



Student Event Planning Checklist

The Office of Student Life is here to help you plan your event. Below is a checklist of items that must be completed in order to run an event. Please do not hesitate to contact us for any assistance along the way!

*We will need at least **three weeks** from the time that your event is submitted to the date of the event. If you think your event is going to take a long time to plan, please schedule a meeting with us early in your planning process so that we can assist you with your written request and begin organizing the various components involved with making your event successful. We would rather you set up a meeting with us than have valuable information lost in email correspondence.

Event Planning

- 1) Think of an event idea.
- 2) Create an estimated budget of the costs involved
 - a) Food, Travel, Vendor, Speaker, etc.

*Your estimate and description of your event should NOT be in paragraph form, but rather should be an itemized list.
- 3) Think of what room, date (and a back-up room and date) and roughly how many people you are expecting to attend.
- 4) Check yu.edu/events to see on the Events Calendar if that room and date are available and what else is going on in the University on the date you are considering.
 - a) Please note - rooms are assigned at the discretion of the Events Office and, just because a room is open or not listed, does not mean it can be used for your event.
- 5) You may reach out to vendors or speakers, but **do not** make any commitments at this stage. **Students are not permitted to sign contracts that involve Yeshiva University.**
- 6) Submit the event request on the Google doc and specify the council you fall under

- i) You will be required to provide the date, time, location (and back-up location), estimated cost of the event (including what the money would be going for) and a description of your event as well as contact information, set up information, food orders, transportation requests and speaker requests.
 - (1) The Google doc is extremely detailed and all fields are required but if you have any questions about how to fill it out feel free to contact your Student Leaders or our office.
- ii) If you would like to screen a movie, the movie has to be approved through the Office of Student Life.
 - (1) Please send us the title of the film and a clip or film advertisement for review.
- iii) If you intend to fundraise at this event, you must notify us of this as this will require the Office of Student Life's approval.
- iv) If you are planning on hiring a speaker or vendor at your event, contracts may be involved. **Students may not sign contracts that involve Yeshiva University.** Please forward any and all contracts that you would like signed for the event to the Office of Student Life. Any contract that needs to be signed must be forwarded **NO FEWER THAN 15 DAYS BEFORE THE EVENT DATE.** If this is impossible, forward any contracts as soon as possible and we will do our best to get them signed. If we are not given at least 15 days to review all contracts and certificates of insurance, there is a possibility that your speaker or vendor will be cancelled.
- v) If the speaker at your **Beren Campus** event needs parking, there are many parking lots available in the midtown area. Reimbursement will be made to the speaker, at the discretion of your Student Council representative, upon receiving a receipt for the parking.

If the speaker at your **Wilf Campus** event needs parking, request parking for your speaker through the Google doc (and don't forget to include their name and the time that they will be arriving).
- vi) If you need buses from your campus to an event, you will need to provide all the details (what time and where you will be departing from, what street address the buses will be going to, and the return time and place) on the

Google Doc. Once the Student Council has approved your request, Student Life will submit a bus request form with the Security Office.

If your event is co-ed, don't forget to request a bus "to" and "from." Include the addresses that you are going to as well as the times of departure and return.

(1) Please note that inter-campus buses cost around \$450 per bus, as do buses that go to an off-campus location (i.e. sporting event). Half-buses (that hold 20 people, as opposed to full buses that hold 44) cost between \$350 and \$400. Be sure to include these costs in your estimate.

vii) Depending on the nature of the event, the Legal and Risk Management Departments of the University may need to be involved.

Some events may not be covered under the University's insurance program and special insurance may need to be purchased for the event (e.g., concerts, sporting events, theatrical performances and even certain types of meetings). Please make sure that you give the Office of Student Life no fewer than 15 days advance notice about your event so we can make sure the group involved with your event has the proper insurance.

a) If an outside vendor or performer (or the like) is coming to the University, we may require the outside party to provide an insurance certificate; if the outside party does not have insurance, we can assist the outside party in obtaining insurance. Please make sure that you give the Office of Student Life no fewer than 15 days advance notice about your event so we can make sure your event has the proper insurance.

b) Outside vendors will also have to send in their W9 so that their paperwork can be processed.

viii) Depending on the nature of your event, the University may require the attendees to sign waivers and/or release forms. If your event requires a waiver, the Office of Student Life will provide you with waivers for the attendees of your event to sign. Waivers must be signed by students who will attend the event before they enter the room. Please make sure that you give us no fewer than 15 days advance notice about your event so we can make sure your event has appropriate waivers if they are required.

