



The ultimate resource guide for Clubs and Organizations

Provided by the Student Involvement Office

Table of Contents



Student Organizations.....	3
Requirements and Privileges.....	3
Advisor Information.....	4
WCSA Funding.....	6
OrgSync.....	8
Getting Started.....	8
Adding Photos.....	10
Files	11
Adding Events to the Calendar.....	12
Registering an Event.....	12
Event Planning.....	14
10 Steps to Successful Event Planning.....	14
Reserving a Room.....	17
Catering Orders.....	19
Allergen and Food Safety.....	21
Advertising.....	22
Rentals.....	24
Services available through SIO.....	24
Media Center.....	25
Van Reservation.....	27
Speakers, Performers, and Film Screenings.....	30
Film Screenings.....	31
Professional Contracts.....	32
Hotel Reservations.....	33
Other Helpful Information.....	34

STUDENT ORGANIZATIONS

Requirements, Privileges, and Helpful Information

What it means to be “In Good Standing”

Requirements:

To be in good standing as a Registered Student Organization (RSO) with the Student Involvement Office (SIO), each organization must:

- Have an organization profile on OrgSync and update it by the 3rd week of each semester
- Maintain an updated constitution and members list, with designated officers, on OrgSync; Club sports must include a roster of players, including coaches; SLUs must include updated Moderator information
- Have an advisor from OWU faculty or staff
- Send two members from your organization to attend the OWU leadership seminars. (fall: GO! OWU and spring: The Summit)
- Send the Treasurer to attend the mandatory trainings as determined, one which is held during GO! OWU
- Abide by the rules and regulation of OWU; Any conduct violations may lead to a forfeit of privileges, see below

Privileges

The privileges of recognition by the SIO and of being In Good Standing are the ability to:

- Reserve rooms on campus
- Request WCSA funds
- Place orders through duplicating
- Register Events
- Access housekeeping and Buildings and Grounds work orders
- Reserve vehicles for transportation
- Reserve lodging arrangements
- Use resources and services through the Student Involvement Office (in this Guide)

Advisor Information:

It is up to the organization and the advisor to set the parameters of involvement. Some organizations have a pool of advisors to assist them with different aspects of the organization (financial, scholarship, programming). Some advisors have a high level of involvement with every aspect of the organization, others have a very limited role.

Visit <http://involveu.owu.edu/newClubApplications.html> for an Advisor Agreement

Advisor Functions:

Maintenance:

- Providing continuity with the history and tradition of past years
- Heading off situations that might cause poor public relations
- Providing advice when called upon
- Clarifying university policies
- Arbitrating any intra-group disputes

Group Growth:

- Teaching the techniques and responsibilities of being a good leader
- Coaching the officers in the principles of good organizational practice
- Teaching the elements of effective group operation
- Developing procedures and plans for actions
- Keeping the group focused on its goals
- Stimulating or even initiating activities and programs

Program Content:

- Introducing new program ideas
- Providing opportunities for the practice of classroom-acquired skills
- Helping the group to apply principles and concepts learned in the classroom
- Pointing out new perspectives and directions to the group
- Supplying expert knowledge and insights of experience

Responsibilities of Student Organization to the Advisor

Responsibilities of Student Organizations to their advisor include, but are not limited to...

- Establishing and sharing a job description for the advisor that clearly defines his/her responsibilities and lines of communication anticipated
- Notifying the advisor of all meetings, activities, and programs. Establish an organization meeting attendance schedule, which is mutually agreed upon by the advisor and the student organization
- Providing copies of meeting minutes in a timely manner
- Meeting regularly with the advisor to discuss organization matters
- Consulting the advisor prior to making significant changes to the structure of the Organization
- Consulting the advisor when any significant organization policy changes are made
- Showing respect and value for the advisor
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs

Responsibilities of the Advisor to the Student Organization

The responsibilities of Student Organizations to their advisor include, but are not limited to...

- Communicating clearly which meetings, activities, and programs you will be attending.
- Consistently checking in with student leaders to ask how to be helpful.
- Staying connected and updated on the budget of the student organization.
- Responding to concerns from any member of the Student Involvement Office.
- Respecting and keeping an open mind while providing feedback to students
- Serving as an advocate for students in the organization as they are successful.
- Providing resources for event planning including creating awareness of university, state, and federal laws to consider when event planning.
- Reporting any students of concern (mental, physical health) to the appropriate departments.

WCSA Funding



- The WCSA Budget Committee allocates money to Student Clubs and Organizations who are In Good Standing with the SIO
- At the end of each semester, groups may submit a budget proposal for the upcoming semester through the spring and fall funding process
- The Budget Committee holds weekly meetings for groups with supplemental funding needs
- Each Club or Organization is REQUIRED to attend the Budget Management System training prior to submitting for semester funding

Check out <http://wesleyancouncilonstudentaffairs.weebly.com/budget-committee.html> for the full budgetary guidelines.

Questions can be e-mailed to wcsabc@owu.edu

How To Request Supplemental Funding:

1. Create a new budget request in the Budget Management System in OrgSync for the correct budget period. This must be at least four days prior to the weekly Budget Committee meeting and three weeks before the event.
2. The Budget Committee will review your request.
3. You will be invited to attend the weekly Budget Committee meeting to answer possible questions regarding your budget request submission.
4. The Budget Committee will present their recommendations before the full body of WCSA and WCSA full body will vote your request based on the recommendations.
5. If passed, funds will be allocated based on a majority vote of the full body.

Guidelines for Budget Requests

1. Student Clubs/Organizations must be In Good Standing with the Student Involvement Office in order to receive funding from WCSA.
 2. WCSA shall allocate student Clubs/Organizations semesterly budget for each academic semester. Additional requests are heard on a weekly basis.
 3. All Spring and Fall Funding requests must be submitted using the required Spring or Fall Funding Request Form established by WCSA. It must be submitted by the deadline established by the Budget Committee.
 4. WCSA is not obligated to provide any funds requested. The following factors are taken into consideration for each request: balance in funds, scale of impact to the campus community, cost effectiveness, need and availability of event.
 5. If an organization fails to send a representative to the request meeting hearing, WCSA has the right to recommend \$0 for the funding request.
 6. Officers of a student organization are personally responsible for use of WCSA funds. WCSA is not liable for any debt or obligation incurred by a student organization and reserves the right to pursue appropriate action against individuals who misappropriate WCSA funds.
 7. The Budget Committee may remove funds from any student organization account that has posted no transactions for a period exceeding 3 months, unless such Clubs/Organizations whose proposed events are set to occur later in the academic year.
 8. At the end of the academic year, all funds remaining in student Clubs/Organizations accounts shall be removed and placed back in the WCSA general allocation account.
 9. WCSA maintains very strict and precise guidelines governing the allocation of funds to events political in nature. The Budget Committee and WCSA shall make judgments regarding events
 - a. WCSA may fund on-campus events of a political nature if such events are primarily educational in purpose, beneficial to the student body, non-injurious to the University community, and judged to possess merit and value. WCSA will not fund on-campus events of a political nature if such events are solely partisan in nature and bereft of educational value.
 - b. WCSA will not fund student transportation to or participation in off-campus events of which the central purpose is: Partisan advocacy; Fundraising for a political party or candidate(s) for political office; Any activity in which participation manifests itself primarily through action of any type reasonably expected to influence government officials or hinder the enforcement of any law or regulation of the United States, respective states or their political subdivisions, or any foreign state in which the event may take place.
 - c. WCSA may fund student transportation to and participation in political events in which: Participation is primarily through the consumption of information presented by a third party; The main focus, is in either an observational or philosophical context, is primarily educational, service, religious, cultural, career oriented, or of immediate and verifiable benefit to the community.
- of mixed or ambiguous natures according to the provisions of their guidelines (Section V of guidelines).
10. No WCSA funds will be allocated for the purchase of food items unless it is essential to the function of the event or organization.

