



Student Life Club Event Planning Checklist

The Office of Student Life (“OSL”) is here to help you plan your event. Below is a checklist of items that must be followed in order to plan and run a successful event. Please do not hesitate to contact us for any assistance along the way! The following offices may also be involved, which stresses the need for advanced planning:

Campus Events
Legal Counsel
Procurement and E-Commerce
Accounts Payable
Security
Facilities
Food Service
Risk Management

Step 1 **Conceive of Event**

- √ Develop event idea providing sufficient time for proper planning.
- √ Estimate the costs involved (food, travel, vendor, speaker, etc.).
- √ Consider how long it might take to put the event together (relative to first bullet above).
- √ Determine desired location of event (on or off campus) and date you would like (consider alternative location and date in case of event scheduling conflicts) and roughly how many people you are expecting to attend.
- √ Check YU.edu/events to review the Events Calendar to check on the availability of that room and date and what else is scheduled at the University on the date you are considering for your event
 - Please note that rooms are assigned at the discretion of the Events Office and just because a room is open does not guarantee that it can be used for your event.
- √ You may reach out to vendors or speakers, but **DO NOT** make any commitments. Students are not permitted to sign contracts that involve Yeshiva University.

Step 2 Get Approval from Student Government

(Student Government approval is required before OS� can approve the event [step 3])

- √ Email the Student Government Council (YSU, SOY, YCSA, SSSBSC, SSSBSA, SCWSC, TAC) you fall under
 - Provide them with a description of your event, the date, time, location (and back-up date, and location), and estimated cost of the event (including a detailed budget of the anticipated expenses). If you plan on ordering food for your event, please have realistic expectations. For a night-time event, spending \$2-\$3 per person on snacks is a fair expectation. Please note, if a speaker(s) is planned and will need parking, the current cost of the parking is \$10 per car. Also, if your event is co-ed, please note that inter-campus buses cost around \$450, as do buses that go to an off-campus location (i.e. athletic 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. If you will need a bus departing from Beren or Wilf to come to your event, that should be coordinated. Your estimate and description of your event should NOT be in paragraph form, but rather should be an itemized list. Some Student government councils will have you fill out a request form asking this information. Also, 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 or if allowed, will incur an added cost for such overhead expenses.
- √ You must ask the student government about sponsoring the events at least 20 days before the event itself, so the processing of the request can be completed in time for the event.
- √ Await an email from the Student Government representative telling you whether or not your event is approved.
 - “Approved” only means that that Student Government agreed to sponsor your event. It DOES NOT mean that OS� has approved the event or that the event has been booked, nor does it mean that you can commit to speakers/performers, nor does it mean you can start advertising your event. Additionally, the Student Government representative might adjust the cost of the event, or suggest another time or date before approving it.
- √ Ask the Student Government representative to let OS� know that the event has Student Government approval, and how much funding will be provided.
 - This can be done either through a direct email from them or by your forwarding OS� an email saying they agree to sponsor the event. Without confirmation from the Student Government representative, OS� cannot process the event. If the student government representative is emailing OS� directly, please tell that person to include the time, date, location, and monetary amount they are approving (they can’t just say “I approve

the Israel Club event,” more specifics than that are needed). You should ask to be copied on that email so you know it has been sent.

Step 3 **Getting Approval and Working Out the Details with OSL**

(This is how the event is confirmed and put on the University calendar, the room is booked, movies are approved, parking requests are submitted, buses are ordered, food is ordered, and contracts and legal issues, etc. are handled.)

