a href="mailto:events@uidaho.edu">events@uidaho.edu</a>
Parking Lots	Parking Services	Parking Services	(208) 885-6424	<a href="mailto:parking@uidaho.edu">parking@uidaho.edu</a>
Pitman Center	Event & Support Services	ESS Scheduling	(208) 885-6956	<a href="mailto:events@uidaho.edu">events@uidaho.edu</a>
St. Augustine's	St. Augustine's	Sue MacPherson	(208) 885-4613	<a href="mailto:stauggies@gmail.com">stauggies@gmail.com</a>
Tower Lawn	University Housing	University Housing	(208) 885-6571	<a href="mailto:housing@uidaho.edu">housing@uidaho.edu</a>
University Auditorium	Event & Support Services	ESS Scheduling	(208) 885-0578	<a href="mailto:events@uidaho.edu">events@uidaho.edu</a>

# FOOD AND BEVERAGE

## Vandals Dining by Sodexo

### Need to know:

- All food on campus must be supplied by Vandals Dining/Sodexo. They have the first right of refusal for ALL catered events on campus over \$100 in value. Schedule catering on their website.
- Vandals Dining/Sodexo needs at least 10 days advanced notice

Contact: [campusdining@uidaho.edu](mailto:campusdining@uidaho.edu) or [catering@uidaho.edu](mailto:catering@uidaho.edu)

Phone: 208-885-2576

Website: [www.uidaho.edu/dining/catering](http://www.uidaho.edu/dining/catering)

## Not using Vandals Dining? Contact Risk Management

### Need to know:

- Tenant User Liability Insurance (TULIP) can be secured through the Risk Management Office for some on campus locations.

Contact: [risk@uidaho.edu](mailto:risk@uidaho.edu)

Phone: 208-885-7177

## What if my event requires special cultural food?

Vandals Dining/Sodexo catering has indicated that they are willing to work with groups to make special request foods (including specific cultural recipes). In the event that Sodexo cannot fit the request of the student group, the group can attempt to grant permission to make their own food as long as the group has acquired a TULIP insurance policy from Risk Management ([risk@uidaho.edu](mailto:risk@uidaho.edu)).

## What if we want to sell cookies or sweets for a fundraiser?

Small food fundraisers are permitted on campus as long as the food is pre-packaged. For example you cannot make cookies in your apartment kitchen and sell them, but you can buy cupcakes at Safeway and sell them. This is because Campus Dining is the approved sole provider of food on campus and they are liable for food born illnesses—this policy is how they mitigate risk.

# FOOD AND BEVERAGE CONTINUED

## Alcohol

### Need to know:

- You MUST have a alcohol permit and submit an alcohol application to serve any alcohol at ANY University of Idaho sponsored function (on or off campus). It can take up to 30 days.
- A permit from the City of Moscow is required to serve alcohol at your event whether it is on or off campus.
- The Office of the University President must approve applications for serving alcohol at University-sponsored events.
- Catering charges \$40 per alcohol permit as an application fee.
- Idaho State Board of Education policy requires all guests have their IDs checked and receive a wristband.
- You have to serve food along with alcohol at your event.

Contact: Auxiliary Services at least 15 days in advance to begin the application process

Phone: (208) 885-5500

Email: [auxiliaries@uidaho.edu](mailto:auxiliaries@uidaho.edu)



# MANAGEMENT OF RISK

Assess the risk level of the event you intend to plan. If the event can be categorized as high risk or hazardous you must contact Risk Management to plan a consultation.

Contact: Nancy Spink

Email: [risk@uidaho.edu](mailto:risk@uidaho.edu)

