

On-Campus Event Planning Quick Guide (CalGreeks)

Use this guide to determine what your organization will need to do to have a successful event. Please remember that some of these items may not apply to your organization's event.

Planning a successful event requires at least 2 months of advance planning!

Fraternities & Sororities - make sure to work with the Advisors in the LEAD Center.

Broad Policies

Be sure you know and are in compliance with the some overarching policies throughout the process

- [All-Greek Social Code](#) (and council appendix if applicable)
- [Berkeley Campus Code of Student Conduct](#)
- [Fraternal Information and Programming Group](#)
- [University Chapter Recognition Agreement](#)
- (Inter)National Policies and Regulations (contact HQ or Chapter Advisors)

Make Early Plans

- Determine Event "SMART" Goals – Specific, Measureable, Achievable, Relevant, Time-bound
- Project Target Audience
- Make a Budget
- Get Volunteers – Estimate 1 volunteer for every 20 guests
- Develop an Appropriate Event Theme
- Select Possible Dates and Times
- Meet With Your Chapter Advisor
- Meet With Your LEAD Center Advisor

Reserve Your Event Space – Up to One Year in Advance

- Reserve the location
 - Ask what is included in the rental
 - Tables (head table, registration table), Chairs, Podium, Stage, Easels
 - Audio Visual – microphone, sound system, projector, screen, laser pointer
 - Consider Location
 - Is there a rental fee?
 - Does venue require use of their Catering Services?
 - Is there disability access?
 - Venue capacity?
 - Does venue offer Green Events (Composting, Recycling)?
 - Is there parking /public transportation nearby
 - PARKING PERMITS: Event Services has "one-day passes" on hand and will add the cost to your reservation if requested.

- For spaces managed by Event Services at the ASUC Student Union: Filling out an online Web Request: <https://ems-pa02.berkeley.edu/ASUC>. For student groups, only signatories of Registered Student Organizations with the LEAD Center, student government, and/or fraternities and sororities may make requests.
 - Anna Head Alumnae Hall
 - Hearst Gym
 - Outdoor Spaces
- Submit Signed Reservation and Pay Deposits
- Submit a signed reservation confirmation according to the venue policy, within their time requirements
- Know Deposit & Cancellation Policies

Event Planning on Campus

- FOOD & DRINK / CATERING
 - Submit a Food Permit Form: If selling or serving food at this event, submit the Food Permit Form online at least 14 days in advance of your event through the Office of Environmental Health and Safety: <http://was.ehs.berkeley.edu/foodpermit>
 - Catering Information: If a caterer will be onsite during/at the event, they must submit insurance, a copy of their business license, their latest health inspection report, copies of workers comp if they are having workers onsite, and car insurance if they are driving on campus.
 - Healthy Eating: Reference the Tang Center's [Eat Well Program](#) for information on caterers and food options that are healthy for your guests.
 - Open Flame/Cooking Permit: Are you planning to have a BBQ? If so, this form must be filled out at least 14 days before your event.
- Obtain Amplified Sound Approvals: If you are using amplified sound outside of the allowed times/places (12-1pm; 5-7pm on Upper and Lower Sproul only), please work with Event Services to receive an amplified sound exception for your event:
 - Event Services will email you the information with your Tentative Reservation. Contact each building coordinator by email to request and amplified sound exception.
 - Send Event Services all of the amplified sound exception authorizations from the building coordinators.
 - Consider who will be monitoring the sound at your event using an App such as Decibel 10th.
- INSURANCE & RISK
 - Obtain Insurance for Events: Many events are covered by a chapter's (inter)national insurance policy but chapters should always double check. If not, most insurance carriers provide an additional rider at a small cost.
 - WAIVERS: As this involves physical activity, it is best to include the signing of liability waivers as part of the registration process. Consider incorporating it into your online registration. Check to see if your (inter)national organization has a liability waiver. Additionally, a standard liability waiver can be downloaded from the UC Berkeley Risk Services website: <http://riskservices.berkeley.edu/forms-waivers>
 - SECURITY: Do you require Security? Is there a lot of money involved? Is there a potential for controversy at the event? Security can also provide a level of First Aid assistance. If this is needed, Event Services will fill out a police services request