11. No more than three off-campus conferences or competitions will be funded by WCSA per organization per year, with some exceptions.
12. WCSA will fund up to 50% of conference or competition registration fees, with the exception of club sports.
13. WCSA will not allocate funds to any organization that maintains an off-campus bank account. WCSA will allocate funds only by transfer to a University student organization account through the Student Involvement Office.
14. WCSA may allocate funds to student Clubs/Organizations for uniforms if they are an integral part of the activities of the organization, but such an allocation can be made only once every four years and uniforms must be stored in the club sport storage cage located in HWCC at the end of each season.
15. WCSA will only allocate funds for events in advance, and will not reimburse any organization for any expense that was not approved beforehand by WCSA through the provisions their Guidelines.
16. WCSA will not allocate funds to honorary societies, academic departments or their subsidiaries, or university athletic programs with the exception of club sports.

Reimbursements and Check Requests

Reimbursements and check requests must be completed through the FORMS section in OrgSync. You must be logged into your organization's portal in order to submit. Please make sure that the forms are completed with full descriptions in order to not delay processing. Also, you must provide original documentation to the SIO as per accounting requirements once your form has been submitted.

Reimbursements under \$75.00 are processed in cash. All cash processing takes about 10 days and will be sent directly to your personal OWU mailbox. Any amount above \$75.00 requires the SIO to submit a check request, which will take about 2 weeks for processing and will be sent directly to your personal OWU mailbox.

Student Involvement Office Credit Cards:

The Student Involvement Office offers you the opportunity, if you are in good standing, to purchase items or supplies using the office credit card. If you would like to use the credit card, please contact the SIO office manager to set up an appointment. When purchasing from the web, make sure you have the website and information ready to go before arriving for your appointment.

The Student Involvement Office also has available additional credit cards for those clubs that will be travelling. These cards are specifically for gasoline, tolls or parking charges only. These cards have a limit and have specific restrictions attached to them. Please stop by the Student Involvement Office for more information regarding the usage of these credit cards.

ORGSYNC

Login to OrgSync

First Time Users:

First time users must create a login and password

1. Log onto <https://orgsync.com/login>
2. Choose Ohio Wesleyan as your community
3. Click on "Not a member? Register now"
4. Complete required fields
 - Use your OWU e-mail account as your login

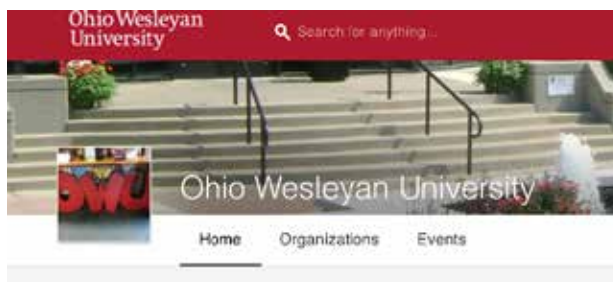
Returners :

1. Log onto <https://orgsync.com/login>
2. Choose [Ohio Wesleyan](#) as your community
3. Enter your Ohio Wesleyan email username and password
4. Select Login

Joining an Organization

1. Login to OrgSync
2. From the community home page select the Organizations action button (A)
3. Locate a specific organization by searching name, category, or keyword, or simply browse different organizations (B)
4. Once you Locate the Organization you are looking for Click "Join Now" button on the Organization Page (C)

A



B



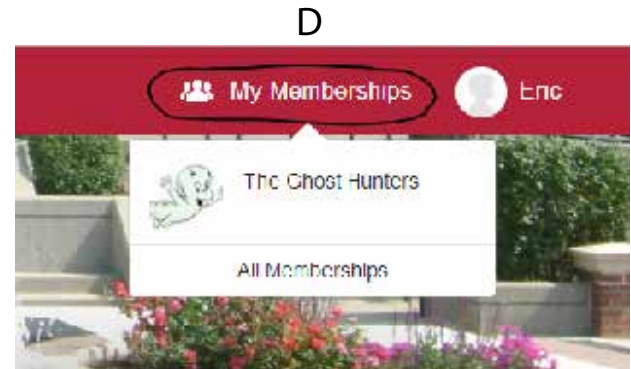
C



5. When the box appears asking for a password, enter the password given to you for the organization OR click "I Don't Know the Password", then "Submit Request"

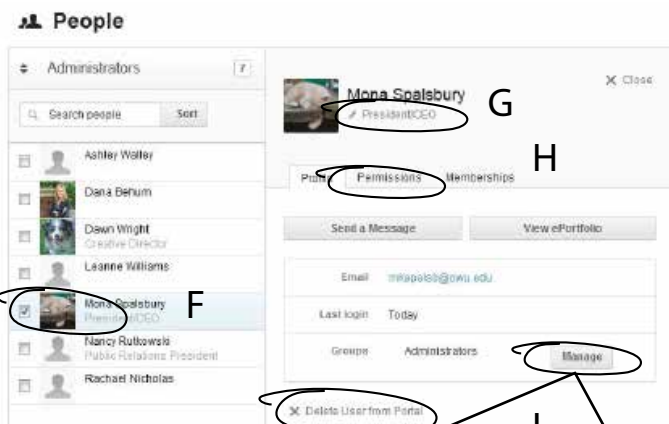
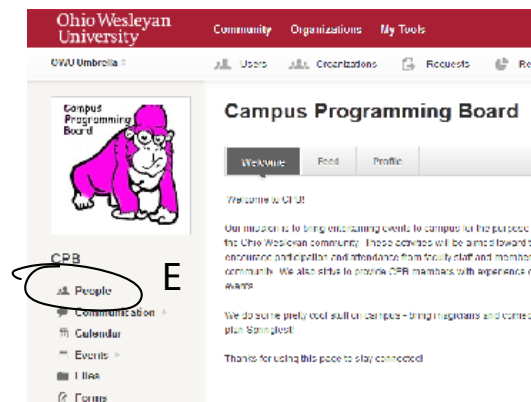
Finding Your Current Organization

1. From the Community Home page, scroll your cursor over “My Memberships” on the top of the page next to your profile name. This will present a drop down menu of all organizations in which you are a current member (D)
2. Select the organization page you would like to visit from the drop down menus.



Organizing your Roster

1. You must be an administrator to change member's titles and permissions. If you need to be added as an administrator, please contact a current administrator, (i.e. your president)
2. From your Organizations home page select “People” from the navigation bar under your organization's name. (E)
3. To view or change a members title and permissions click on their name. Their profile for your organization will appear on the right (F)
4. To edit their title, click the pencil under name on their organization profile (G)
5. To change what permissions they have for the organizations page, go to permissions in their organization profile (H)
6. To manage their status in the group, use the group manage button in their profile (I)
7. To delete them permanently from the group, choose “X Delete User from Portal”.



Roster must be updated by the third week of each semester to remain In Good Standing

Uploading Photos to OrgSync

1. From your Organization's home page select "Photos" from the navigation bar. (J)

2. On the "Photos" page select the green "Create an Album" action button in the right hand corner (K)

3. Create a unique Name for your Album (L)

4. Select your "Permission Level" (M)

Public: makes album visible to everyone on OrgSync

Your Group: Only members of the group to which you uploaded the album can see your photos

Selected people/groups within your group: Only groups of people within the selected group can see your photos