<p>Student groups may proceed with LOW and MODERATE activities without consultation with Risk Management or Environmental Health and Safety offices. Plan appropriate “risk transfer” (i.e. waivers) and “loss control” (i.e., safety practices). Remember that a generally “LOW RISK” group may plan or participate in a HIGH RISK event (i.e., remote camping). Student groups must always refer HIGH RISK activities to Risk Management and Environmental Health and Safety.</p>	
<p><b>LOW RISK</b></p>	<ul style="list-style-type: none"> <li>• Discussion or lecture, non-controversial</li> <li>• Events without high risk activities (for either members or spectators)</li> <li>• Meeting to plan group activities</li> <li>• Moot Court</li> <li>• Online activities, non-controversial (design, theme)</li> <li>• Low physical activity, low (walks, etc.)</li> <li>• Sedentary activity (board games, knitting)</li> <li>• Tables or booths to recruit and inform, no demonstrations</li> <li>• Moderate physical activity (taking photos in the Arboretum)</li> <li>• Sports, non-contact, no weapons (yoga, tai chi)</li> <li>• Theater productions, no stunts</li> <li>• Travel to easily accessible areas</li> </ul>
<p><b>MODERATE RISK</b></p>	
<p><b>FOR HIGH RISK ACTIVITIES, 60 days prior to activity, student groups must consult with Risk and Environmental Health and Safety to discuss risk management of the activity.</b></p>	
<p><b>HIGH RISK</b></p>	<ul style="list-style-type: none"> <li>• Chemicals</li> <li>• Events with food and/or alcohol</li> <li>• Events, high risk (logging sports demos, fun runs, over 200 attendees)</li> <li>• Lab activities, or activities which should take place in a lab</li> <li>• Performance and students, high risk (knife juggling, fire dancers)</li> <li>• Strenuous physical activity</li> <li>• Speakers or performers, controversial</li> <li>• Sports, contract or extreme</li> <li>• Travel, back-country and remote</li> <li>• Travel, metro areas</li> </ul>
<p><b>HAZARDOUS/ PROHIBITED</b></p>	<ul style="list-style-type: none"> <li>• Volatile materials —University restricts or prohibits</li> <li>• Weapons —University restricts or prohibits</li> <li>• Minors, events /activities/programs that serve youth under age 18 —University restricts or prohibits to student groups</li> </ul>

# PRINTING

## **Printing basics**

Department of Student Involvement

Location: Idaho Commons 302

Phone: (208) 885– 6331

Turnaround time: 1-2 days

Complimentary services for ASUI Affiliated Student Organizations (ASOs)

- Three complimentary poster/banner sized copies per semester
- 100 free black and white copies on white and/or colored paper
- 200 free color copies

Copy & Print Center

Location: Idaho Commons 2nd floor

Phone: (208) 885–7377

Turnaround Time: typically 24 hours

# PROMOTION

## **Idaho Commons Digital Displays**

**Location:** Idaho Commons

**Format:** 1536 x 864 pixels .jpg or .png file, landscape

**Prices:** free for student organizations

**Details:** submit one week prior to event/activity date, displayed for a maximum of two weeks, guaranteed to be displayed 30 times per day at 15 second intervals