- Additional Items for Outdoor Spaces
 - DISPLAYS:** Groups must have a Display Permit approved through Event Services for any displays that extend more than 3 feet from your table or if your display is more than 7-feet high or 3-feet wide. Submit online at least 14 days in advance of your event through Event Services: <https://ems-pa02.berkeley.edu/ASUC>
 - Submit a Special Event Permit: Event Services will help you obtain an approved Special Event Permit through EH&S if you plan to have more than 50 people at your event, are planning to use a tent larger than 200-square feet or a canopy larger than 400-square feet, or plan on using a space on campus in a capacity other than its normal use.
 - EQUIPMENT:**
 - Event Services has equipment available to rent for no charge for student groups. Tables, chairs, and canopies are available at the POD and AV equipment is available through a reservation with the scheduling assistants at 102 Sproul.
 - With at least two weeks' notice, Event Services can arrange for the POD to be open to use the tables and chairs outside of normal business hours
 - Event Services can rent other equipment for you (and add the cost to your reservation)
 - PHYSICAL PLANT:** Event Services will coordinate through Campus Physical Plant if you plan to have any electrical power set up, trash bins, recycling bins, composting bins, and/or if you need portable restrooms.
 - If the event is more than 4 hours and there is food, you are required to rent portable restrooms and trash bins for a fee. Please note that bins and restrooms are dropped off and picked up Monday through Friday. There is a fee to have the lawn sprinklers turned off.
- STUDENT GROUP FUNDRAISING:** To sell items at the event (including an entrance fee), fraternities and sororities must have a Fundraising Permit approved through Event Services. Submit online at least 14 days in advance of your event through Event Services: <https://ems-pa02.berkeley.edu/ASUC>

CALGREEKS COUNCIL REGISTRATION

- Contact your respective council regarding which events. Event registration is typically 7-10 days in advance depending on council.
<http://lead.berkeley.edu/greek/forms>

EVENT BUDGET & SECURE FUNDING

- BUDGET:** Develop a detailed and realistic budget that projects all anticipated income and expenses for the event. Know your budget and keep track of expenses.
- CLEANING:** If the event requires extra clean up charges or has accrued any additional charges, these charges are added to the final invoice.
- Apply for funding (typically requires 6 weeks advance planning)
 - <http://tinyurl.com/GreekFunding>

PUBLICIZING YOUR EVENT

When publicizing your event, make sure to include all essential information in all posts. Include date, time, and location of event, where to buy tickets, where to RSVP, and the event description. Be consistent when advertising your event: use the same flyers/logo.

- Website
 - Consider Online Registration
 - Event Agenda
 - Map of where to park
- Email List Servs
- Flyer / Poster
- Daily Cal ad
- <https://events.berkeley.edu/>
- University Bulletin Board posting
- Special Invitations
- Callink Event Postings

PRE PLANNING - Event Details & Other Campus Policies

- VOLUNTEERS: Assign volunteers specific tasks for day of (check in, set up, etc...) and give them some form of identification
- Registration/Check in

DAY OF LOGISTICS

- A list of contacts with cell phones for volunteers.
- Follow a schedule for set up to be ready for event on time
- Use a cash box and other money precautions for accepting payments the day of (talk to advisor and UCPD). Also bring change if accepting cash.
- Bring admin supplies: Tape, scissors, pens, markers, nametags, trash bags, water
- CLEAN: leave venue as you found it to avoid any cleaning charges

AFTER THE EVENT

- Set up an activity to discuss the event with participants and event staff.
- Write an event debrief, which includes the strengths of the event and recommendations for future events and upload this document to your organization's documents folder. Submit it to Event Services.
- Pay any invoices.
- Send Thank You cards, letters, e-mails or make phone calls to those who helped you along the way!
- Book your space for next year.
- CELEBRATE THE ACCOMPLISHMENT!