- √ 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>.
- √ If you would like your event to be open to the public (meaning anyone other than current YU or YUHS students, faculty, and staff) you **MUST** first request permission from the Office of Student Life.
- √ If your event has been approved by OSL, a request will be submitted to the r25 online room booking system (overseen by the Events Office), requesting the time and date for the room (please provide OSL with all specific set-up needs (how many chairs, tables, microphones, projector, screen, sound system, YU banner, etc.). All set up details should be determined BEFORE formally requesting the room for the event.
- √ Await confirmation from OSL that your event has been approved and that your room has been approved and entered into the University Events Calendar.
 - OSL will contact the Procurement Services department of YU to expedite the process of obtaining a contract, issuing a PO, and obtaining all pertinent insurance certificates. Please do not commit to any vendor at any time. **UNDER NO CIRCUMSTANCES SHOULD ANY CONTRACT BE SIGNED BY A STUDENT.**
 - If you need a time, date, or location change once the event is booked, you MUST email events@yu.edu, and cc: studentlifewilf@yu.edu or studentlifeberen@yu.edu, so that the Events Office can check to see if the revision is possible. **ONLY THE EVENTS OFFICE CAN OFFICIALLY ADJUST THE TIME, DATE, OR LOCATION.**
- √ If you would like to screen a movie, the movie has to be approved by Rabbi Yosef Blau, the Mashgiach Ruchani. His office is in Furst Hall, room 419, and his email address is yoblau@yu.edu. To confirm that the movie is approved, OSL needs to receive an email from him saying it is approved.
- √ If you intend to fundraise at this event, you must notify OSL of this as this will require approval.
- √ If you are planning on serving food at your event and the cost of the food has been approved by the Student Government:
 - a) If you are planning on serving a small amount of snacks (around \$50 or so), you may purchase any packaged OU food. Please save your receipt, and bring it to your campus Office of Student Life, along with

an attached note explaining the charge (what event it is for, who is the sponsor, who the reimbursement check should be made out to, and your cell phone number), and you will be reimbursed from the sponsoring Student Government's funds.

- b) If you are planning on serving a large amount of food, please visit the Food Services catertrax website <https://yucatering.catertrax.com/> and click on "Wilf Campus" or "Beren Campus" to look up food prices. (Note: No need to create a username and password). Once you know what you would like to order, email OSL what, and how much you would like to order (example: assorted drinks for 10 people at \$1.25 each, large cookies for 20 people at \$1 each, etc.), as well as the time, date, name, and location of the event so the requested items can be properly delivered.
 - c) Please note: Food cannot be ordered from a restaurant. All food orders have to go through Food Services (i.e. entered by OSL into Catertrax). Food Services gets special discounts from approved food vendors, including Carlos and Gabby's, Eden Wok, Lake Como Pizza, Mendy's, and more, and will outsource to these vendors anything that cannot be provided in-house.
- √ 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 contracts you would like signed for the event to OSL. Any contract that needs to be signed must be forwarded no less than 15 business days before the event date – but please forward any contracts as soon as possible because some events require more than 15 days review time. If we are not given at least 15 business days to review all contracts and certificates of insurance, there is a possibility that your speaker or vendor will be cancelled.
 - √ Will the speaker at your event need parking? Please advise OSL, no less than three days in advance, of arrival and departure time, so a parking request form can be filed with the Security Office.
 - √ Will you need buses from campus to the event? Please advise OSL, no less than three days in advance, what street address the buses will be going to and departing from, and what time they should leave campus and depart after the event. A bus request form will be submitted to the Security Office.
 - √ Depending on the nature of the event, the Legal and Risk Management Departments of the University may need to be involved.
 - a) 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 OSL no less than 15 business days advance notice before your scheduled event so we can make sure the external group involved with your event has the proper insurance.

- b) If an outside vendor or performer or the like is coming to the University, we 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 coverage. Please make sure that you give OSL no less than 15 business days advance notice about your event so we can make sure it has the proper insurance coverage.
 - c) Depending on the nature of your event, the University may require each attendee to sign a waiver and/or release forms. If your event requires a waiver, OSL will provide you with the necessary forms. In such circumstances, signed copies of the forms must be returned to OSL before students will be permitted to attend the event. Please provide no less than 15 business days advance notice so we can make sure your event has appropriate waivers if they are required.
- √ Yeshiva University event spaces are not for use for any political campaigning activities or political party organizational activities.

