



Campus Events Planning

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TIMELINE FOR BRAINSTORMING

- 🎃 Start brainstorming the type event you want to have and jot any ideas down. It is imperative to start planning at least **5-6 WEEKS** before the event takes place.
- 🎃 Even if the event is virtual it is important to follow the 6 week timeline due to deadlines for submission, forms, and coordination with vendors.

A picture is worth a thousand words



There is no room for procrastination with event planning.

THINGS TO CONSIDER WHEN PLANNING

- 🎃 **Who** is planning the event and is an ad-hoc committee needed for this event?
- 🎃 **What** is the purpose of the event?
- 🎃 **Who** is the audience for this event?
- 🎃 **Will** you be having collaborations between clubs, classes, or programs?
- 🎃 **Where** will the event be taking place? Is it going to be virtual or on campus grounds?

THINGS TO CONSIDER WHEN PLANNING CONT'D

- 🎃 Things to consider when planning the event: date, time, place.
- 🎃 What about your projected attendance?
- 🎃 Think about possible holidays and breaks from instruction that can intervene with your event.

THINGS TO CONSIDER WHEN PLANNING CONT'D

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time, place.

🎃 What about your projected attendance?

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BRAINSTORMING PHASE, WHAT SHOULD I DO?

- IDENTIFY THE VENDOR

IF YOU HAVE A VISION FOR A CERTAIN EVENT YOU ALWAYS WANT TO RESEARCH AS MUCH AS YOU CAN. ONCE YOU LIKE A CERTAIN VENDOR/AGENCY, EMAIL THEM OR FILL OUT THE "CONTACT US" SECTION THEY USUALLY HAVE BELOW THEIR WEBSITE.


- ASK FOR A QUOTE


WHEN GETTING IN CONTACT WITH A VENDOR ASK FOR A QUOTE ON THE EVENT. SOME VENDORS WILL EMAIL YOU OR SOME WILL WANT TO CONNECT VIA PHONE CALL TO GET MORE DETAILS ON WHAT YOUR VISION IS.

- SEND THE QUOTE TO KRISTEN




KRISTEN WILL CHECK THE PROPOSED BUDGET TO SEE IF THE QUOTE IS WITHIN THE PROPOSED MONEY THAT WAS REQUESTED FOR THE EVENT. AFTER THAT IS CONFIRMED, YOU WILL BE ABLE TO SEND THEM A NEW VENDOR PACKET IF WE APPROVE YOUR

SUBMISSION FORMS NEEDED BEFORE A VIRTUAL EVENT

 **New Vendor Packet-** This is the first step when a hiring a vendor for an event after you have obtained a desired quote. They fill out the packet and send it back to us that way we can input their information in our system (Banner) and they can get approved as a vendor.

 You can ask Kristen if a specific vendor is already in the system from previous years that way you do not need to obtain their info again (saves you time).

SUBMISSION FORMS NEEDED BEFORE A VIRTUAL EVENT CONT'D

-  **Requisition Form-** our most commonly used form; the form is used to access funds from your organization's trust account.
-  With these, you may withdraw Petty Cash, receive Advance checks and fill out purchase Orders with outside companies (Kristen usually fills out and submits this form, although she needs a finalized invoice from vendor to do this). After the form is submitted, she can create a P.O and send it out. ***P.O. must get sent out THREE WEEKS before the event***
-  It is important to send out the P.O three weeks before the event because the vendor cannot do their job without their payment.

SUBMISSION FORMS NEEDED FOR ON GROUND CAMPUS EVENTS







Aforementioned paperwork (New Vendor Packet & Requisition Form) in slides 8 and 9 will still be needed.

Facility Use Form (FUF)- one of our most commonly used forms used for reserving spaces on campus for events or club meetings.

Must be submitted at least 2 WEEKS IN ADVANCE of the event date

SUBMISSION FORMS NEEDED FOR ON GROUND CAMPUS EVENTS

-  **Certificate of Insurance (COI)-** Request a completed form from the vendor that lists the District as an additionally insured party. Email Kristen if you need sample COI for vendor's reference, although the MC website has it posted.
-  This form is needed if performers, speakers or food trucks come onto campus.
-  Before requesting a new COI, check with Kristen to see if there is a current one (saves you time).
-  **Once COI vendor sends a completed COI, forward that to Lynda Dobson and Kristen (ASAP). This form must be sent to Lynda along with MFF forms so that she knows vendors are ensured.**

FOOD TRUCKS ON CAMPUS GROUNDS

- 🎃 **Mobile Food Facility Event Organizer Form (MFF)**- This form is completed to notify Ventura County that we are hosting a VC-permitted food truck.
- 🎃 Once you fill this form out, send to Lynda Dobson ldobson@vcccd.edu **NO LESS THAN 14 DAYS of the event date.**
- 🎃 You will need to request a copy of the food truck license plate to fill out the MFF form and a copy of their VCEHD permit.
- 🎃 Send permit copy to Lynda Dobson + Kristen.

FOOD TRUCKS ON CAMPUS GROUNDS

 **MFF Map of Event-** Create a map with google maps or Canva to illustrate the event layout and prove there are handwashing facilities in proximity of the food truck.

 Send this map along with the MFF form to Lynda Dobson **NO LESS THAN 14 DAYS** of the event. **Lynda will then send this paperwork to VCEHD.**

MARKETING

- 🎃 Marketing is one of the most important parts of a successful event. If no one knows the event is happening, then they can't attend.
- 🎃 *** Marketing should start THREE WEEKS before event***
- 🎃 Please collaborate or refer to Priscilla (Director of Public Relations) if you need help with marketing collateral.
- 🎃 EX: Canva flyers (Canva app), Instagram stories and posts, Facebook, and Canvas shell.
- 🎃 Students can advertise in the Moorpark College newspaper, the Student Voice (free of charge)

POST EVENT

- 👤 After every event you may want to follow-up with a self assessment.
- 👤 This includes filling out a Student Evaluation Form. Some questions to ask yourself are:
 - 👤 - What were the goals for the event and did you reach those goals?
 - 👤 - How was the attendance turn-out?
 - 👤 - How did students react to the event? Were there any concerns?
 - 👤 - Would ASMC host this event again?



BOO!

THANK YOU ASMC