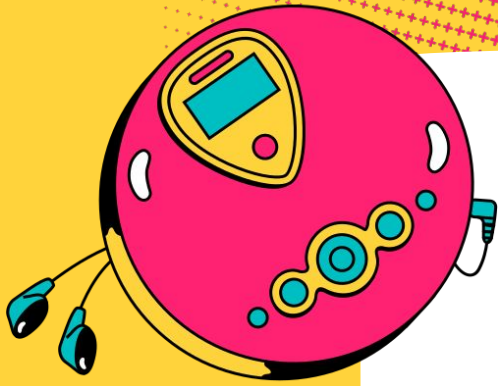




# **EVENT PLANNING WORKSHOP**

**PASS THE TORCH  
2025**

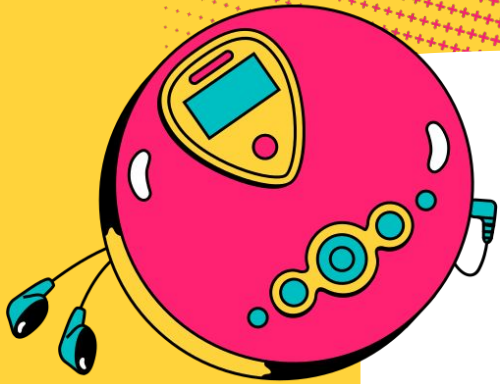




# EVENT COORDINATOR EXPECTATIONS

- **Oversee all logistical aspects of events and meetings your organization hosts.**
- **Responsible for:**
  - **Requesting spaces and registering the event on WesNest,**
  - **Providing all details of the event/meeting,**
  - **Coordinating with the Associate Director, if needed.**



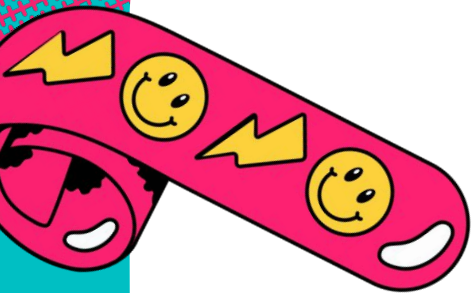


# EVENT HOST EXPECTATIONS

- The Event Host must be present throughout the event.
- The student group maintains the liability, safety, and responsibilities of the event:
  - Maintaining capacity and respecting the space,
  - Only using the space during the designated reservation time, and cleaning up after the event,
  - Keeping members and the attendees safe,
  - Stopping disruptive or unsafe behavior,
  - Ensuring no alcohol/drugs are present during the event.
  - And other policies outlined in the Student Handbook and the Non-Academic Code of Conduct.







# MAIN ITEMS FOR EVENT PLANNING



## SPACE

Finding the best fit for  
the type of event

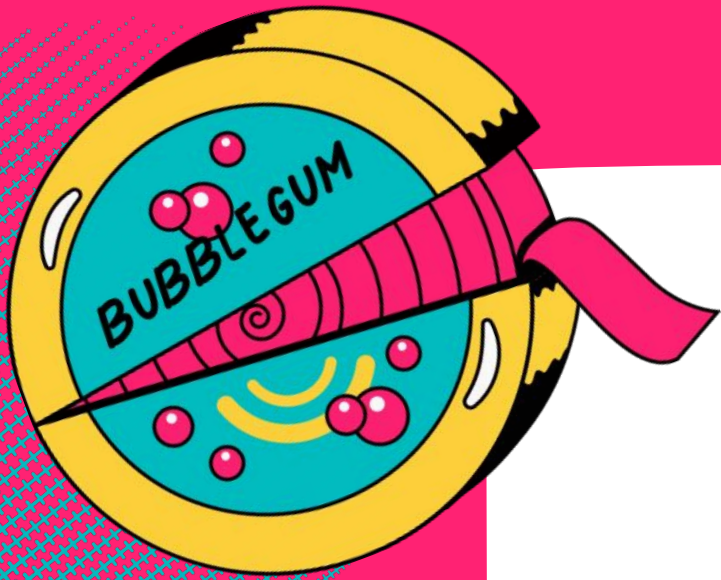
## FUNDING

Seeking sources of  
potential funding

## TIMELINES

Establishing realistic  
timelines





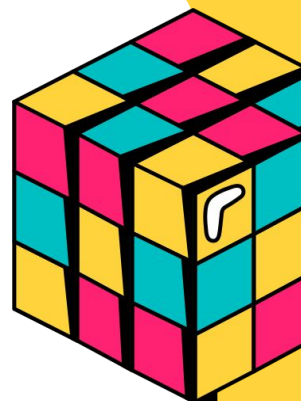
**1.**

**SPACE**





# WESNEST EVENT SUBMISSIONS



## EVENT REQUEST PROCESS

Primary Contacts & Event Coordinators can submit an event request. OSI reviews the request and will approve/deny within a few business days, but this depends on complexity and time of the year.

## CHECKING SPACE AVAILABILITY

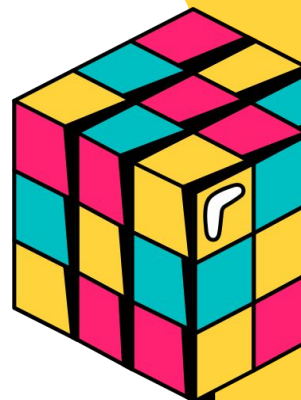
When submitting a request, under the "Time and Place" section, you will be connected to EMS, which will allow you to view the available rooms based on your event requirements. Be sure to hit "Add Reservation to Event" to place a hold on the space.