Step 4 **Advertising**

- √ You may request the use of a flat screen to advertise your event. The flatscreen request form can be found at <http://www.yu.edu/cpa/flatscreens/> . Please don't forget to list your sponsors. **All flatscreens and fliers, after they are designed, must be submitted to studentlifewilf@yu.edu or studentlifeberen@yu.edu for approval.** 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."*
- √ If you need copies of the flat screen advertisement or of a flier that has been designed for your event, email studentlifewilf@yu.edu or studentlifeberen@yu.edu and you will be provided copies. If you are designing the flier on your own, OSL must approve it before it will be printed.
- Please note: If you design your own flier, the flatscreen designers will be unable to load it onto their system. So 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 by filling out the flatscreen request form at the web address above.
- √ Should you need over 75 copies of your flier, you will have to submit a printing request for the copies at production@yu.edu. If Productions is printing it, 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 OSL has an email to that effect), email production@yu.edu, and cc studentlifewilf@yu.edu or studentlifeberen@yu.edu and provide the flier you want copied, and the size and amount you want copied. Standard paper size is 8.5 by 11. In the email state which Student Government is sponsoring, and OSL will send Productions that department's charge number so the cost of the copies can be charged appropriately.

The above information is provided as a guideline for event planning, if there is any aspect of your event that is not considered above and you have any questions please contact your campus Office of Student Life for assistance.

Thank you and best of luck for successful events!

Adopted June 2011



Student Life Club Event Planning Checklist

The Office of Student Life (“OSL”) is here to help you plan your event. Below is a checklist of items that must be followed in order to plan and run a successful event. Please do not hesitate to contact us for any assistance along the way! The following offices may also be involved, which stresses the need for advanced planning:

Campus Events
Legal Counsel
Procurement and E-Commerce
Accounts Payable
Security
Facilities
Food Service
Risk Management

Step 1 **Conceive of Event**

- √ Develop event idea providing sufficient time for proper planning.
- √ Estimate the costs involved (food, travel, vendor, speaker, etc.).
- √ Consider how long it might take to put the event together (relative to first bullet above).
- √ Determine desired location of event (on or off campus) and date you would like (consider alternative location and date in case of event scheduling conflicts) and roughly how many people you are expecting to attend.
- √ Check YU.edu/events to review the Events Calendar to check on the availability of that room and date and what else is scheduled at the University on the date you are considering for your event
 - Please note that rooms are assigned at the discretion of the Events Office and just because a room is open does not guarantee that it can be used for your event.
- √ You may reach out to vendors or speakers, but **DO NOT** make any commitments. Students are not permitted to sign contracts that involve Yeshiva University.

Step 2 Get Approval from Student Government

(Student Government approval is required before OS� can approve the event [step 3])

- √ Email the Student Government Council (YSU, SOY, YCSA, SSSBSC, SSSBSA, SCWSC, TAC) you fall under
 - Provide them with a description of your event, the date, time, location (and back-up date, and location), and estimated cost of the event (including a detailed budget of the anticipated expenses). If you plan on ordering food for your event, please have realistic expectations. For a night-time event, spending \$2-\$3 per person on snacks is a fair expectation. Please note, if a speaker(s) is planned and will need parking, the current cost of the parking is \$10 per car. Also, if your event is co-ed, please note that inter-campus buses cost around \$450, as do buses that go to an off-campus location (i.e. athletic 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. If you will need a bus departing from Beren or Wilf to come to your event, that should be coordinated. Your estimate and description of your event should NOT be in paragraph form, but rather should be an itemized list. Some Student government councils will have you fill out a request form asking this information. Also, 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 or if allowed, will incur an added cost for such overhead expenses.
- √ You must ask the student government about sponsoring the events at least 20 days before the event itself, so the processing of the request can be completed in time for the event.
- √ Await an email from the Student Government representative telling you whether or not your event is approved.
 - “Approved” only means that that Student Government agreed to sponsor your event. It DOES NOT mean that OS� has approved the event or that the event has been booked, nor does it mean that you can commit to speakers/performers, nor does it mean you can start advertising your event. Additionally, the Student Government representative might adjust the cost of the event, or suggest another time or date before approving it.
- √ Ask the Student Government representative to let OS� know that the event has Student Government approval, and how much funding will be provided.
 - This can be done either through a direct email from them or by your forwarding OS� an email saying they agree to sponsor the event. Without confirmation from the Student Government representative, OS� cannot process the event. If the student government representative is emailing OS� directly, please tell that person to include the time, date, location, and monetary amount they are approving (they can’t just say “I approve

the Israel Club event,” more specifics than that are needed). You should ask to be copied on that email so you know it has been sent.