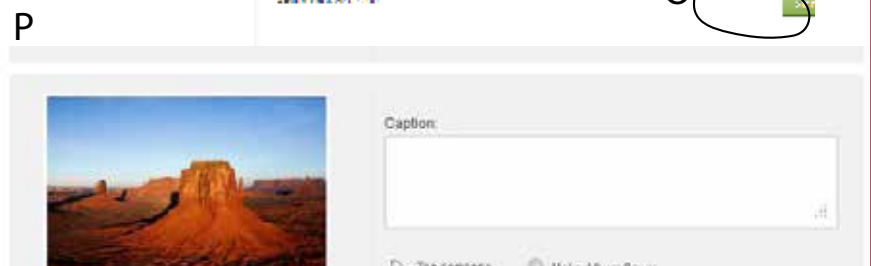
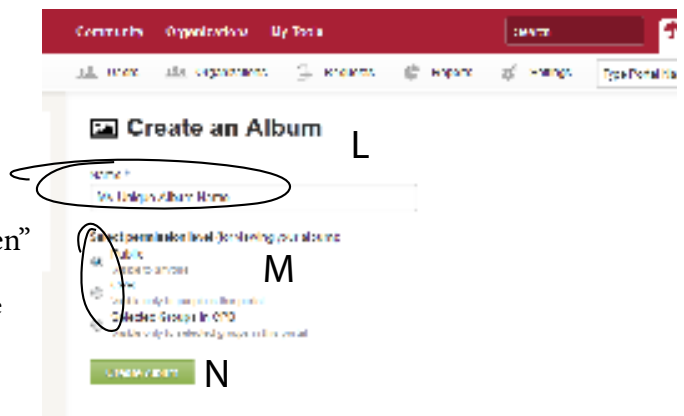
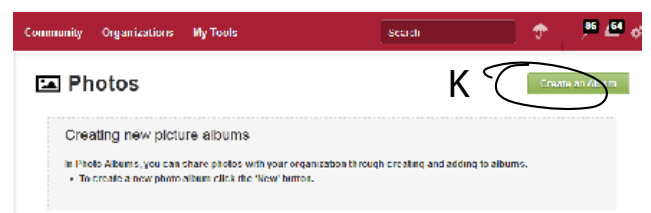
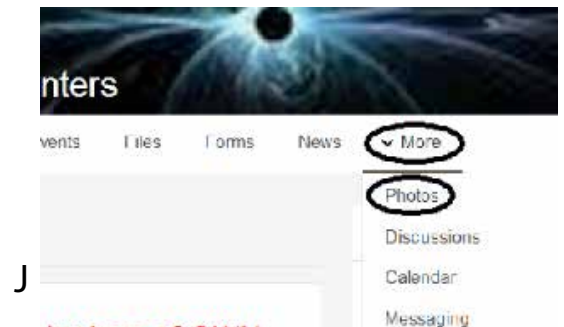
5. Select "Create Album" (N)

6. Select "Start Uploading" (O)

7. Select the pictures you'd like to have in your Album from your computer, then select "Open" Please make sure you or your group owns the selected pictures and that you have the right to post them on the internet

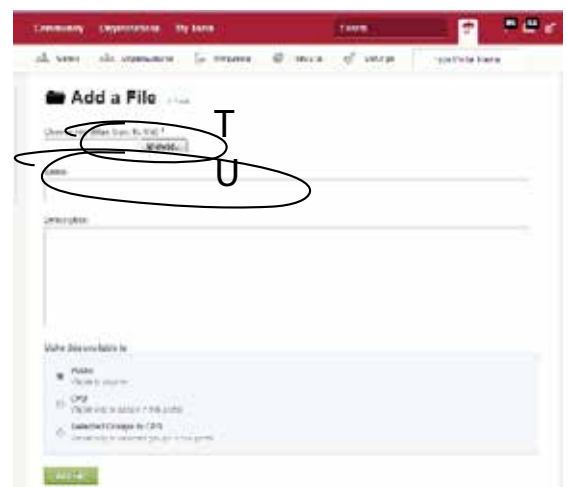
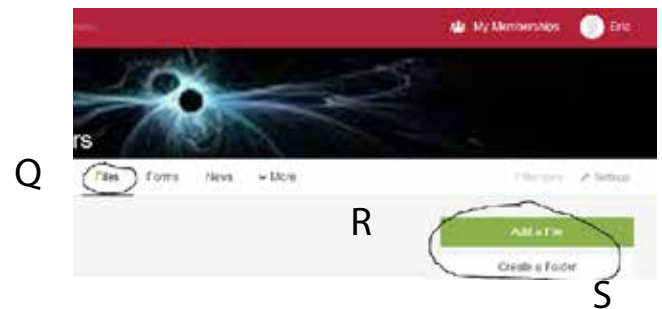
8. You can write a caption, tag someone, and make a picture the album cover once it is uploaded. When you are done select "Update Information" (P)

9. You can continue to add photos to album as needed



Uploading Files to OrgSync

1. From your Organization's home page select "Files" from the navigation bar. (Q)
2. If you would like to add a single file Select "add a file" (R)
3. If you would like to put multiple files together in a folder, then first you select "Create a folder" (S)
4. Browse your computer for the file you would like to upload and choose your file (T)
5. Type a Name for your file (U)
6. OPTIONAL: Write a brief description of your file.
7. Select your availability setting as "Public" or "Selected Group". If you select Public, anyone on OrgSync can see your file. Make sure it is not club sensitive information if you are choosing to make it public.



Accessing your Files

1. From your Organization's home page select "Files" from the left hand navigation (Q)
2. If your Files are not in a Folder or if you know the Folder your File is in, find it in the Files List
3. If you do not know the Folder your Files is in, you can use the search box to search for your file by name.
4. Once you open the file page on OrgSync, you can download the file to your personal computer.

*Not all files are accessible to everyone on OrgSync. There are files that can only be accessed by certain groups. If you feel you need to access a file that you are unable to, contact the Officer of the Organization who owns the file or the Student Involvement Office.

Adding Events to the Calendar

1. From your Organizations homepage select the event button that is on the navigation bar.
2. Select the “Create Event” action button on the right (V)
3. Complete the form with all required information.
4. Determine who can participate and how many people can RSVP.
5. Establish who can view your event. If you want your event to show up on the Community Calendar you must check the box in this screen that does so.
6. Select the green “Submit” Button to create your event.
7. Invite people or share your event with the community.



Registering Events on OrgSync

When do I need to register an event on OrgSync?

1. If you are hosting an event that will have alcohol present.
2. If your club/organization is hosting an event with guests who are not members of your organization.
3. You are planning an event where 75 or more people will be present.

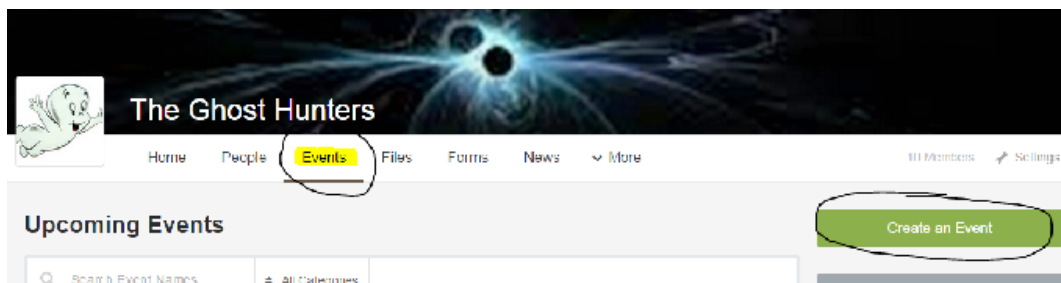
I know I need to register an event, what all do I need to do?

1. Make sure you register the event on OrgSync
2. Ensure that you have booked a space, if necessary, on Ad Astra (Instructions in this Guide).
3. Advertise! If your event is open to the public, make sure they know about it!

How do I register an event on OrgSync?

1. Go to your Organization's Portal and click “events” and then “Create Event.” (1)
2. Fill out the required fields (Be specific!) and click “Create Event.” (2)
3. Continue to fill out the required information about your event, how many guests will be in attendance, whether or not there will be alcohol, etc. then click “Continue.” (3)
4. Read and mark that you have read the policy for Security at Events and click “Finish!” (4)

1



2

Create an Event

Details

Event Name **REQUIRED**

Category **REQUIRED**

Deposit

Type

☒ One-Time ☐ Recurring

Starting **REQUIRED**
 at ☐ All Day

Ending **REQUIRED**
 at

3

Event Registration Form

This form is to be completed if your event meets ANY of the following criteria:

- * All events with alcohol, regardless of size
- * Any event with anticipated attendance of greater than 75 OWU or non-OWU students
- * All Hazing or hazing events that include non-members
- * All 501(c)(3) events

This form must be submitted NO LESS THAN 7 BUSINESS DAYS BEFORE the date of the event to have the greatest chance of approval. (Cancellation includes alcohol provided through Event requires 25 business days in advance.) If your event includes alcohol, and is not registered on time your organization will be referred to Risk Management.