**Submit at:** [www.uidaho.edu/icsu](http://www.uidaho.edu/icsu)

## **Idaho Commons Food Court Table Tents**

**Location:** Idaho Commons food court

**Format:** 25 one-sided 6" x 4" sheets

**Prices:** free for student organizations

**Details:** displayed for maximum of 7 consecutive days

**Reserve at:** [www.uidaho.edu/icsu](http://www.uidaho.edu/icsu)

**Submit at:** Idaho Commons Information Desk the Friday prior to the reservation week

## **Idaho Commons Indoor Banner**

**Location:** Idaho commons overlooking the food court

**Format:** vinyl or paper banners accepted

**Prices:** free for student organizations

**Details:** displayed for no less than one week and no longer than two weeks, maximum of three weeks in a semester

**Reserve at:** [www.uidaho.edu/icsu](http://www.uidaho.edu/icsu)

**Submit at:** Idaho Commons Information Desk the Friday prior to the reservation week

## **Idaho Commons Balcony Banner (outside)**

**Location:** Idaho Commons Plaza

**Format:** vinyl 120" x 30", three grommets along the top

**Prices:** free for student organizations

**Details:** displayed for no less than one week and no longer than two weeks, maximum of three weeks in a semester

**Reserve at:** [www.uidaho.edu/icsu](http://www.uidaho.edu/icsu)

**Submit at:** Idaho Commons Information Desk the Friday prior to the reservation week

## **Deakin Avenue Street Banner**

**Location:** Deakin Ave. outside Bruce M. Pitman Center

**Format:** 48"-54" x 30"-40", 1/2" grommets every 2 feet on top and bottom, wind slits are encouraged

**Prices:** \$60 each time the banner is hung

**Details:** displayed for maximum of seven consecutive days

**Reserve at:** [www.uidaho.edu/icsu](http://www.uidaho.edu/icsu)

**Submit at:** Bruce M. Pitman Center Information Desk the Friday prior to the reservation week

## **Vandalizing the Bathroom Stalls**

**Location:** Idaho Commons bathroom stalls

**Format:** submit a short description of an event or announcement

**Prices:** free for student organizations

**Details:** updated and distributed every week-ish

**Submit at:** [getinvolved@uidaho.edu](mailto:getinvolved@uidaho.edu)

## **Argonaut Newspaper**

**Location:** distributed across campus and Moscow

**Format:** dependent on size, color, and publish dates

**Prices:** rate card available online [www.uiargonaut.com/advertising](http://www.uiargonaut.com/advertising)

**Details:** advertise in your student newspaper

**Submit at:** [arg-advertising@uidaho.edu](mailto:arg-advertising@uidaho.edu)

## **ASUI Senators**

**Location:** living groups on campus

**Format:** 8.5" x 11" flyers

**Prices:** free for student organizations

**Details:** 15 ASUI senators are elected to represent the student body and give report of events to living groups

**Submit at:** Idaho Commons 302 mailboxes

## **My UI Newsletter**

**Location:** distributed via email weekly

**Format:** available on online form

**Prices:** free for student organizations

**Details:** each week University Communications and Marketing distributes a campus email to all students

**Submit at:** [www.uidaho.edu/news/submit](http://www.uidaho.edu/news/submit)

## **Residence Halls Mailboxes**

**Location:** residence halls

**Format:** 8.5" x 11" flyers

**Prices:** free for student organizations

**Details:** submit 60 flyers to Housing office for distribution two weeks in advance

**Submit at:** Wallace 2nd floor

## **Vandal Tuesday Radio Promotion**

**Location:** ASUI Vandal Student Lounge

**Format:** radio interview

**Prices:** free for student organizations

**Details:** free radio promotion on Zfun 106-FM. Meet a DJ for a 60 second on-air interview

**Reserve at:** [laurelm@uidaho.edu](mailto:laurelm@uidaho.edu)

# PROMOTION CONTINUED

Campus Promotion Vehicles	Contact
<b>Print</b>	
Flyers (locations on next page)	Complimentary prints in Idaho Commons 302
Table tents, handbills, and quarter sheets	Complimentary prints in Idaho Commons 302
Poster or banner	Three complimentary poster/banner sized copies per semester available in Commons 302
Vandalizing the Bathroom Stalls	<a href="mailto:getinvolved@uidaho.edu">getinvolved@uidaho.edu</a>
Argonaut newspaper	<a href="mailto:arg-advertising@uidaho.edu">arg-advertising@uidaho.edu</a>
WSU Daily Evergreen newspaper	<a href="mailto:advertise@dailyevergreen.com">advertise@dailyevergreen.com</a>
<b>Multimedia</b>	
Email to fraternity and sorority council presidents	<a href="mailto:ifc-president@uidaho.edu">ifc-president@uidaho.edu</a> ; <a href="mailto:phc-president@uidaho.edu">phc-president@uidaho.edu</a> ; <a href="mailto:mgc-president@uidaho.edu">mgc-president@uidaho.edu</a>
Email to Residence Hall Association	<a href="mailto:rha@uidaho.edu">rha@uidaho.edu</a>
Digital displays (flatscreens)	College of Art & Architecture— <a href="mailto:lbartels@uidaho.edu">lbartels@uidaho.edu</a> College of Business & Economics— <a href="mailto:linroth@uidaho.edu">linroth@uidaho.edu</a> College of Engineering— <a href="mailto:rpatton@uidaho.edu">rpatton@uidaho.edu</a> College of Education, Health & Human Sciences— <a href="mailto:mgriffin@uidaho.edu">mgriffin@uidaho.edu</a> College of Agricultural & Life Sciences— <a href="mailto:drumford@uidaho.edu">drumford@uidaho.edu</a> College of Law— <a href="mailto:law-ds@uidaho.edu">law-ds@uidaho.edu</a> College of Letters, Arts & Social Sciences— <a href="mailto:kfoss@uidaho.edu">kfoss@uidaho.edu</a> Idaho Commons & Bruce M. Pitman Center— <a href="mailto:baiman@uidaho.edu">baiman@uidaho.edu</a> International Programs Office— <a href="mailto:lucyzoe@uidaho.edu">lucyzoe@uidaho.edu</a> Student Rec Center— <a href="mailto:kstrong@uidaho.edu">kstrong@uidaho.edu</a> The Hub— <a href="mailto:kmaines@uidaho.edu">kmaines@uidaho.edu</a> VandalStore— <a href="mailto:morgand@uidaho.edu">morgand@uidaho.edu</a> IRIC— <a href="mailto:russellm@uidaho.edu">russellm@uidaho.edu</a> UI Boise— <a href="mailto:mortega@uidaho.edu">mortega@uidaho.edu</a> UI Coeur d'Alene— <a href="mailto:julianaa@uidaho.edu">julianaa@uidaho.edu</a>
Daily Register/My UI Newsletter	<a href="http://www.uidaho.edu/news/submit">www.uidaho.edu/news/submit</a>
VandalSync calendar	Log into VandalSync>events tab>events list>create event
University of Idaho calendar	<a href="http://www.uidaho.edu/calendar">www.uidaho.edu/calendar</a>
Northwest Public Broadcasting calendar	<a href="http://www.nwpb.org/events/community/add">www.nwpb.org/events/community/add</a>

