

# PLANNING ON- CAMPUS EVENTS

Student Activities Office | Fall 2023

Everything we're discussing  
is covered on the  
[Virtual club handbook](#) webpage!



**Why? What? Who?**  
**Where? When? How?**

# THE "WHAT"

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**Knowing your "what" will influence most all of your other decisions surrounding your event planning and will impact your timeline, as some steps may take longer.**

- Is it a **meeting** where you're bringing in an outside speaker or performer
  - Is it an **activity** where you're inviting people outside of your club/organization?
  - Is it a large-scale **community event** that may include external community members?
  - Does it involve **paying people for services** (e.g., a food truck or paying a DJ)?
  - Does it involve the **rental of equipment** (e.g., an inflatable bounce house)?
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# VISUALIZE YOUR "WHAT"



## How do you envision it being decorated?

- Do you want to have balloons?
- Do you want banners and signs?
- Do you see streamers, flowers, or other items adorning your event?
- Do you want to feature a bounce-house, erect a roller rink, create a haunted house, etc.?
- Are you doing the decorating yourself, or do you plan to hire any outside vendor for these services?

# VISUALIZE YOUR "WHAT"

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## **Will your event involve food?**

- Do you want to host a food truck and give away free food tickets to students who attend?
- Do you want to buy factory-sealed snacks and candy to give out?
- [If your event is for a closed group] Do you want to hire a caterer to serve food to participants?

# VISUALIZE YOUR "WHAT"

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LATINX  
HERITAGE  
MONTH  
GUEST  
SPEAKER  
**SAUL  
FLORES**

**THE WALK OF IMMIGRANTS**

OCTOBER 14 ZOOM CODE: 831 9004 4584  
5:30PM - 7:00PM PASSWORD: ASMC

SPONSORS  
ASMC LATINX

The poster features a central image of a smiling man wearing a grey hat, set against a background of vibrant pink and red flowers. The text is arranged in a clean, modern layout with a green background.

## Will your event feature guest speakers?

- Do you want to bring in a motivational speaker or someone with a compelling story or message to address students?
- Does your event involve elevating student voices?

# VISUALIZE YOUR "WHAT"

**All of these options are possible, and all may involve costs you must account for in planning.**



**As a general rule of thumb, you should allow at least 6 weeks to implement your event.**

- This includes lead time for reserving spaces, contacting vendors/speakers/performers, receiving vendor documentation (e.g., New Vendor Packet and COI), submitting paperwork, and marketing your event.

# THE "WHY"

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## **Does the event serve a purpose?**

- Does it build upon your club's mission? Does it align with the goals you set for yourselves this year? Does it build internship/networking opportunities or foster comradery?

## **Planning events just for the sake of saying you hosted one may not be the best approach.**

- Plus, it takes a lot of work so make sure you have a clear vision on how it will benefit your group!

# THE "WHO"

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## **Who do you want to have attend?**

- Are there opportunities for collaboration? Who would benefit from this event?
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# THE "WHERE"

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## **On-campus events and activities**

- Where will you garner the most foot traffic? Do you want to mix up locations to reach more students?
- Submit an in-house Facility Use Form to reserve a Moorpark College indoor or outdoor space.  
Additional permissions are needed to reserve EATM-208, PAC, athletic fields, or the observatory.
- There are no costs associated with renting MC campus facilities.

## **Off-campus events and activities**

- Can pay to rent an off-site facility for an activity or event.
  - Can purchase tickets or pay for admission for off-campus activities / events for students.
  - Typically, these require additional lead time for planning and coordination.
  - They also require field trip forms!
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# THE "WHEN"

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## **Be strategic when planning your event**

- Is there sufficient student foot traffic on campus?
- Are enough of your members available at the time/day you've selected to help carry out your event (set-up, running it, clean-up)?
- Is there already something going on that day on campus that your event will complement, or will it pull people away from your activity?

## **Plan well in advance to get the day, time, location of your choice**

- We compete against all other departments and programs on campus for event space, dates, and resources. Planning ahead can help increase the odds that you will get to hold your event on the day you prefer during the time ideal for your group in the location you envisioned.
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# THE "HOW"

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# HOSTING A SPEAKER / PERFORMER