NOTE: IF YOUR EVENT IS CANCELLED, IT IS YOUR RESPONSIBILITY TO NOTIFY THE APPROPRIATE PARTIES. FAILURE TO NOTIFY COULD RESULT IN FINES OR FORFEITURE. (i.e. Public Safety, Chancellors)

SELECT EACH CLUB/ORGANIZATION INVOLVED WITH THIS EVENT **REQUIRED**

☐ Alpha Chi Omega

☐ Alpha Delta Phi

4

Previous

Finish

Forms

Forms on OrgSync are used by various offices and organizations in many different situations.

1. Forms can be accessed from the navigation bar on your organizations home page.
2. All accessible forms will be listed, make sure you are filling out the correct one.
3. If a form is closed it has passed its specified due date. You will need to contact an administrator if you would like the form re-opened for submissions.

Forms

Forms | All Submissions

Search Name Categories

Delete

Reimbursement Form	Community-wide	May 12
Van Rental Form	Community-wide	May 8
Check Request Form	Community-wide	May 7, 2:00pm
Event Registration Form	Community-wide	May 1
Overnight/200 Mile Travel Form	Community-wide	April 26
Bus Rental	Community-wide	April 9
OWU Group Travel Form	Community-wide	April 7

Delete



EVENT PLANNING



Who, what, why, when, where?

10 Steps to a Successful Program

***Note if your event can be described by any of the following, you must fill out the event registration form on OrgSync which can be found at <https://orgsync.com/8131/forms/33190> ***

- All events with alcohol, regardless of size
- Any event with anticipated attendance of greater than 75 OWU
- All events with non-members (this include potential new members as well as Alumni)
- All SLU events
- All off-campus events

1: Identify the purpose and community/organization needs

- What is the purpose of your organization?
- How can that be demonstrated?
- What is going on currently on campus that might be effecting your organization and/or its purpose?

2: Identify what type of event/activity you would like to do

- Who is your target audience? What would your audience respond to?
- What is the goal of your event? What would you like to accomplish through this event?
- What is realistic?

3: Consider establishing partnerships with other organizations/departments to assist with the planning, funding, and execution of the event

- Does a department or student organization have resources you can share that would help the planning and execution of the program?
- Would partnering with another person/group enhance the experience for participants and/or the number of participants?

4: Decide on a date and time for the event/ activity

- Check the OWU calendar for events that are already planned.
- What day/time works best for your intended audience? Would a certain day/time exclude people?

5: Consider locations and types of facilities to host the event and then reserve a space

- What are your space needs?
- How many people do you anticipate attending?
- How much room will they need to participate in the activity?
- How should you arrange the space?
- If your event is outdoors will you need a rain location/date?
- Check <http://reserve.owu.edu> to find an available room ((instructions in this Guide).



6: Create an event/activity budget

- Determine your current budget and BE REALISTIC about costs.
- Things to consider: supplies, food/snacks, travel, maintenance, marketing, rental equipment/ AV, co-sponsorships, Buildings and Grounds requests, Security, etc.
- Be sure to consider whether the program is worth the cost per person.
- When making purchases for your event, avoid using personal funds to be reimbursed. Purchases can typically be made by reserving and using a University Credit Card. Please contact the Student Involvement Office for an appointment to review your needs for potential purchases.



7: Create an event time line

- Outline all essential decisions/activities that need to be made before, during and after the event:
- Week of the event: confirm all requests; last marketing pitch; have participants complete an evaluation; coordinate/confirm your volunteers and their assignments
- After the event: leave the space as you got it CLEAN UP; send THANK YOUS; compile evaluation results; assess strengths and areas for improvement.

8: Request funds from WCSA (pg. 8) and fund raise

- Student Clubs/Organizations must be in good standing with the Student Involvement Office in order to receive funding from WCSA
- WCSA shall allocate student Clubs/Organizations' semesterly budget for each academic semester.
- You must fund raise at least 5% of your total cost.
- Complete the current Budget Request form on OrgSync.

9: Implement an advertising campaign

- Posters, table tents, e-mails, word of mouth, chalk sidewalks, giveaways, etc. - think outside the box!
- Remember to include WHO, WHAT, WHERE, WHEN, and maybe even WHY/HOW? Remember to include your clubs/organizations social media on all public relations materials!
- Post your event to the OWU Daily (instruction in this Guide).

10: Coordinate and execute event/activity logistics

- Things to consider: Maintenance requests, Sound Tech requests, purchase supplies, confirm volunteers, reserve caterer, room setup, travel waiver, and rosters. Be sure to revisit and confirm logistics closer to the event.

After your event:

Follow-up and evaluate

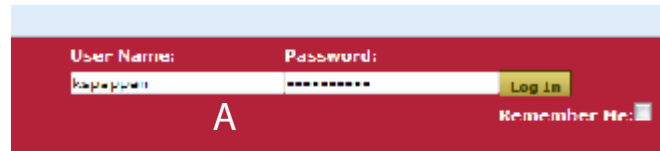
- Return resources and equipment
- Review the event with attendees, partners, etc. To determine strengths and areas for improvement.
- Send thank you's to sponsors, helpful individuals/ departments, etc.

Please check out the Event Planning Checklist, located on OrgSync, for more tips and pointers for planning a successful event!

<https://orgsync.com/8131/files/181297/show>

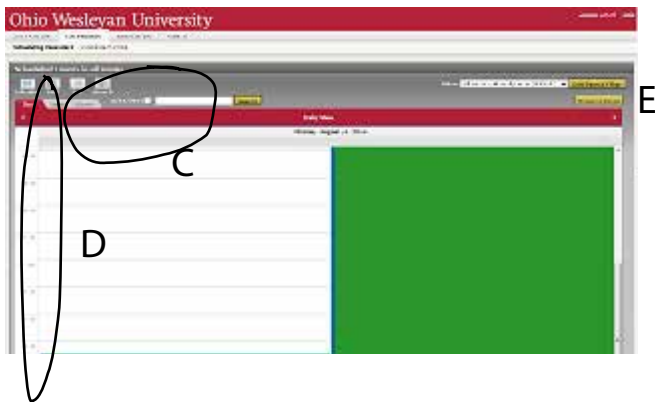
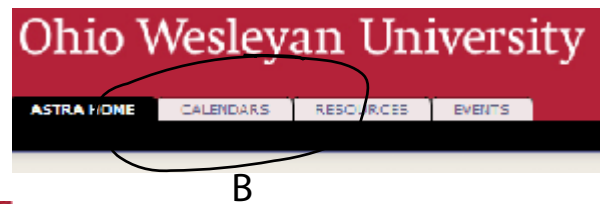
Reserving a Room

For more information, email reserve@owu.edu



1. Go to <http://schedule.owu.edu>.
2. Log in with your OWU username and password (A) in the top right corner
3. Select the calendar tab (B) on the home page to identify if the room is available.
 - Go to the date (C) which you would like to hold your event.
 - Find the time (D) you would like to hold your event.
 - All reserved rooms for that date and time will be listed on the calendar.
 - If the room you would like to reserve is not listed it is likely available (if there are no pending requests for it).

4. Click the yellow “Request Event” (E) button above the calendar.



5. Enter the title of your event in the Form:
 - Select “Event Request - Faculty/Staff/Students” event request form for OWU events. You will always want to use this form however, you must be logged in with your username and password in order to access it.
6. Fill out the form with all of the information requested.



8. In the new form, fill out all the details, such as meeting name and type (F)

9. Then, scroll down until you see the figure below select the date and time and then click “create” (G)

Meeting Recurrence

Sample Meeting(s) | **RECURRING** | SCHEDULED

Start Time: 12:00 PM | End Time: 4:00 PM

Calendar: July 2014 | August 2014

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jul	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug																															

Ohio Wesleyan University

Event Request (New) | Event Request | Event Request | Event Request | Event Request

PLEASE NOTE: This form is for use of campus space. Please fill out the form completely. If the space you request is available, you will receive an email confirmation. If the space is not available, the alternative space you requested will be submitted. If this is not available you will be contacted. Please allow three business days for your request to be processed. NOTE: Events marked with an asterisk (*) are recurring.