- ix) If you are planning on serving food at your event, visit the Food Services catertrax website <https://yucatering.catertrax.com/> and click on your campus to look up food prices. (Note: No need to create a username and password). Include what you would like to order in your Google doc submission under the food section (example: assorted drinks for 10 people at \$1.25 each, large cookies for 20 people at \$1 each, etc.). All food requests must be approved by your Student Council Representative.
- a) Please note: Food should not be ordered from a restaurant. All food orders have to go through Food Services (i.e. put in by Student Life into Catertrax). Food Services gets special discounts from approved food vendors, including Carlos and Gabby's, Eden Wok, Lake Como Pizza and more, and will outsource to these vendors anything that cannot be made in-house. Any exceptions necessitate discussion with Student Life.
 - b) In the event that you are given special permission to purchase food for your event, it must be packaged OU food. Please save your receipt, and submit it the Office of Student Life (reimbursement form available in the Office of Student Life), so that your respective student government treasurer can reimburse you. Reimbursement will be made in check form. You will receive notification to pick up the check.
- x) Please note, the Events Office is oftentimes unable to schedule Sunday night events due to budgetary constraints (i.e. having to pay night staff overtime, etc.), so Sunday night events should be avoided when possible.
- 7) The Student Councils will approve the event and email their approval to your address on the Google doc. **(Student Government approval is required before Student Life can request the event.)**
- a) Await an email from the Student Government representative telling you whether or not your event is approved.
 - i) **“Approved”** only means that that Student Government agreed to sponsor your event. It DOES NOT mean that Student Life has approved or requested the event or that the event has been booked, nor does it mean that you may commit to speakers/performers, nor does it mean you can start advertising

your event or create a Facebook event page. Additionally, the Student Government representative might adjust the cost of the event, or suggest another time or date before the event is approved.

(1) If you do create a Facebook page before the event is confirmed, you MAY NOT include date, time or location of the event. All of that information remains TBD until the event is confirmed through the Office of Student Life. The event page will act only as an advertisement for the event.

- b) The Student Government representative will let the Office of Student Life know that the event has Student Government approval and how much money they agreed to sponsor for it. Once your event receives student council approval Student Life will request the space. They will let you know when the event is confirmed by the Events Office.
- 8) YU reserves the right to cancel, postpone or deny an event, or the appearance of a speaker or performer at an event, if YU believes the event or speaker will deal with matters that are inconsistent with the University's mission and values. Read the YU Mission Statement here: <http://www.yu.edu/MissionStatement>.
- 9) If you would like your event to be open to the public (meaning anyone other than current YU students may attend the event) you **MUST** first request permission from the Office of Student Life.
- 10) Once all the event approvals are in order, Student Life will submit a request to the 25Live online room booking system (overseen by the Events Office), requesting the time and date etc for the room.
- 11) Await confirmation from Student Life that your event has been approved and that your room has been requested in the University Events Calendar.
 - a) Once you have received confirmation from Student Life, we will contact the Procurement Services department of YU to expedite the process of obtaining a contract, issuing a PO, and obtain all pertinent insurance certificates, if necessary. Please do not commit to any vendor at any time until all of the proper paperwork has been obtained and approved. **UNDER NO CIRCUMSTANCES SHOULD ANY CONTRACT BE SIGNED BY A STUDENT.**

- b) If you need a time, date or location change once the event is booked, you **MUST** email the Office of Student Life as well as your Student Council representative, to make sure that the date is available.
- 12) If you are designing a flier for your event on your own, the Student Council and Office of Student Life must approve it before it is printed.
- i) **You must include the logo of the sponsoring council(s) and all accurate event information in order for your flier to be printed.**
- b) You may print fliers and hang them on campus only **after** the event is confirmed and the flier is approved.
- i) Should you need over 30 copies of your flier, we will have to submit a printing request to the Student Council and Office of Student Life. If the Productions Office is printing the flier, they will charge you, so the cost of the printing would have to be approved by the Student Government. If the Student Government approves the charge (and Student Life has an email to that effect), send Student Life the approved flier with the size and amount you want copied. Standard paper size is 8.5” by 11” and large is 11” by 17”.
- c) You may request that a flatscreen be made to advertise your event. Please do not forget to list your sponsors. You can check to see if your screen has been posted by visiting www.yu.edu/screens. The advertising for some events may require the following disclaimer: “Opinions expressed at this event do not necessarily represent those of Yeshiva University.”
- i) Please note: If you design your own flier, the flatscreen designers will be unable to load it onto their system. You are welcome to make your own flier, just be aware that if you want it on the flatscreen boards, it has to be a screen designed created with the information that you fill out on the flatscreen request form.
- d) If you need copies of a flier that has been designed for your event, email it to us (with council approval) and we will print out up to 30 copies for you.

Things to Note

- Yeshiva University event spaces are not for use for any political campaigning activities or political party organizational activities.

- Outside companies or vendors that are not associated with a department or club will need special permission to run an event on campus.

Contact Us!

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