Normandale Student Life

Program Planning Packet

Includes:
* Program Planning Tips
* Club/Organization/Group Pre-Event Program Plan
* Event Planning Checklist

When your group is planning an event this packet should be turned into Amanda Lilgreen
Questions?
Contact the Amanda Lilgreen at 952-358-8848
Stop into the Club & Org Office (K 1425, The Zone)
Program Planning Tips

It is in your best interest to be attentive to any potential programming problems. Some DETAILS TO KEEP IN MIND:

- Budget
- Crowd Control
- Performer Needs
- Timing of Event
- Technical details such as sound and lighting

If problems arise during your event, contact your advisor or Student Life Coordinator. Any problems should be noted on a program evaluation form.

AT LEAST ONE MONTH BEFORE YOUR EVENT

- Confirm facility reservations and set-up.
- Keep in mind your facility’s maximum capacity and devise a plan to handle a capacity, or over capacity, crowd.
- Confirm catering arrangements.
- Confirm payment of entertainment and their arrival time, performance time, sound checks, etc.
- Confirm security arrangements.
- Contact your advisor and request his/her presence if necessary.
- Meet with the scheduling office and set-up crew.
- Publicize your event.

AT AN EVENT

- Either you (or a designated organization member) should serve as the main contact person for the event.
- The contact person must not be under the influence of alcohol or any other drug.
- Arrive early to check the set-up, refreshments, equipment, performer(s), etc. are correctly arranged, and to be available if any questions arise.
- Introduce yourself to the Building Manager, food service representative (if applicable), the entertainer/performer and others if appropriate.
- If problems arise, contact your advisor. If appropriate, you may also want to contact Student Life.
- Make sure payment arrangements are carried out. Any disagreements regarding money or services should be brought to the attention of your organization and/or advisor as soon as possible.
- By agreeing to take on the responsibility for planning an event, you are responsible for ensuring that the above items are followed.
Club/Organization Pre-Event Program Plan

Sponsoring Student Group(s): ________________________________

Individual(s) responsible for coordinating event (including advisor):

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Name of the Event: ________________________________________

Date(s) of Event: ________________________________________

Location: ___________________ Start Time: _______ End Time: _______

What is the setup for the event?
________________________________________________________________________________

This event is free (circle one)? Yes or No (If no, cost is: $__________)

This event is open to the public (circle one)? Yes or No
If no, the event is open to: ________________________________

Does this event promote diversity (circle one)? Yes or No

Is the event a service opportunity (circle one)? Yes or No
If Yes, please complete the service-learning planning & registration forms and return to the Club & Org office, The Zone (K 1425) or (Amanda Lilgreen Amanda.lilgreen@normandale.edu)

Does this event involve an off-campus entity (circle one)? Yes or No
If yes, who: _____________________________________________

Phone/email: _____________________________________________

Address: ________________________________________________

Approved by (both signatures required):

Advisor: ________________________________________________

Amanda Lilgreen, Student Life Coordinator: _______________________

**After completing this form and obtaining your club/organization advisor’s and either Amanda Lilgreen signature, please submit form to Matt Loosbrock (office K1403) and complete the Virtual-EMS Facility Request Form on the Host an Event website.

*Please complete, print and return this form to The Zone Desk. We will contact to you to discuss the status of your request within 72 hours.
Event Planning Checklist

_____ Advisor notified and, if after regular business hours, will attend event.

Advisor Signature: ______________________ Date____________
(must be dated one week prior to event)

_____ Budget available to pay for event confirmed with Student Life Coordinator.

SL Coordinator Signature: ______________________ Date____________

_____ Room reservation made with the scheduling office- two weeks in advance

1. Kopp Student Center Reservations (Online, Kopp Student Center)
2. Classrooms and Meeting Rooms: Gloria Radtke, gloria.radtke@normandale.edu)

_____ Contracts completed with Accounting and club contracts on file with the Student Life

_____ If using an off-campus entity, have all details been confirmed?

_____ Security notified and/or hired as necessary (x8274 F1250)

_____ ITS reservations made for equip. (contact Student Life Program Coordinator or Advisor to

make these reservations)

_____ Scheduled food catering with Lancer (Catering Mgr. 952-358-8614)

_____ Contacted building services for room set up (x8110, http://normandale.myworksite.com)

_____ Posters/flyers stamped at the Kopp Central Desk before posting

_____ Marketing/Communications notified of event (Geoff Jones 952-358-8191 C1071)

_____ Center for Experiential Education Planning & Registration forms (if applicable) copy provided
to the Student Life Program Coordinator in the Student Life Office at least two weeks prior to

event

_____ Copy of advertisement and this form returned to the Student Life Program Coordinator in the

Student Life Office at least two weeks prior to event

** I understand and have completed all necessary steps above, as indicated by the check marks.

(Club/Org/Group member turning in form)

Signature ____________________________________ Date: _____________

Please return this packet to the Student Life Program Coordinator one week prior to your

event, or, if you are applying for LEAD funds please turn this packet in with your LEAD

fund request.

Questions? Contact Amanda, 952-358-8848, amanda.lilgreen@normandale.edu.
Club Program Evaluation

Please keep this sheet until after the program is finished and then complete this form and return to K1425.

Name of Club: __________________________________________________

Name of Program: _______________________________________________

Date: _________  Time: ____________ Location: _____________

Name and contact information for facilitator/speaker/entertainer:

Name: _______________________________________________________

Address_______________________________________________________

Phone: ____________________ email: ___________________________

Budget for event: $_____________________________________________

Were you given LEAD funds for this event?  Yes_  __  No__  _

If yes, in what amount? $___________________________________

How many people attended your event? ______________________________

Was your event open to the public or just your club? ______________________

How did you advertise your event (please attach copies of advertisements):
________________________________________________________________
________________________________________________________________
________________________________________________________________

Would you repeat this program? _____

Why or Why Not?________________________________________________
________________________________________________________________
________________________________________________________________

Please return this form within two weeks of your program to

Amanda Lilgreen, Student Life Program Coordinator, K 1425
Advisor Commitment Form

After Regular Business Hours Event Form

Normandale Community College

I __________________________ (your name), the advisor of ______________________ (student club or organization), agree to be present the entire time for my group’s ___________________________ (event name) they have planned on __________ (date) from ________ (start time: including set-up) to ________ (end time: including take-down).

As advisor I understand that this event has been scheduled after regular business hours and commit to being in attendance during the entire event listed above. I understand that if I choose to leave at any time the event will be ended by the Normandale Community College security and Bloomington Police Officers present.

Print Name (Advisor)    Extension #     Email

Signature (Advisor)

Please return at least one week prior to the event to Amanda Lilgreen.

SL, C & O, Adopted Fall 2005, Updated Fall 2014