Event Information

Request Name: [Text Box]

Request Location: [Text Box]

Request Date: [Text Box]

Request Time: [Text Box]

Request Duration: [Text Box]

Request Description: [Text Box]

Requester Name: [Text Box]

Requester Email: [Text Box]

Requester Phone: [Text Box]

Requester Address: [Text Box]

Requester City: [Text Box]

Requester State: [Text Box]

Requester Zip: [Text Box]

Requester Title: [Text Box]

Requester Organization: [Text Box]

Requester Department: [Text Box]

Requester Building: [Text Box]

Requester Room: [Text Box]

Requester Floor: [Text Box]

Requester Office: [Text Box]

Requester Room Number: [Text Box]

Requester Room Name: [Text Box]

Requester Room Type: [Text Box]

Requester Room Size: [Text Box]

Requester Room Capacity: [Text Box]

Requester Room Features: [Text Box]

Requester Room Amenities: [Text Box]

Requester Room Equipment: [Text Box]

Requester Room Furniture: [Text Box]

Requester Room Lighting: [Text Box]

Requester Room Sound: [Text Box]

Requester Room Temperature: [Text Box]

Requester Room Humidity: [Text Box]

Requester Room Air Quality: [Text Box]

Requester Room Noise Level: [Text Box]

Requester Room Security: [Text Box]

Requester Room Access: [Text Box]

Requester Room Parking: [Text Box]

Requester Room Transportation: [Text Box]

Requester Room Other: [Text Box]

Requester Room Comments: [Text Box]

Requester Room Notes: [Text Box]

Requester Room Status: [Text Box]

Requester Room Availability: [Text Box]

Requester Room Reservation: [Text Box]

Requester Room Booking: [Text Box]

Requester Room Confirmation: [Text Box]

Requester Room Cancellation: [Text Box]

Requester Room Modification: [Text Box]

Requester Room Renewal: [Text Box]

Requester Room Extension: [Text Box]

Requester Room Termination: [Text Box]

Requester Room Renewal Date: [Text Box]

Requester Room Extension Date: [Text Box]

Requester Room Termination Date: [Text Box]

Requester Room Renewal Time: [Text Box]

Requester Room Extension Time: [Text Box]

Requester Room Termination Time: [Text Box]

Requester Room Renewal Duration: [Text Box]

Requester Room Extension Duration: [Text Box]

Requester Room Termination Duration: [Text Box]

Requester Room Renewal Capacity: [Text Box]

Requester Room Extension Capacity: [Text Box]

Requester Room Termination Capacity: [Text Box]

Requester Room Renewal Features: [Text Box]

Requester Room Extension Features: [Text Box]

Requester Room Termination Features: [Text Box]

Requester Room Renewal Amenities: [Text Box]

Requester Room Extension Amenities: [Text Box]

Requester Room Termination Amenities: [Text Box]

Requester Room Renewal Equipment: [Text Box]

Requester Room Extension Equipment: [Text Box]

Requester Room Termination Equipment: [Text Box]

Requester Room Renewal Furniture: [Text Box]

Requester Room Extension Furniture: [Text Box]

Requester Room Termination Furniture: [Text Box]

Requester Room Renewal Lighting: [Text Box]

Requester Room Extension Lighting: [Text Box]

Requester Room Termination Lighting: [Text Box]

Requester Room Renewal Sound: [Text Box]

Requester Room Extension Sound: [Text Box]

Requester Room Termination Sound: [Text Box]

Requester Room Renewal Temperature: [Text Box]

Requester Room Extension Temperature: [Text Box]

Requester Room Termination Temperature: [Text Box]

Requester Room Renewal Humidity: [Text Box]

Requester Room Extension Humidity: [Text Box]

Requester Room Termination Humidity: [Text Box]

Requester Room Renewal Air Quality: [Text Box]

Requester Room Extension Air Quality: [Text Box]

Requester Room Termination Air Quality: [Text Box]

Requester Room Renewal Noise Level: [Text Box]

Requester Room Extension Noise Level: [Text Box]

Requester Room Termination Noise Level: [Text Box]

Requester Room Renewal Security: [Text Box]

Requester Room Extension Security: [Text Box]

Requester Room Termination Security: [Text Box]

Requester Room Renewal Access: [Text Box]

Requester Room Extension Access: [Text Box]

Requester Room Termination Access: [Text Box]

Requester Room Renewal Parking: [Text Box]

Requester Room Extension Parking: [Text Box]

Requester Room Termination Parking: [Text Box]

Requester Room Renewal Transportation: [Text Box]

Requester Room Extension Transportation: [Text Box]

Requester Room Termination Transportation: [Text Box]

Requester Room Renewal Other: [Text Box]

Requester Room Extension Other: [Text Box]

Requester Room Termination Other: [Text Box]

Requester Room Renewal Comments: [Text Box]

Requester Room Extension Comments: [Text Box]

Requester Room Termination Comments: [Text Box]

Requester Room Renewal Notes: [Text Box]

Requester Room Extension Notes: [Text Box]

Requester Room Termination Notes: [Text Box]

Requester Room Renewal Status: [Text Box]

Requester Room Extension Status: [Text Box]

Requester Room Termination Status: [Text Box]

Requester Room Renewal Availability: [Text Box]

Requester Room Extension Availability: [Text Box]

Requester Room Termination Availability: [Text Box]

Requester Room Renewal Reservation: [Text Box]

Requester Room Extension Reservation: [Text Box]

Requester Room Termination Reservation: [Text Box]

Requester Room Renewal Booking: [Text Box]

Requester Room Extension Booking: [Text Box]

Requester Room Termination Booking: [Text Box]

Requester Room Renewal Confirmation: [Text Box]

Requester Room Extension Confirmation: [Text Box]

Requester Room Termination Confirmation: [Text Box]

Requester Room Renewal Cancellation: [Text Box]

Requester Room Extension Cancellation: [Text Box]

Requester Room Termination Cancellation: [Text Box]

Requester Room Renewal Modification: [Text Box]

Requester Room Extension Modification: [Text Box]

Requester Room Termination Modification: [Text Box]

Requester Room Renewal Renewal: [Text Box]

Requester Room Extension Renewal: [Text Box]

Requester Room Termination Renewal: [Text Box]

Requester Room Renewal Extension: [Text Box]

Requester Room Extension Extension: [Text Box]

Requester Room Termination Extension: [Text Box]

Requester Room Renewal Termination: [Text Box]

Requester Room Extension Termination: [Text Box]

Requester Room Termination Termination: [Text Box]

Meetings

Create | Request Rooms | Delete

Name	Start Date	Start Time	End Time	End Date
1st Floor	07/14/14	3:00 PM	4:00 PM	08/14/14

10. Your event will appear in the box to the right (H). Select the box and then select “Request Rooms” (I)

11. The filters are located on the left (J), you can use them to narrow down your search

- To ensure every available room shows up, edit ONLY the building, nothing else, and make sure the capacity boxes remain blank--otherwise the system will rule out almost every room, including those that are available, as most of our rooms are multi-purpose.
- You will be able to see if rooms are unavailable to be requested (they will be shaded red) If a room is available and you would like to request it, simply click on it and it will become shaded green and stating “selected” (K)

Room Selection

Filter | Room | Capacity | Building | Room Name | Room Number | Room Type | Room Size | Room Features | Room Amenities | Room Equipment | Room Furniture | Room Lighting | Room Sound | Room Temperature | Room Humidity | Room Air Quality | Room Noise Level | Room Security | Room Access | Room Parking | Room Transportation | Room Other

Room	Capacity	Building	Room Name	Room Number	Room Type	Room Size	Room Features	Room Amenities	Room Equipment	Room Furniture	Room Lighting	Room Sound	Room Temperature	Room Humidity	Room Air Quality	Room Noise Level	Room Security	Room Access	Room Parking	Room Transportation	Room Other
1st Floor	100	1st Floor	1st Floor	100	1st Floor	100	1st Floor	100	1st Floor	100	1st Floor	100	1st Floor	100	1st Floor	100	1st Floor	100	1st Floor	100	1st Floor

ASTRA HOME | CALENDARS | ACA

Events | Event Request | Robification UI

Editing | Submit | Cancel

Event Request (New - Event Request)

12. Once you have selected the room/s you prefer, complete the rest of the request form and click the “Submit”(L) box located back at the top left of the form.