Step 3 **Getting Approval and Working Out the Details with OSL**

(This is how the event is confirmed and put on the University calendar, the room is booked, movies are approved, parking requests are submitted, buses are ordered, food is ordered, and contracts and legal issues, etc. are handled.)

- √ 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>.
- √ If you would like your event to be open to the public (meaning anyone other than current YU or YUHS students, faculty, and staff) you **MUST** first request permission from the Office of Student Life.
- √ If your event has been approved by OSL, a request will be submitted to the r25 online room booking system (overseen by the Events Office), requesting the time and date for the room (please provide OSL with all specific set-up needs (how many chairs, tables, microphones, projector, screen, sound system, YU banner, etc.). All set up details should be determined BEFORE formally requesting the room for the event.
- √ Await confirmation from OSL that your event has been approved and that your room has been approved and entered into the University Events Calendar.
 - OSL will contact the Procurement Services department of YU to expedite the process of obtaining a contract, issuing a PO, and obtaining all pertinent insurance certificates. Please do not commit to any vendor at any time. **UNDER NO CIRCUMSTANCES SHOULD ANY CONTRACT BE SIGNED BY A STUDENT.**
 - If you need a time, date, or location change once the event is booked, you MUST email events@yu.edu, and cc: studentlifewilf@yu.edu or studentlifeberen@yu.edu, so that the Events Office can check to see if the revision is possible. **ONLY THE EVENTS OFFICE CAN OFFICIALLY ADJUST THE TIME, DATE, OR LOCATION.**
- √ If you would like to screen a movie, the movie has to be approved by Rabbi Yosef Blau, the Mashgiach Ruchani. His office is in Furst Hall, room 419, and his email address is yoblau@yu.edu. To confirm that the movie is approved, OSL needs to receive an email from him saying it is approved.
- √ If you intend to fundraise at this event, you must notify OSL of this as this will require approval.
- √ If you are planning on serving food at your event and the cost of the food has been approved by the Student Government:
 - a) If you are planning on serving a small amount of snacks (around \$50 or so), you may purchase any packaged OU food. Please save your receipt, and bring it to your campus Office of Student Life, along with

an attached note explaining the charge (what event it is for, who is the sponsor, who the reimbursement check should be made out to, and your cell phone number), and you will be reimbursed from the sponsoring Student Government's funds.

- b) If you are planning on serving a large amount of food, please visit the Food Services catertrax website <https://yucatering.catertrax.com/> and click on "Wilf Campus" or "Beren Campus" to look up food prices. (Note: No need to create a username and password). Once you know what you would like to order, email OSL what, and how much you would like to order (example: assorted drinks for 10 people at \$1.25 each, large cookies for 20 people at \$1 each, etc.), as well as the time, date, name, and location of the event so the requested items can be properly delivered.
 - c) Please note: Food cannot be ordered from a restaurant. All food orders have to go through Food Services (i.e. entered by OSL into Catertrax). Food Services gets special discounts from approved food vendors, including Carlos and Gabby's, Eden Wok, Lake Como Pizza, Mendy's, and more, and will outsource to these vendors anything that cannot be provided in-house.
- √ 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 contracts you would like signed for the event to OSL. Any contract that needs to be signed must be forwarded no less than 15 business days before the event date – but please forward any contracts as soon as possible because some events require more than 15 days review time. If we are not given at least 15 business days to review all contracts and certificates of insurance, there is a possibility that your speaker or vendor will be cancelled.
 - √ Will the speaker at your event need parking? Please advise OSL, no less than three days in advance, of arrival and departure time, so a parking request form can be filed with the Security Office.
 - √ Will you need buses from campus to the event? Please advise OSL, no less than three days in advance, what street address the buses will be going to and departing from, and what time they should leave campus and depart after the event. A bus request form will be submitted to the Security Office.
 - √ Depending on the nature of the event, the Legal and Risk Management Departments of the University may need to be involved.
 - a) 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 OSL no less than 15 business days advance notice before your scheduled event so we can make sure the external group involved with your event has the proper insurance.

