



# "HOW TO MAKE IT HAPPEN"

## Planning Successful Student Activities & Events at Citrus College

### BASICS

Start by establishing goals and objectives. Here are some questions that will help:

1. What is the purpose of the event? Fund Raising? Recruitment? Educational? Provide a service? Social? Other?
2. Who will be interested in attending? Student body? Special interest groups? Community?
3. How many people are you expecting?
4. What kind of a budget do you have? Are you currently able to cover all expenses?

Decide when it would be best to have the event.

Obtain the necessary forms from the Club Resource Library found at [www.citruscollege.edu](http://www.citruscollege.edu)

Discuss the planning of the event with the advisor of your organization - the advisor is responsible for the organization's event and must attend all meetings where this event and its planning are discussed. All activities and events must be voted upon in a club meeting and this vote reflected in meeting minutes.

Make preliminary contact with performers/lecturers/etc.:

1. Discuss availability
2. Discuss possible set-up arrangements
3. If a fee is involved, make contract arrangements with the Office of Student Life and Leadership Development
4. A letter of confirmation should be sent even when there is no fee involved

### SCHEDULING THE FACILITY

Check with the Office of Student Life and Leadership Development to make sure the Campus Center facilities are available (recommended = four (4) weeks prior to booking). You may also check the Student Calendar @ [www.citruscollege.edu](http://www.citruscollege.edu) to see if the Campus Center is already booked for an event.

For other campus facilities (stadium, Haugh Performing Arts Center, etc.) contact the Facilities Rentals office. Your advisor can download the *Department Application and*

*Agreement for Use of School Facilities Equipment* from the campus' intranet. This is completed in addition to your *Activity Request*.

Complete the *Activity Request* and other applicable forms and turn in to the Office of Student Life and Leadership Development promptly. Facilities are not held until paperwork has been received.

Return forms to the Office of Student Life and Leadership Development for facilities availability clearance and for Inter-Club Council approval. Your request is entered on the college's master calendar of events - one copy of the form is kept on file in the Office of Student Life and Leadership Development, one is put into the organization's Campus Center mailbox, and another is sent to your advisor.

## \$\$ FINANCES \$\$

Develop a budget for the activity showing anticipated income as well as anticipated expenses. Make sure that your advisor and/or the Office of Student Life and Leadership Development helps you with this. There may be major costs that you have no way of knowing about.

\* \* \* Remember that all financial transactions must be run through your Associated Student Organizations account. Deposits are made and cash boxes picked up at the cashier window in the Student Services building. This includes all ticket sales, donations, sales revenue, and expenditures. \* \* \*

Sponsoring organizations must have enough money deposited in a campus account prior to an event to cover costs. Clubs have on-going campus accounts and may request additional funding through the Inter-Club Council's Programming Grants. You will need to submit a grant proposal. Forms and instructions are available from the Inter-Club Council advisor or Supervisor of Student Life and Leadership Development.

## SET-UP ARRANGEMENTS

Facilities are usually set up in a standard arrangement unless otherwise requested. It is helpful that arrangements be made at least two (2) weeks prior to event. In some cases last minute set-up arrangements cannot be made.

*Suggestions - equipment that may be requested from the Associated Students of Citrus College:*

- Tables
- Chairs
- Rolling Coolers or ice chests
- Stage w/skirting
- Podium

- Campus Center audio-visual, VGA cables, and microphones
- Portable PA system
- Extension cords and power strips
- Goldfish Bowls, vases, and mirror tiles for centerpieces
- Audio-visual equipment (Requests for equipment from the Library's Audio-Visual Department may be made by the faculty advisor only)

*Additional arrangements to be considered:*

- Unlocking/locking the facility
- Cash box with change for ticket/food/merchandise sales must be requested from the cashier in the Student Services building and picked up
- Parking permits and maps for performer(s) or vendors may be requested from the Department of Campus Safety
- Campus Safety needs
- Extra trash receptacles
- Power supply

## PUBLICITY

It is best to appoint a committee to get as many students involved with the publicity as possible. A successful event often depends on how well you get the word out. Gear your publicity to your audience. Sometimes a concentrated publicity campaign in one area is better than an ineffective campus-wide campaign.

Prepare an information sheet describing the event. This will help to consolidate the information for your publicity committee and can be given to all club members.