13. Please note, your event has not be reserved UNTIL you receive a confirmation email saying that your event has been confirmed. These requests are approved in the order that they are received, so getting your room reservation request in as early as possible is highly recommended.

14. When the Calendar Coordinator reviews your request, it will either be approved, denied, or a request for additional information will be sent via e-mail. The “event summary” will confirm that your request has been approved and will have the confirmation number you need to submit an OrgSync event registration form or want to submit an announcement/advertisement on the OWU Daily.

Catering Orders



Placing an order with Chartwell's at Ohio Wesleyan University:

For small/simple events, place your order at least 1 week in advance.
For larger events, place your order at least 2 weeks in advance.

1. Visit <https://owucatering.catertrax.com/>
 - if you do not have an existing account click “Need an Account?”
2. Fill out all of your information for your new username if necessary.
3. Click New Order form, on the right side of the page.
4. Select the type of item you would like to order from the column on the left hand side of the website(M).

5. Once you find an item you may want to order, select “View Details”



M



6. This will bring up a new site with the details of the item you selected.

- Be sure to change the Number of Guests to the number of guests you would like to serve.
- Items in Grey are Free, if you would like to make any additions that are not included, you can. Items that with additional cost are Green.

7. Once you select “Order” you will be taken to a site to confirm your selection and add the details of your event.

8. Select the date of your event. The dates are selected in different colors based on the price of an order on those days. It may cost more for a weekend event or an event booked less than 5 days in advance.

9. Make sure to review your selection one final time before placing your order.

10. Check out. In this step you need to enter the account number or person who will be paying for the event.
If you are unsure of your account number please contact the Student Involvement Office (740-368-3192)

- Your order is not complete until you select the “Process This Order” button on the Step 4: Check Out Screen.
- You are able to go back and change any details of your order before you press this button by clicking on the Step 1-4 buttons at the top of the page.

11. Be sure to update Chartwells of any changes to the amount of people attending the event.

Cupcake Break

Chocolate and Vanilla Cupcakes, Coffee, Decaf, Lemonade and Ice Water.

\$4.49 Per Person

Number of Guests:

Special Instructions

Includes: Coffee and Decaffeinated Coffee - Included

Includes: Lemonade and Ice Water - Included

Add: Breaks Beverages

Add: Breaks Additions

Add: China Service outside Hamilton Williams Campus Center

Add: BioWare Service

ORDER

Step 1 Confirm Selection | **Step 2 Event Information** | Step 3 Review Selection | Step 4 Checkout

Date Selection

4/12/2013

Date Good To Go!

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Delivery / Pickup

*Method: Delivery On Campus

☐ Copy Contact Information

*Event Contact: Leanne Williams

*Building:

*Room #:

*Have you reserved your room with OWU Reservations?:

Event Details

Additional service times may be available by prior arrangement. Please contact us to discuss your needs.

*Food Delivery Time:

*Event Start Time:

*Event End Time:

*Event Clean-Up Time:

If Internal Event, please check box: ☐

*Guest Count:

Tax Exempt: ☒

Please Specify:

Food Safety Awareness

In an effort to ensure the safety of all students and their guests where food is served we offer this overview for events where food is either (a) prepared by students, or (b) contracted from an outside vendor. The focus is on general food safety as well as raising an awareness of food allergies and labeling.

In general, it is prudent (and provides good information for guests) to label all foods being served.

Food Allergens – 90% of all food allergic reactions are caused by the following 8 food groups:



General Food Safety – Important things to remember

- It is important to cook foods to proper temperatures as well as hold both hot and cold foods at proper temperatures and holding times.
- If a student group is preparing the food please ensure that you follow the minimum internal cooking temperatures for the foods listed on the chart.
- Hot foods need to be held at a minimum of 140 degrees and no longer than 2 hours. If it goes below 140, it needs to be rapidly reheated until it reaches an internal temperature of 165 degrees.
- Cold food should be maintained at 45 degrees or below.
- Please be sure all food has proper serving utensils so guests never have to handle community food with their hands.
- Additionally, ensure that utensils are not shared between dishes, specifically those containing any possible allergens.

Common Food Allergies

The most common allergy is an allergy to nuts (recipes with nuts, nut products, cooked in peanut oil, etc.) (Chartwells' does not carry any form of nut oil on campus).

- If possible, avoid foods containing or produced with nuts/nut products
- If a dish with nut products must be served, it is the responsibility of the host student to ensure signage is provided alerting guests that "This dish contains nuts".
- If you are bringing food from an outside vendor, you must get a list of ingredients they have used that fall into the 8 categories listed above.
- Dining Services would be happy to provide signs if requested in advance of the event. While peanuts are not nuts (they are classified as legumes) they are a common allergen.



Advertising

There are many ways to advertise on campus, make sure you are using the most effective ones for your club/organization/event.

The best way to get noticed on campus is to **BE CREATIVE**

OWU Daily & Calendar

Submissions to the OWU Daily are a free and easy way to advertise

1. Go to <https://admin.owu.edu/submissions-secure/>
You can access this link from:
 - the OWU Daily
 - Your MyOWU Home
2. You will need to use your OWU username (same as your e-mail) and password to access the form.
3. Fill out the form completely and submit.
4. To add your event to the OWU Calendar, choose the “Upcoming Events” Options under “Type of Information”

Tips:

- Be sure to make your daily listing in advance. Make sure attendees will have proper time to plan to attend your event.
- Submissions should be received prior to 5 pm the day before your desired publication date(s) and can be submitted as early as you wish.
- Submissions may be published up to four times.
- If your submission needs to be postponed, canceled, or urgently changed, please notify us right away by emailing updates-group@owu.edu.
- Make sure you have made a room reservation before submitting your event to the daily.
- Be sure to review the submission guidelines before you submit your event. Guidelines can be found at: <http://submissions.owu.edu/submissionGuidelines.html>

OrgSync

OrgSync can be used in many ways to advertise your Club/Organization/Event

- Post events on the OrgSync Calendar (see instructions in this Guide)
- You can create a Banner to run on the home page of OrgSync for an event.
- Post pictures and advertisements to your groups page on OrgSync (see page 16 for instructions)
- Send group texts to everyone in your organization via OrgSync
- Send group e-mails to everyone in your organization via OrgSync

Posters, Flyers, Banners

Placing an Order with Duplicating (Print Services)

Print Services offers a variety of services for students, faculty and staff to choose from. Services include a wide variety of colors and types of paper for any occasion. In addition, we have OWU and custom printed color copies, T-shirts, mouse pads, coasters, bags, hats, mugs etc.

1. To place an order go to <http://adminservices.owu.edu/data/printJob.php>
2. Fill out the online form. Be sure to fill out all information on the form. Also be sure your document is in a readable format (the best is .pdf)

Tips:

- All clubs must have approval from the Student Involvement Office in order to submit an order to duplicating (unless they are choosing to pay for it personally). Students will receive a slip showing they have the correct account number and their club has adequate funds to pay for their order.
- A student can place an order to duplicating without with this slip, but must have it when they pick up their order.
- Orders should be submitted at least one week prior to desired pick-up date.
- Place the following information on your flyer: sponsoring organization(s)/ funds/department(s), date, time, location
- Pick up your order at the print shop (Schimmel/Conrades Science Center, Room 184) or request campus mail.
- If you plan on hanging your flyers/posters make sure to review the Flyer posting policy at <http://reserve.owu.edu/pdfs/FacilitiesUsePolicy.pdf>
- Contact duplicating 740-368-3379 for more information.