- b) If an outside vendor or performer or the like is coming to the University, we 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 coverage. Please make sure that you give OSL no less than 15 business days advance notice about your event so we can make sure it has the proper insurance coverage.
 - c) Depending on the nature of your event, the University may require each attendee to sign a waiver and/or release forms. If your event requires a waiver, OSL will provide you with the necessary forms. In such circumstances, signed copies of the forms must be returned to OSL before students will be permitted to attend the event. Please provide no less than 15 business days advance notice so we can make sure your event has appropriate waivers if they are required.
- √ Yeshiva University event spaces are not for use for any political campaigning activities or political party organizational activities.

Step 4 **Advertising**

- √ You may request the use of a flat screen to advertise your event. The flatscreen request form can be found at <http://www.yu.edu/cpa/flatscreens/> . Please don't forget to list your sponsors. **All flatscreens and fliers, after they are designed, must be submitted to studentlifewilf@yu.edu or studentlifeberen@yu.edu for approval.** 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."*
- √ If you need copies of the flat screen advertisement or of a flier that has been designed for your event, email studentlifewilf@yu.edu or studentlifeberen@yu.edu and you will be provided copies. If you are designing the flier on your own, OSL must approve it before it will be printed.
- Please note: If you design your own flier, the flatscreen designers will be unable to load it onto their system. So 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 by filling out the flatscreen request form at the web address above.
- √ Should you need over 75 copies of your flier, you will have to submit a printing request for the copies at production@yu.edu. If Productions is printing it, 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 OSL has an email to that effect), email production@yu.edu, and cc studentlifewilf@yu.edu or studentlifeberen@yu.edu and provide the flier you want copied, and the size and amount you want copied. Standard paper size is 8.5 by 11. In the email state which Student Government is sponsoring, and OSL will send Productions that department's charge number so the cost of the copies can be charged appropriately.

The above information is provided as a guideline for event planning, if there is any aspect of your event that is not considered above and you have any questions please contact your campus Office of Student Life for assistance.

Thank you and best of luck for successful events!

Adopted June 2011



Student Life Club Event Planning Checklist

The Office of Student Life (“OSL”) is here to help you plan your event. Below is a checklist of items that must be followed in order to plan and run a successful event. Please do not hesitate to contact us for any assistance along the way! The following offices may also be involved, which stresses the need for advanced planning:

Campus Events
Legal Counsel
Procurement and E-Commerce
Accounts Payable
Security
Facilities
Food Service
Risk Management

Step 1 **Conceive of Event**

- √ Develop event idea providing sufficient time for proper planning.
- √ Estimate the costs involved (food, travel, vendor, speaker, etc.).
- √ Consider how long it might take to put the event together (relative to first bullet above).
- √ Determine desired location of event (on or off campus) and date you would like (consider alternative location and date in case of event scheduling conflicts) and roughly how many people you are expecting to attend.
- √ Check YU.edu/events to review the Events Calendar to check on the availability of that room and date and what else is scheduled at the University on the date you are considering for your event
 - Please note that rooms are assigned at the discretion of the Events Office and just because a room is open does not guarantee that it can be used for your event.
- √ You may reach out to vendors or speakers, but **DO NOT** make any commitments. Students are not permitted to sign contracts that involve Yeshiva University.