## SERVICES

Any events requiring services, such as furniture set-ups/breakdowns, custodial services, IMS, Public Safety, etc. is coordinated through OSI. Services and facilities fees are paid by WSA for approved student groups.



# ADDITIONAL NOTES FOR SPACES



## **PROGRAM HOUSES**

Any events in Program Houses needs a current resident of the Program House to meet with their HM to discuss the event, submit the request and list your group as the co-host, and take responsibility as the event host.

## **CHAPEL / PAC FORUM / WESTCO CAFE / DFC**

These spaces need additional staff/departments to review and approve the request prior to OSI processing the request, so it may take extra time for the review.

These spaces also have specific guidelines to follow, which are covered in the event request form.

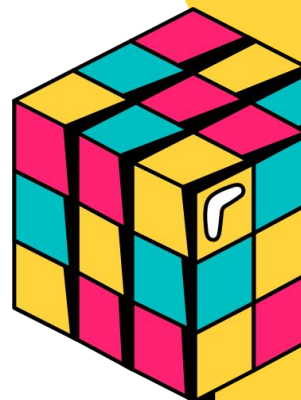
## **X HOUSE / RING**

These spaces need additional staff/departments to review and approve the request prior to OSI processing the request, so it may take extra time for the review.





# UNSURE OF SPACES TO USE?



## CONTACT OSI

We're more than happy to help you brainstorm other options and check on availabilities.

## THINK OUTSIDE THE BOX

There's opportunity to try different spaces on campus and see what could work better for your type of event!

## WALKTHROUGH

The Associate Director of Student Involvement can coordinate a walkthrough of a space, if interested, so that you can see its capabilities.



**2.**

**FUNDING  
OPTIONS**





# SOURCES OF FUNDING

## STUDENT BUDGET COMMITTEE (SBC)

Request funding out of the Student  
Activities Fee budget

**THE GREEN FUND**  
Project that supports environmental  
sustainability, justice, and/or education

## CONCERT COMMITTEE

Bringing musical artists, performers,  
DJs, etc. to campus

**OSI PROGRAMMING FUND**  
Supplemental funding for food or small  
program enhancements







# **ADDITIONAL FUNDING SOURCES**

## **DEPARTMENT FUNDS**

Collaboration or partnership with  
department to support group

## **THE RESOURCE CENTER**

Co-sponsorship for initiatives related to the  
Resource Center's five areas of focus:

- race, ethnicity, nationality;
- socioeconomic status, disability;
- gender, sexuality;
- sustainability, spirituality;
- and social and political activism





# 3.

## TIMELINES





# FIGURING OUT TIMELINES



## LARGE-SCALE EVENTS

The larger the event, the more time needed to process/plan.

## SPACE AVAILABILITY

Most of the large event spaces, or popular spaces, are booked fairly quickly, so plan ahead.

## TYPE OF EVENT

Are there a lot of elements to plan out? Do you need to work with others?

## CONTRACTS

Must be processed 6 weeks prior to your event due to multiple reviewers and approvals.

## SERVICES

Requesting furniture needs 7 days in advance; IMS for A/V support needs 5 business days in advance.

## FUNDING

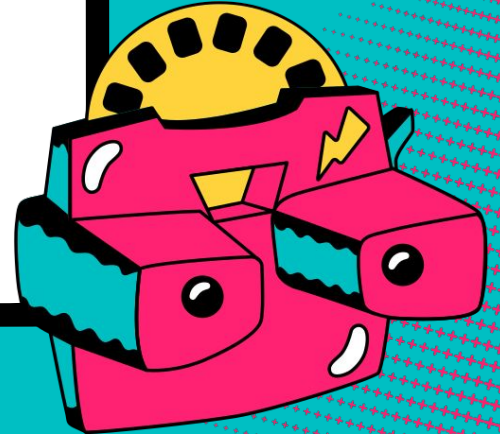
SBC Budget Requests: Wed.-Fri. If approved, the funding needs to be transferred into your account before spending



# ADVERTISING & MARKETING

How will you be marketing your event? What  
are your types of advertisement?

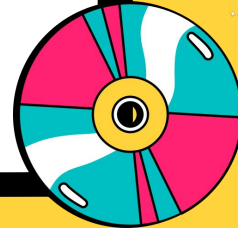
Flyers, social media, Usdan TVs, word of  
mouth, WesNest events





# **YOUR TEAM**

**Remember to work closely  
with your leadership team or  
encourage general members  
to participate in planning  
and/or executing the event.**



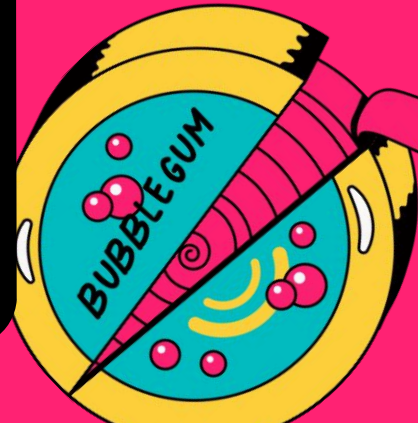
# BEYOND EVENTS

## YOUR GROUP'S IDENTITY

How are you building community within your membership?

How are you building community within your leadership?

If, for some unforeseen reason, your events were unable to take place, how else are you fostering your group's identity and reaching your goals?





# QUESTIONS?

[involvement@wesleyan.edu](mailto:involvement@wesleyan.edu)

[jcheng02@wesleyan.edu](mailto:jcheng02@wesleyan.edu)