Banner Making:

You are welcome to buy a bed sheet and paint it for advertising purposes.

- To hang your banner in the HWCC atrium you will need to reserve space in the Student Involvement Office.
- You may also hang it various places around campus. Be respectful of members of the campus community and campus facilities.

Reserve the TV:

You are able to reserve the TVs in the HWCC Atrium to play a PowerPoint.

- You must reserve a date to use the TVs in the Student Involvement Office.
- PowerPoint must be provided to SIO on a jump drive the morning it is to be run
- If you would like your jump drive returned it must be properly labled. The Student Involvement Office is not responsible for jump drives that are lost or not returned.

Tabling:

You are able to reserve a table for the HWCC Atrium in the Student Involvement Office.

- The tables fill up fast so be sure to reserve the table early.

Chalking Policy:

- Chalked messages may only be placed on flat, horizontal, concrete surfaces which are free from awnings, porches, or other coverings. Chalking is prohibited on brick (or any other non-concrete surfaces), campus buildings, light poles, memorials, fountains, artwork, etc. All messages are must be in keeping with University standards.



RENTALS

Find Resources on Campus

Services Available Through the Student Involvement Office

For Registered Student Organizations in Good Standing

- Sandwich boards
- Cash boxes
- Sidewalk chalk
- Easels
- Bose sound system (see below)
- HWCC display cases & banner displays
- Leadership, Team Building, and Ice-breaker Idea books
- Moving display signs
- Storage for supplies
- Storage sports equipment
- Use of HWCC televisions during lunch
- Room reservations
- Use of on campus facilities
- Club mailbox
- Corn hole
- Help/advice
- Ellison machine (paper not included)

Items available with extra cost:

- Poster printer
- Balloons and helium
- Paper rolls (can be used on bulletin boards in residence halls, etc.)



The Media Center

The Media Center is located on the lower level of Beeghly Library. The Media Center offers members of the Ohio Wesleyan University community a specialized area for non-print resources and the opportunity to incorporate these resources in the academic curriculum.

Media Resources are offered to Ohio Wesleyan University students, faculty, and staff with current Ohio Wesleyan University identification and registration with the Library.

Phone: (740) 368 - 3265

E-mail: mediacenter@owu.edu

To rent equipment from the media center:

Complete the Equipment Reservation Request in the Library to ensure availability

Bring your OWU ID to the media center

EQUIPMENT

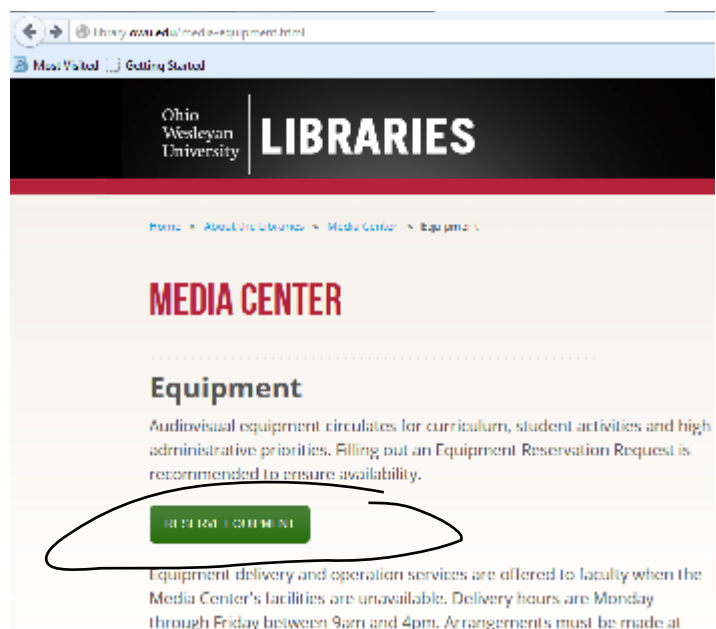
- data projectors
- digital camcorders
- netbook computers
- overhead projectors
- 35mm slide projectors
- VHS players
- DVD players
- webcam kits

Projection bulbs, blank audio, videotape and DVD-Rs are available and may be charged to department accounts in direct support of Media services

To Reserve AV Equipment, visit:

<http://library.owu.edu/media-equipment.html>

Select “Reserve Equipment”
and complete the form
as applicable



FACILITIES

Facilities are available in the Media Center to simplify the use of audiovisual resources. Reservations are taken during all hours of operation. Advance notice is requested and confirmation is required. To reserve a facility room call the Media Services Desk at (740) 368 - 3265 or forward a Room Reservation Request Form to mediacenter@owu.edu. Operation assistance should be requested at the time of room reservation.

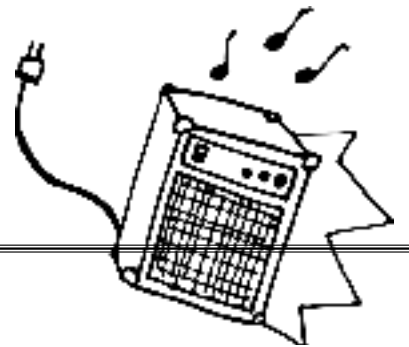
Facilities include:

- Video conferencing services
- Self-service flatbed and document scanning and video editing workstations
- Two AV equipped classrooms for groups of 20-30
- Three viewing and listening rooms to accommodate 1-3 people
- Learning laboratory with stereo cassette player/recorders for class and individual study
- Film/Video screening room offers large screen projection with surround sound All classrooms are equipped with DVD/videotape playback and the ability to receive cable, and satellite programming.

FILM/VIDEO

Software holdings are available online using CONSORT. Media titles may be checked out for two days at a time. The media collection includes material in the following formats:

- DVDs
- VHS video cassettes
- CD-ROMs
- 16mm film



Bose Sound System Reservation

This valuable piece of equipment is available to Registered Student Organizations (RSOs) only by reservation through the OWU Media Center by completing and submitting this form to the Student Involvement Office. The Bose system is powerful and may not be necessary for most events.

The following criteria will be used when determining the necessity of the Bose for an event:

- RSO in good standing
- For large, on-campus events
- At events that are alcohol free

For those groups/events that meet the above criteria:

- Users must request the system at least one week prior to the event by sending an email to mediacenter@owu.edu or by contacting the Director of Media Services at 740-368-3266.
- Users must present a valid OWU I.D. to check out the system.
- The system cannot be renewed and is due back to the Media Center by noon the next day (Check-outs on Friday are due back on Monday). NO EXCEPTIONS. Failure to comply will result in loss of privilege to reserve the Bose for the remainder of the semester.
- An advisor must sign approving the use of the Bose by your organization

Usage Policy For OWU Vehicles for Group Travel

If you are traveling with your club, you must complete a Travel Form on OrgSync if:

- You are traveling and staying overnight
- You are traveling for more than one day
- You are traveling more than 200 miles in one trip

**Travel form must be completed and Submitted 7 days prior to departure.

Please refer to the travel policy, which is located on OrgSync <https://orgsync.com/8131/files/408269>

Driver Requirements

P

Only pre-authorized drivers may drive University vehicles for group travel.

In order to be authorized to drive a University vehicle for group travel an individual must:

- Be eighteen years of age or older and have two or more years of driving experience
- Possess a valid US driver's license (The driving record of the person requesting permission to drive will be checked through OWU's insurance carrier for the purpose of insurability)
- Register by submitting the [Student Driver Contract](#) on OrgSync
- Successfully complete the on line driver safety course (There is a small fee for taking the on line course)*
- Be approved by the University Insurance Carrier*

Note: Students must re-register and be approved every two years

Employees and volunteer drivers must re-register upon license renewal

*These steps can be completed through the Public Safety Department.

The Public Safety Department can be contacted at 740-368-2222 or psafety@owu.edu.