Step 2 Get Approval from Student Government

(Student Government approval is required before OS� can approve the event [step 3])

- √ Email the Student Government Council (YSU, SOY, YCSA, SSSBSC, SSSBSA, SCWSC, TAC) you fall under
 - Provide them with a description of your event, the date, time, location (and back-up date, and location), and estimated cost of the event (including a detailed budget of the anticipated expenses). If you plan on ordering food for your event, please have realistic expectations. For a night-time event, spending \$2-\$3 per person on snacks is a fair expectation. Please note, if a speaker(s) is planned and will need parking, the current cost of the parking is \$10 per car. Also, if your event is co-ed, please note that inter-campus buses cost around \$450, as do buses that go to an off-campus location (i.e. athletic 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. If you will need a bus departing from Beren or Wilf to come to your event, that should be coordinated. Your estimate and description of your event should NOT be in paragraph form, but rather should be an itemized list. Some Student government councils will have you fill out a request form asking this information. Also, 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 or if allowed, will incur an added cost for such overhead expenses.
- √ You must ask the student government about sponsoring the events at least 20 days before the event itself, so the processing of the request can be completed in time for the event.
- √ Await an email from the Student Government representative telling you whether or not your event is approved.
 - “Approved” only means that that Student Government agreed to sponsor your event. It DOES NOT mean that OS� has approved the event or that the event has been booked, nor does it mean that you can commit to speakers/performers, nor does it mean you can start advertising your event. Additionally, the Student Government representative might adjust the cost of the event, or suggest another time or date before approving it.
- √ Ask the Student Government representative to let OS� know that the event has Student Government approval, and how much funding will be provided.
 - This can be done either through a direct email from them or by your forwarding OS� an email saying they agree to sponsor the event. Without confirmation from the Student Government representative, OS� cannot process the event. If the student government representative is emailing OS� directly, please tell that person to include the time, date, location, and monetary amount they are approving (they can’t just say “I approve

the Israel Club event,” more specifics than that are needed). You should ask to be copied on that email so you know it has been sent.

Step 3 **Getting Approval and Working Out the Details with OSL**

(This is how the event is confirmed and put on the University calendar, the room is booked, movies are approved, parking requests are submitted, buses are ordered, food is ordered, and contracts and legal issues, etc. are handled.)

- √ 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>.
- √ If you would like your event to be open to the public (meaning anyone other than current YU or YUHS students, faculty, and staff) you **MUST** first request permission from the Office of Student Life.
- √ If your event has been approved by OSL, a request will be submitted to the r25 online room booking system (overseen by the Events Office), requesting the time and date for the room (please provide OSL with all specific set-up needs (how many chairs, tables, microphones, projector, screen, sound system, YU banner, etc.). All set up details should be determined BEFORE formally requesting the room for the event.
- √ Await confirmation from OSL that your event has been approved and that your room has been approved and entered into the University Events Calendar.
 - OSL will contact the Procurement Services department of YU to expedite the process of obtaining a contract, issuing a PO, and obtaining all pertinent insurance certificates. Please do not commit to any vendor at any time. **UNDER NO CIRCUMSTANCES SHOULD ANY CONTRACT BE SIGNED BY A STUDENT.**
 - If you need a time, date, or location change once the event is booked, you MUST email events@yu.edu, and cc: studentlifewilf@yu.edu or studentlifeberen@yu.edu, so that the Events Office can check to see if the revision is possible. **ONLY THE EVENTS OFFICE CAN OFFICIALLY ADJUST THE TIME, DATE, OR LOCATION.**
- √ If you would like to screen a movie, the movie has to be approved by Rabbi Yosef Blau, the Mashgiach Ruchani. His office is in Furst Hall, room 419, and his email address is yoblau@yu.edu. To confirm that the movie is approved, OSL needs to receive an email from him saying it is approved.
- √ If you intend to fundraise at this event, you must notify OSL of this as this will require approval.
- √ If you are planning on serving food at your event and the cost of the food has been approved by the Student Government:
 - a) If you are planning on serving a small amount of snacks (around \$50 or so), you may purchase any packaged OU food. Please save your receipt, and bring it to your campus Office of Student Life, along with

an attached note explaining the charge (what event it is for, who is the sponsor, who the reimbursement check should be made out to, and your cell phone number), and you will be reimbursed from the sponsoring Student Government's funds.