Important information includes:

1. Name of event
2. Date of event
3. Sponsoring organization
4. Time of event
5. Ticket prices (and where to buy tickets)
6. Location of event
7. Description of event (and possibly the agenda)

Explore the best methods of publicizing your event. Here are some suggestions:

**CLARION** - This is the campus newspaper - submit articles or arrange to be interviewed by a student reporter at the Clarion office (In the Tech C Building, Room 127). It is recommended that this be done at least two (2) weeks ahead of time

**PRESS RELEASE** - For community-wide events, contact the Supervisor of Student Life and Leadership Development to facilitate this with the Office of External Relations. Allow three – four (3 -4) weeks before the event

**MARQUEES** - Three electronic marquees are available for announcements. The marquee on the Campus Center is operated by the Office of Student Life and Leadership Development, while the marquee at the corner of Barranca Ave. & Foothill Blvd. and the one at Citrus Ave. & Campus Dr. are run by the District. You will need to fill out requests for all three (3). Forms for both the Associated Students of Citrus College and District marquees are available online at [www.citruscollege.edu](http://www.citruscollege.edu).

## **FLIERS**

1. Organizations may design their own fliers or ask for help through the Office of Student Life and Leadership Development. These may be printed on-campus by the college's Reprographics department and charged back to the club
2. Fliers may be distributed on campus only if Board of Trustees - established guidelines are followed. Consult Administrative Procedure AP 3900 titled "Speech: Time, Place, and Manner" as well as the Office of Student Life and Leadership Development's handout: "Campus Posting Procedures for Student Groups." Both may be found online

## **POSTERS**

1. Organizations can make posters on their own or have them printed by Reprographics
2. Prices are available from Reprographics
3. Posters may be placed in approved areas ONLY after they have been stamped by the Office of Student Life and Leadership Development
4. Posters may be placed on indoor bulletin boards in common areas with the approval of the administrator responsible for that building. Classroom bulletin boards are approved by your instructors
5. It is recommended you consult *Campus Posting Procedures for Student Organizations* before posting anywhere on campus

## **BANNERS**

1. Banners may be obtained through the Office of Student Life and Leadership Development by filling out a *Poster Request Form*. This form is available both online and in the office
2. Maximum size for banners is 36"x 8'
3. Consult *Campus Posting Procedures for Student Organizations* for approved banner areas

**SOCIAL NETWORKING SITES** - Utilize the power of the internet and post bulletins or create events on your Facebook, Instagram, or Twitter accounts. Both the Office of Student Life and Leadership Development and the Inter-Club Council have Facebook profiles. Announce your events there

**VERBAL ANNOUNCEMENTS** - You can do this in your classrooms with prior instructor approval. Word of mouth is one of the best forms of publicity

**HANDBILLS & NOVELTY GIVE-AWAYS** - Consider handing people an item to remind them your event is coming up. This could include handbills, candy with a sticker, imprinted key chains, or whatever you can imagine and your budget can handle. The Supervisor of Student Life and Leadership Development keeps many catalogs on file for these things

## PREPARING FOR THE EVENT

- Get as many students involved as possible - this will take organization on your part
- Arrange to meet your performer(s) or guest(s) at least 15 minutes before the event. Take into consideration parking problems and/or the possibility of them getting lost. Send parking permits and maps if necessary (*obtain both from the Department of Campus Safety*). Consider having a “green room” where a speaker or performer can relax and mentally prepare before the event starts
- Establish an agenda or program for the event. Have copies run off for anyone who might need one. This should include a timed schedule of events from set up to clean up
- Arrange for someone to introduce the speaker/performer to the audience. In some cases you may want the performer to send you their biography so that an introduction can be prepared in advance
- Arrange for ushers, ticket-takers, and/or people to sell refreshments
- Arrange for at least one person to make sure that the event is going smoothly, especially if you are going to be busy participating in the event. Sometimes the faculty advisor prefers to assume this role

## DAY OF THE EVENT

- Follow through with all your preparations
- Enjoy the event that you worked hard to organize
- If problems arise, seek help from your advisor and/or the Office of Student Life and Leadership Development staff. The activities staff is experienced in dealing with a variety of unplanned situations
- Be sure your event starts on time and ends on time. Distribute evaluation forms if you have them



## AFTER THE EVENT

Prepare a written critique to present to your group of the program for future reference. You may want to include the following:

- Did the program start and end on time? If not, why?
- How many persons attended?
- If applicable, how many students participated? How many spectators were there?
- Were there any problems? If yes, specify. How can they be avoided in the future?

- Comments and reactions
- Ideas for future events

Send "thank you" letters to performers, committee members, advisors, and others who helped to make the event happen

**No one will ever fault you for asking for help. Do not hesitate to ask for it.**

**The Office of Student Life and Leadership Development staff, your advisor(s), and other college support services are available to help you in success.**

**Use them!**



**You can never have too many checklists!**



# CITRUS COLLEGE DANCE POLICY

**FREQUENCY** - Dances are scheduled by the Associated Students of Citrus College and by clubs and organizations through the Inter-Club Council and Executive Board with a limit of one (1) dance per weekend throughout the year.