The following current rates will be charged for vehicles used:

**Rates are always subject to change

	12 Passenger Van	7 Passenger Van
Daily Rate	\$30.00	\$25.00
Half-Day Rate	\$15.00	\$12.50
Mileage	\$.50 per mile	\$.50 per mile

Charges:

Note: If a van is reserved, you must cancel your reservation at least 3 business days in advance. Otherwise, it will incur a late charge of \$10.00 if the vehicle has been reserved for one day or less or \$15.00 if longer.


*Cancellations due to weather or circumstances beyond the control of the sponsoring department will not incur a late charge, on a case-by-case basis.

**Half-Day Rate is a vehicle signed out after 6:00 a.m. and returned before noon, or after noon and returned before 6:00 a.m.

To Reserve a Van:

1. Reservations for the use of University vehicles are made through the Student Involvement Office. Individuals/organizations requesting use of University-provided transportation will need to fill out a Van Rental Form on OrgSync (<https://orgsync.com/8131/forms/14849>)
2. The individual making the reservation should have their organizations account number and be sure they have funds in their account to pay for the rental.
3. The Student Involvement Office will review the submitted form and either accepted or deny the request. If the request is accepted, the Student Involvement Office will arrange for the vans to be reserved through Motor Pool.
4. Individuals who submitted requests will be notified of the status of their request and the details of their reservation.

Picking-up your van:

- Vehicles may be obtained on the date and time requested at the Motor Pool facility, located on Wilmer Street (behind Branch Rickey). The office is open 7:30 a. m. – 4:30 p. m. on Monday through Friday.
- In the event of a pick-up time other than normal business hours Public Safety should be contacted to release the vehicle. **Depending on activity there could be a significant delay for Public Safety to arrive so allow ample time and always try and check out during normal business hours when possible.** 

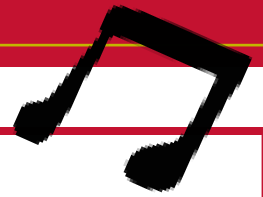
Returning your van:

- Vehicles need to be returned to the Motor Pool Office by the listed return date and time.
- Drivers are required to fill the gas tank, before returning the vehicle to motor pool. Gasoline credit cards are made available with each vehicle. The credit card is for use only to purchase gas or other essential supplies for the University vehicle (oil etc.) it is assigned to. Drivers should use “self serve” pumps when filling the gas tank and REGULAR UNLEADED gasoline.
- ****Credit Cards for each van can be found in the wallet attached to the van keys****
- If the office is closed the keys must be placed in the night-deposit located at the entrance to the Motor Pool Office.
- Upon returning to campus, the vehicle(s) will be parked outside the Motor Pool and keys will be dropped off in the Motor Pool Office during office hours.

If the gas tank is not filled upon return then OWU and the rental company will make an additional charge, which your club/organization will be responsible for, at a higher rate to fill the tank. Please make an appointment to come to the Student Involvement Office during business hours if you need a gas card for a rental vehicle.

SPEAKERS PERFORMERS & FILM SCREENINGS

Tips, Details and Contracts



Off Campus Events

****All events off-campus require you to fill out an [Event Registration Form](#) on OrgSync****

Ohio Wesleyan University Social Event Registration form must be submitted at least seven (7) business days prior to your event.

There will be no exceptions.



Film Screenings

Public performances of movies can occur on campus, however, the rights to the movie/show must be purchased in order to show it to a public group. If you own a movie, it is not okay to show it to a large group because that movie was purchased for personal viewing. This information will help you avoid putting OWU at risk of legal matters.

Copyright law states neither the rental or purchase of a video cassette or DVD carries with it the rights to exhibit such a movie outside the home, unless the site where the video is used is properly licensed for copyright complaint exhibition. Only the movie studio who owns the copyright and their agents are the only two parties authorized to license sites such as colleges or universities.

What is considered “public performance of a movie”?

“A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered”

You may show a movie publicly if:

- The Film is in the Public Domain, such as if it is on Youtube
- You have written permission from the film’s producer or other holder of the right to grant such permission.
- The film is obtained from a company that provides a Public Performing License with the purchase of the film.
- You purchase the Public Performing rights to show the film. Please be aware, purchasing the public performance rights to a movie can add hundreds of dollars to the total cost.

Where to begin?

Know the details of your showing: Licenses for viewing are specific to a time frame.

Contact the AV department about the showing of your movie:

Phone: (740) 368 - 3265

E-mail: mediacenter@owu.edu

Know what you can not do:

- Rent a movie from any video store/source (Netflix, Redbox, iTunes, etc.) and show it to a group.
- Purchase a copy of a movie and show it to a group.
- Check out a movie from OWU’s Library and show it to a group UNLESS you have verified with a staff member that OWU has purchased the public performance rights for that film.
- Use “The Educational Fair Use Exemption” UNLESS content of the film is linked to material taught in a class and only attended by members enrolled in the class.

Some tips:

- Contact the Strand Theater to find out if you can partner to legally show a movie. Again, give them plenty of time to get the movie. Note: Your group will still be responsible for the cost of performance rights.
- Find out who makes the movie and who owns the rights (most likely Swank Motion Pictures, visit www.swank.com/college/main.html)
- Planning is imperative to ensure that the proper rights are secured for a film before any publicity is created and posted surrounding the showing of one.

Professional Contracts

If your organization would like to host a public speaker, performer, vendor, or any other event where someone outside of the University will need to be paid, you will need a contract between the university and the person or group you are hiring.

PLEASE REMEMBER: STUDENTS MAY NOT SIGN OR INITIATE CONTRACTS

Students may inquire as to the speaker or performer's availability and pricing. Ohio Wesleyan prefers to work with all inclusive contracts so also ask about additional expenses that might be incurred (e.g. travel, food, etc.)

Students are encouraged reach out to speakers, performers, etc. for preliminary information but should only ask questions, not invite anyone to campus. During your conversation, please fill out the Professional Contract Inquisition Form found at involveu.owu.edu/policiesAndProceduresOverview and bring it to the Student Involvement Office to begin the process. The Student Involvement Office will be happy to help guide you through this process and make formal arrangements with the performer.

Timeliness is important when working with outside performers and Vendors as it can take time to negotiate, agree, and procure payment. Additionally, some acts book quickly and you don't want to miss out! You are required to have the contract process started at least four weeks in advance of the scheduled performance or campus visit. The sooner you get started once your organization decides it wishes to bring someone to campus, the better! Even working months in advance is a good idea.

Remember, when reaching out to a speaker or performer, ask the following questions:

- What dates are you available to perform/speak?
- How much would it cost our organization for you and your expenses?



Hotel Reservations

Hotel reservations, when necessary, are made through the Student Involvement Office

Making a Hotel Reservation for an outside performer:

1. It is recommended by the Student Involvement Office that all contracts with performers be ALL Inclusive, and that the performer reserves lodging of their choice. Contact the SIO if you need assistance.
-

Making a Hotel Reservation for Your Club or Organization:

1. Collect the details about the dates you are traveling and the accommodations you will need (number of rooms, number of beds, etc)
2. Make arrangements with the SIO to come in and order the hotel room on the SIO credit card



Other Helpful Information



Links

Below are listed links to important policies all members of the OWU community should be familiar with:

[Alcohol Policy](#)
[Fire Permit Policy](#)
[Event Security Guidelines](#)
[Department of Public Safety Guidelines](#)
[Flyer Posting Policy](#)
[Report A Problem](#)

Helpful Phone Numbers

Chaplain's Office: 740-368-3082

Counseling Services: 740-368-3145

Dinning Services: 740-368-3453

Information Services: 740-368-3520

Multi-Cultural Student Affairs: 740-368-3142

Public Safety: 740-368-3142

Print Services: 740-368-3379

Residential Life: 740-368-3175

Room Reservations: 740-368-3186

Student Involvement Office: 740-368-3188

Student Affairs: 740-368-3135

Student Health Services: 740-368-3160

Created May 2014
Revised Fall 2014
Revised January 2015
Revised February 2016
Revised July 2016