- b) If you are planning on serving a large amount of food, please visit the Food Services catertrax website <https://yucatering.catertrax.com/> and click on "Wilf Campus" or "Beren Campus" to look up food prices. (Note: No need to create a username and password). Once you know what you would like to order, email OSL what, and how much you would like to order (example: assorted drinks for 10 people at \$1.25 each, large cookies for 20 people at \$1 each, etc.), as well as the time, date, name, and location of the event so the requested items can be properly delivered.
 - c) Please note: Food cannot be ordered from a restaurant. All food orders have to go through Food Services (i.e. entered by OSL into Catertrax). Food Services gets special discounts from approved food vendors, including Carlos and Gabby's, Eden Wok, Lake Como Pizza, Mendy's, and more, and will outsource to these vendors anything that cannot be provided in-house.
- √ 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 contracts you would like signed for the event to OSL. Any contract that needs to be signed must be forwarded no less than 15 business days before the event date – but please forward any contracts as soon as possible because some events require more than 15 days review time. If we are not given at least 15 business days to review all contracts and certificates of insurance, there is a possibility that your speaker or vendor will be cancelled.
 - √ Will the speaker at your event need parking? Please advise OSL, no less than three days in advance, of arrival and departure time, so a parking request form can be filed with the Security Office.
 - √ Will you need buses from campus to the event? Please advise OSL, no less than three days in advance, what street address the buses will be going to and departing from, and what time they should leave campus and depart after the event. A bus request form will be submitted to the Security Office.
 - √ Depending on the nature of the event, the Legal and Risk Management Departments of the University may need to be involved.
 - a) 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 OSL no less than 15 business days advance notice before your scheduled event so we can make sure the external group involved with your event has the proper insurance.

- b) If an outside vendor or performer or the like is coming to the University, we 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 coverage. Please make sure that you give OSL no less than 15 business days advance notice about your event so we can make sure it has the proper insurance coverage.
 - c) Depending on the nature of your event, the University may require each attendee to sign a waiver and/or release forms. If your event requires a waiver, OSL will provide you with the necessary forms. In such circumstances, signed copies of the forms must be returned to OSL before students will be permitted to attend the event. Please provide no less than 15 business days advance notice so we can make sure your event has appropriate waivers if they are required.
- √ Yeshiva University event spaces are not for use for any political campaigning activities or political party organizational activities.

Step 4 **Advertising**

- √ You may request the use of a flat screen to advertise your event. The flatscreen request form can be found at <http://www.yu.edu/cpa/flatscreens/> . Please don't forget to list your sponsors. **All flatscreens and fliers, after they are designed, must be submitted to studentlifewilf@yu.edu or studentlifeberen@yu.edu for approval.** 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."*
- √ If you need copies of the flat screen advertisement or of a flier that has been designed for your event, email studentlifewilf@yu.edu or studentlifeberen@yu.edu and you will be provided copies. If you are designing the flier on your own, OSL must approve it before it will be printed.
- Please note: If you design your own flier, the flatscreen designers will be unable to load it onto their system. So 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 by filling out the flatscreen request form at the web address above.
- √ Should you need over 75 copies of your flier, you will have to submit a printing request for the copies at production@yu.edu. If Productions is printing it, 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 OSL has an email to that effect), email production@yu.edu, and cc studentlifewilf@yu.edu or studentlifeberen@yu.edu and provide the flier you want copied, and the size and amount you want copied. Standard paper size is 8.5 by 11. In the email state which Student Government is sponsoring, and OSL will send Productions that department's charge number so the cost of the copies can be charged appropriately.

The above information is provided as a guideline for event planning, if there is any aspect of your event that is not considered above and you have any questions please contact your campus Office of Student Life for assistance.

Thank you and best of luck for successful events!

Adopted June 2011