# PROMOTION CONTINUED

Campus Promotion Vehicles	Contact
<b>Radio</b>	
KUOI 89.3 FM	<a href="mailto:radio@uidaho.edu">radio@uidaho.edu</a>
Inland Northwest Broadcasting	<a href="mailto:jon@inlandradio.com">jon@inlandradio.com</a>
Vandal Tuesday with ZFun 106.1	<a href="mailto:laurelm@uidaho.edu">laurelm@uidaho.edu</a>
<b>Public Outreach</b>	
Campus tabling	<a href="http://www.uidaho.edu/icsu">www.uidaho.edu/icsu</a>
Campus chalking	<a href="mailto:facilities@uidaho.edu">facilities@uidaho.edu</a>
Tabling at the Hub	<a href="mailto:rha@uidaho.edu">rha@uidaho.edu</a>
Press release to distribute to local media	<a href="http://www.uidaho.edu/news/submit/submit-news-release">www.uidaho.edu/news/submit/submit-news-release</a>

# FLYER LOCATIONS

Number	Location	Notes
2	Brink/Phinney	In the back of the Polya Math Lab study area
1	Buchanan Lab	In the main entrance
1	Library	Circulation desk *hand to department to post for you
2	Memorial Gym	Women's Center *hand to department to post for you; end of hallway
4	College of Art & Architecture	One in each building entrance
1	Joe's Cheesy Grill	In the main entrance
1	The Hub	By the soda machine *ask permission before posting
1	Student Rec Center	In the main entrance on the left *hand to department to post for you
1	Ag. Sci	In the main entrance on the right
2	Idaho Commons	Diversity Center *hand to department to post for you; next to Copy & Print Center
2	College of Natural Resources	Main floor and 2nd floor by Dean's Suite
2	Janssen Engineering Building	JEB 236 *hand to department to post for you; One World Café *ask permission before posting
1	McClure	Go in the door farthest from JEB, then go straight
1	VandalStore	In the main entrance
2	Shoup Hall	In the stairwell
40	Housing Office	Hand to department to distribute *must be exactly 40
2	LLCs	In the main entrance on either side
1	Kibbie Dome	Outside of locker rooms
1	College of Law	In the student lounge in basement
2	College of Education, Health & Human Sciences	On main and 2nd floor *hand to department to post for you
3	Albertsons Building	In the stairwell
6	Administration Building	Two on main floor at the end of the hall; four on 2nd floor
1	Niccolls Building	In the stairwell
2	Morrill Hall	On main floor and 2nd floor on tables
2	Food Science Building	Straight and to the right on the main floor; to the left on the 2nd floor
1	Renfrew Hall	Main floor and to the left
1	Native American/Migrant Ed Center	In the main entrance
1	Golf clubhouse	In cafeteria
7	Mines	
1	Bruce M. Pitman Center	In front of Student Accounts/Cashier's Window