**TIME** – After-game dances start when the game is over and terminate no later than 1:00 a.m. All other dances may begin at 8:00 p.m. and terminate no later than 12 midnight. Exceptions may be granted by the Office of Student Life and Leadership Development, if conditions relating to (1) supervision, (2) financial considerations, and (3) clean-up, as outlined by the policy are met.

**ATTENDANCE** - Citrus students and their companions may be admitted at the door upon proper identification. Other schools or groups from other schools may be formally invited ahead of time by the club or organization hosting the dance. The Supervisor of Student Life and Leadership Development **MUST** have confirmation in writing, a week before the dance, that other school(s) will have a certificated employee also attending.

**INs/OUTs** – When students leave the dance for any reason, they are not to be readmitted.

**PUBLICITY** - No publicity may go up until all details (chaperones, clean-up, security, etc.) are arranged and approved. **THERE WILL BE NO OFF-CAMPUS PUBLICITY.**

**SUPERVISION** - The advisor of the club/organization hosting the dance is expected to attend, with the addition of two (2) faculty or full-time staff members. The primary responsibility of the advisor is door control. Advisor and faculty chaperones are asked to arrive at the time of set-up and remain until clean-up is complete. Depending on the specific details of the event, the Department of Campus Safety may require up to two (2) Glendora police officers be hired to supervise the campus and parking lots.

**REFRESHMENTS** - If refreshments are to be served, they must be ordered ahead of time through the Food Services Supervisor. It is the responsibility of the students hosting the dance to clean up the refreshment area, punch bowls, etc. The club or organization will be billed for refreshments served.

**FINANCIAL CONSIDERATIONS** - The club or organization hosting the dance is responsible for cleaning and resetting the Campus Center after the dance. If it is not done

satisfactorily, there will be a charge of \$100 imposed on the club or organization's budget. The club or organization is responsible for providing the music, personnel for ticket sales, door coverage, refreshments, and decorations. If police officers are required, they will be paid for by the sponsoring group.

All money collected **MUST** be accounted for and deposited in the Student Business Office's night deposit. Checks to pay for music, food, or dance floor rentals should be requested several days ahead of time, if that person(s) is to be paid at the dance. The money collected at the door **MAY NOT** be used to pay a band, DJ, or any other expenses. Any organization planning a dance, must have sufficient funds available to pay for all anticipated expenses before the event. Counting on sales of tickets to pay expenses is not allowed.

**DANCE FLOOR** – If the dance is being held in the Campus Center, the organization **MUST** rent a dance floor. This is to protect the safety of the dancers as well as the carpeting in the Campus Center. These can be arranged through most local party rental companies. The Office of Student Life and Leadership Development can provide referrals.

**CONTRACTS** – Clubs and their advisors are not authorized to sign contracts which obligate the club or the college. The authority to act as an agent for the college is reserved to the Dean of Students and/or the Vice President of Finance & Administrative Services. Please see the Office of Student Life and Leadership Development for assistance.

**CLEAN-UP** - The club or organization is responsible for cleaning and reset of the Campus Center.





## Off-Campus Activities

Off-campus club activities and events can be both enriching and fun for the club members. You can visit a museum, attend a lecture, participate in a community service activity, or simply go somewhere to socialize. Because travel is involved and you are not on the immediate property of the District, there are a few extra forms and precautions we ask you to make.

**FORMS** - First, be sure to have an approved *Activity Request* completed. Your advisor(s) must accompany the group throughout the duration of the activity, including travel time. Your club must also have a completed *Assumption of Risk and Medical Treatment Authorization* form for each participant, with a copy of all completed forms left with the Office of Student Life and Leadership Development prior to leaving for your trip. These forms provide the college with contact information and a medical release in the event of emergency. Your advisor(s) should carry the original copies with them during the activity, submitting the originals to Student Life and Leadership Development upon completion of the activity.

**DANGEROUS ACTIVITIES** - Activities that carry an inherent risk or danger will be thoroughly analyzed prior to their approval by the Office of Student Life and Leadership Development. This may include, but is not limited to: sports activities, hiking, working with power tools, etc. The Office of Student Life and Leadership Development may ask that your group provide certificates of insurance from service providers or organizations that you will be engaged with.

**TRANSPORTATION** - If a group is planning to drive personal vehicles to an event, the *Activity Request* should include that the official club event begins and ends at the location. Any person driving shall have both a current California Drivers' License as well as insurance. Citrus College maintains no responsibility for any accidents or liabilities that arise from the actual transportation to and from the event.

District vehicles and buses are available to clubs and organizations through the District's transportation coordinator. Your advisor will need to make arrangements. Only District employees should drive college vehicles. See the Supervisor of Student Life and Leadership Development if you need students to drive.