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- 1. Quote + Contract:** Contact the speaker/performer for a quote and to assess availability for the dates your club is planning to host the event. Be sure to ask them if they accept payment in the form of a check/Purchase Order.
    - a. If the speaker/performer has a contract that stipulates conditions of the agreement, keep that to give to Student Activities when you provide the other paperwork. If they don't have their own contract, fill out and have them sign a Standard Agreement form.
  - 2. Facility Use Form:** If the speaker's quote is within your club's budget and they are available on the date you wanted, submit a Moorpark College Facility Use Form to reserve a space to host your speaker (e.g., the Forum, EATM-208, CCCR). Submit Facility Use Form to Student Activities.
  - 3. New Vendor Packet:** If this speaker/performer has never worked with the VCCCD previously, ask them to submit a New Vendor Packet so we can have them input into our system). Submit New Vendor Packet to Student Activities.
  - 4. Requisition form:** Use the information from their quote to complete a requisition form, which will let the district know you'd like to pay the performer. Provide the completed requisition form, quote, and agreement to Student Activities.
  - 5. Marketing:** You can create flyers using a program like Canva or Word and have them printed at the MC Print Shop. Email your PDF to [ASMBoard@vcccd.edu](mailto:ASMBoard@vcccd.edu) along with specified quantities and size.
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## Soliciting a speaker or performer:

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Hello Neon Entertainment Representative,

My name is Randy Raider, and I am coordinating a student event at Moorpark College the first week of June 2024 for Pride Month. I watched a video featuring comedian Kristen Becker, and I am interested in inviting her to perform at my event. Is Kristen Becker available any week day from June 1 - June 10 between 10:00am - 7:00pm PST to perform a set as part of my event?

If Kristen Becker is available to participate in this event, I would need the following documentation:

- **A formal quote**, outlining all associated costs
- **Certificate of Insurance** (*please see VCCCD insurance requirements and sample COI*)
- **A New Vendor Packet** if you have never been paid by the VCCCD or if your business has changed ownership or tax-related information (*see VCCCD New Vendor Packet*)

Please let me know if Kristen Becker is available during this time frame. If not, I would appreciate any recommendations for similar entertainers with your company that may be open to this opportunity.

Thank you.

Sincerely,  
Randy the Raider  
Spectrum Club Representative

# PAYING FOR RENTALS & SERVICES

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## **Paying for rentals or services follows a similar process to paying a speaker.**

1. **Quote:** Contact the service provider for a quote and to assess availability for the dates your club is planning to host the event. Be sure to ask them if they accept payment in the form of a check/Purchase Order.
  2. **Contract:** If the service provider has a contract that stipulates conditions of the agreement, keep that to give to Student Activities when you provide the other paperwork. If they don't have their own contract, fill out and have them sign a Standard Agreement form.
  3. **Insurance:** Anyone who is providing a service on campus (e.g., DJ-ing or catering an event, setting up a bounce house, etc.) must also be able to provide a Certificate of Insurance, also referred to as a COI.
  4. **Facility Use Form:** If the service provider's quote is within your club's budget and they are available on the date you wanted, submit a Moorpark College Facility Use Form to reserve a space for your event. Submit FUF to Student Activities.
  5. **New Vendor Packet:** If this service provider has never worked with the VCCCD previously, ask them to submit a New Vendor Packet so we can have them input into our system). Submit New Vendor Packet to Student Activities.
  6. **Requisition form:** Use the information from their quote to complete a requisition form, which will let the district know you'd like to pay the service provider. Give the completed requisition form, quote, and agreement to Student Activities.
  7. **Marketing:** You can create flyers using a program like Canva or Word and have them printed at the MC Print Shop. Email your PDF to [ASMCBoard@vccd.edu](mailto:ASMCBoard@vccd.edu) along with specified quantities and size.
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**S** Soliciting a quote to rent equipment:

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Hello Party Pleasers,

My name is Randy Raider, and I am coordinating a student event at Moorpark College called Club Rush on February 23 and 24th from 10am-1pm. For this event, I am seeking to rent 20 canvas canopies, roughly 10'x 10' each in size, plus weights to secure the tents. I was hoping your company could provide these items for me.

If you have the necessary items available for this day, in addition to a **formal itemized quote**, the Ventura County Community College District requires that any performer coming on to one of our district campuses must be able to provide the following documentation:

- **Certificate of Insurance** (please see [VCCCD insurance requirements and sample COI](#))
- **A New Vendor Packet** if you have never been paid by the VCCCD or if your business has changed ownership or tax-related information (see VCCCD [New Vendor Packet](#))

Please let me know at your earliest convenience (but no later than January 31) if you have available for rental the items I am requesting. Thank you.

Sincerely,  
Randy Raider  
ASMC Representative

# ASSESSING YOUR EVENT

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## **Questions to ask yourself:**

Were the objectives or goals of the event met?

What worked well in terms of planning, communications (internal and external) technology, day-of implementation, etc.?

How was turnout for the event? Was the attendance/participation what you had hoped?

What was less successful? What issues did you encounter along the way?

Was there anyone not in the room who needs to be included for future event planning of this sort?

Did you have adequate funds/resources to support all of your ideas?

What else might you do differently if you were to host this event/activity again?

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**Bottom line is, events take time, so plan accordingly!**