Student Organization Event Planning Process

Student organizations may host and advertise organization meetings and events on and off the university campus. Outlined below is the process for getting administrator approval, calendaring, advertising, and hosting any student organization-related event or news item.

All of the approval, advertising, and planning steps begin with submitting this online form which is also located on the Chase website under Current Students: Student Organizations and at the end of every Chase Postings. Student organizations must submit the form to receive approval and/or any other university services (i.e. advertising, room reservations, etc.).

This form is used for multiple purposes, groups, and departments. Not all questions may apply to every submission. Just complete the required portions and anything relevant to your goal for submitting the form (advertising a program, booking and marketing an event, booking a meeting, etc.).

Submit online form questions to Judy Brun at brunj1@nku.edu or 572-5904 or go to office NH 529.

APPROVAL PROCESS

1) Obtain faculty advisor approval for the event.
2) Submit the Event Application and select that it is ON BEHALF OF A STUDENT ORGANIZATION and identify which student organization. If your student organization is not listed, select OTHER and name the organization.
3) Dean Crabbe (crabbeh1@nku.edu) will receive this information and contact you regarding approval of the event.
4) Judy Brun (brunj1@nku.edu) will reserve a room and food (if requested) for the event. You will be notified of the room. Food and drink purchases are based on your available budget. Contact Dean Crabbe (crabbeh1@nku.edu) to determine if you have sufficient funds for food and drinks.

GUEST SPEAKER EVENT

1) Contact Jeannine Abukhater Lambert (abukhaterj1@nku.edu, 572-6403, NH 547) and discuss the event before securing a guest speaker
2) After consulting with Jeannine Abukhater Lambert, submit the form and select that it is a GUEST SPEAKER EVENT
3) Jeannine Abukhater Lambert will receive this and approve it as a guest speaker event
4) List all speakers and any alumni that are attending or speaking at the event (later in the form)

PLANNING AN ORGANIZATION EVENT, MEETING, ETC.

1) Submit the form with the following details for your meeting/event:
   a. Date & Time
      i. Check the Chase Calendar on the website to be sure that your event does not conflict with another event
      1. Conflicting with other student organization events is not prohibited but it does affect event attendance
2. Conflicting with administration events (i.e. Career Development events) is prohibited

   ii. Select the preferred date and time of your event
       1. If your event has multiple times on the same day (i.e. Monday at 12:00 and 5:30), select ONE date and list BOTH times under “Time of Event” and “2nd Time of Event”

   iii. 2nd date of event
       1. Choose this if the event has multiple dates (i.e. Monday and Wednesday)

   iv. More dates and times of event
       1. Select any other possible dates in case something is going to conflict and has not yet been posted to the Chase Calendar or
       2. if your event has multiple dates

b. Desired location
   i. Student organization guest speaker events are usually held in NH 324 unless you request a different room
   ii. If you have no specific request, submit “ANY” and we will select a room based on availability, needed size, accessibility for audience, etc.
   iii. Select LOCATION HAS BEEN RESERVED if you have already reserved a room via another person
       1. Generally, you will not have access to reserve a room and Eric Jones will reserve it on your behalf

c. Anticipated Audience Size
   i. This will help determine how much food to purchase and the size of the room
   ii. Generally, 10-20 is the anticipated audience size of a guest speaker event

d. Recording
   i. Select RECORD THIS PRESENTATION if you want the event recorded and uploaded to Blackboard “Student Organization Presentations” folder for people who could not attend
   ii. If this is a guest speaker event, you must secure written permission from the guest speaker to be recorded

2) Food and Drink Requests
   a. Student organizations have an allotted budget of $100 per semester for meetings/events
   b. This money can be used to purchase pizza and beverages (two separate requests)
   c. Guest speaker events may be co-sponsored by other organizations (Centers & Institutes or other student organizations, national organizations, etc.) and receive a larger budget for food and beverages
      i. See Jeannine Lambert for potential guest speaker event co-sponsorships
   d. Organizations can request additional funding from the Student Bar Association or other university organizations (i.e. Legacy Fund) or their national organizations to use instead of or in addition to their allotted student organization funds
      i. The Supplemental Funding Request form can be found online at Current Students: Student Organizations
3) Confirmation of Details and Reservations
   a. If this is a GUEST SPEAKER EVENT
      i. Jeannine Lambert (abukhaterj1@nku.edu) will be in contact to confirm the
details of your event (room reservation, recording, food orders, etc.)
   b. If this is NOT a guest speaker event
      i. Judy Brun (brunj1@nku.edu) will be in contact to confirm the details of your
event (room reservation, recording, food orders, etc.)

ADVERTISING YOUR EVENT

1) Events can be advertised via Chase Postings, on the Chase website (Calendar, News & Events),
and on the digital boards (not required – some events/meetings may be private)
2) Chase Website
   a. All events submitted via the form will go on the Chase Calendar and be viewable under
Chase News & Events on the website
3) Chase Postings
   a. Submit the information for Chase Postings including an announcement title and the
body of the message (adding the target audience helps Judy Brun add to the title or
structure it to attract your target audience)
   b. Any questions should be directed to Judy Brun by emailing brunj1@nku.edu or by calling
572-5904 or by going to office NH 529
   c. Select the start and end dates for Chase Postings – these are always delivered on
Friday’s
4) Digital Boards
   a. You can design a poster to go along with your advertisement using ONLY the following
programs: Microsoft Office or Adobe
   b. Posters must be in an EDITABLE format (no pdf’s)
      i. Frequently, Judy Brun will need to make changes to the poster such as adding a
room location, fixing a misspelling, etc.
   c. Posters must be in 8 ½ x 11 portrait orientation
      i. Digital board does not recognize oversized or landscape orientations
   d. Attach the poster to the form or attach it to as an Amended Event Application if you
need a few more days after submitting the original Event Application
      i. Amended forms are submitted by completing an Event Application and checking
the box at the bottom of the form stating that this submission is an amendment
to a previously submitted Event Application
5) Organizations can advertise non-organization hosted events such as local bar association events
and any news or programs that are not event-related
   a. Organizations must still submit the online form and should just skip past any event
detail requests (room, food, etc.)

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