

Muhlenberg College Student Event Planning Checklist

Event Name: _____

Event Date: _____

- Secure Funding through SGA or Departmental Sources*
 - SCORE Form
- Reserve Room or Space*
 - 25Live
- 3rd Party Vendor/Performer Contracts*
 - Must be signed by Risk Manager
- Schedule Event Technology*
 - Event Tech Form
- Submit Required Forms* (ie. Application to Serve Alcohol, Bonfire, Tailgate etc.)
- Order Catering - Muhlenberg Dining*
- Submit Work Order for Plant Operations* (stage, power, etc.)
- Complete Marketing and Promotions:*
 - Submit information to the Berg Bulletin
 - Submit artwork for Seegers digital signage
 - Submit flyers to Housing and Residence Life (70)
 - Submit to Campus Calendar
 - Schedule marketing tables and/or signage on Academic Row through 25Live.

General Questions regarding event planning?

Email: Ellen Lentine (EllenLentine@muhlenberg.edu)

In addition, complete the following for Events with Alcohol

- Submit Application to Serve Alcohol
- Order Alcohol and Food
 - Food is required for all events with alcohol
- Contact Campus Safety to schedule ESP Security

'Who, What, Where, When, & How' Do I do this?

What: *Secure Event Funding*

How: *Through SGA or Departmental Sources*

SGA: SCORE Form:

<https://www.muhlenberg.edu/student-life/studentorganizations/forms/>

Who: Jan Schumacher (janschumacher@muhlenberg.edu)

Where: Jan's office is in the Student Life Suite on the Lower Level of Seegers Union.

When: Before scheduling or advertising your event, it is best to make sure you can cover any costs you may incur; so, it is best for this to be one of the first steps in your event planning process.

What: *Reserve Room or Space*

How: *25Live www.login.muhlenberg.edu navigate to the 25Live icon.

Who: Office of Seegers Union & Campus Scheduling
(teamseegers@muhlenberg.edu)

Where: The Offices for Seegers Union & Campus Scheduling are located directly behind the information desk at the Main Entrance of Seegers Union.

When: Because we are an active campus, it is best to schedule space in Seegers Union very early in your event planning process.

*Only recognized student organizations may reserve space directly through 25Live. To find out if your organization has access, please email pastudentengagement@muhlenberg.edu

What: *3rd Party Vendor/Performer Contracts*

How: Must be reviewed/ signed by Risk Manager

Who: Jason Feiertag (feiertag@muhlenberg.edu)

Where: Jason's Office is located on the Lower Level of Haas

When: Before entering into any-type of formal or informal agreement with any party, it is imperative that you have the contract/agreement approved by Risk Management.

What: *Request Event Tech Support*

How: Event Tech Form:

<https://www.muhslenberg.edu/student-life/studentorganizations/forms/>

Who: Office of Student Activities

(pastudentengagement@muhslenberg.edu)

Where: Student Activities is located in the Student Life Suite on the Lower Level of Seegers Union.

When: As soon as you make your reservation via 25Live, you should request technical support for your event.

What: *Order Catering*

How: catering@muhslenberg.edu

Who: Muhlenberg Dining Services / Red Door Catering

Where: The Lower Level of Seegers Union, near the Elevator.

<https://dining.muhslenberg.edu/catering>

When: In order to provide enough lead time for your order, it is best to contact catering as soon as your event is approved via 25Live.

What: *Work Orders/ Plant Operations Support*

How: Work Orders may be placed via:

<https://www.muhslenberg.edu/offices/plantops/workorderoncampus/>

Who: Muhlenberg College Plant Operations,

Tammy Lonardo (tammylanardo@muhslenberg.edu)

Where: Muhlenberg College Plant Operations Building

When: As soon as your event is approved via 25Live, a work order should be submitted if you need a stage erected, power available, etc. (email teamseegers@muhslenberg.edu if you are unsure whether or not your event would need a work order)

What: *Other Required Forms/ Procedures* -- Many can be found within 'Student/Staff Tools' App of the OneLogin portal.

Application to Serve Alcohol:

<https://www.muhlenberg.edu/media/contentassets/pdf/about/union/Alcohol-Request-Form.pdf>

Bonfire Form: Contact Ellen Lentine (ellenlentine@muhlenberg.edu)

Advertising in Residence Halls: Contact Katie Shelley (kateshelley@muhlenberg.edu)

Advertising via Berg' Bulletin/ College Calendar:

<https://www.muhlenberg.edu/messageboard/bergbulletin/options/>

Advertising via Seegers Union Digital Signage:

<https://www.muhlenberg.edu/offices/union/digitalsignage/>

What: *Schedule Security if Required*

How: Through request to the Dept. of Campus Safety

Who: Brenda Lakis (lakis@muhlenberg.edu) x/3112

Where: Campus Safety's Offices are located on the Lower Level of Prosser Hall, across from the office of Housing & Residence Life

When: Requests for additional security for your event and/or event with Alcohol should be made as soon as your event is approved/when your application to serve Alcohol is submitted.

Additional Questions:

General Questions regarding event planning?

Email: Ellen Lentine (EllenLentine@muhlenberg.edu)