MHC STUDENT EVENT REGISTRATION FORM ("the ERF")

This form must be completed for all student-sponsored events, with the exception of meetings and Small Private Events in the Residence Halls. This ERF is designed to help event planners attend to most of the important event specifics, and order related services. If you're new to event planning or working on a new initiative please consult with the staff in Student Programs for assistance early in the planning process. ***Failure to submit this form by the 14-day advance deadline will result in a mandatory cancellation of the event.***

STEP 1: You need a TENTATIVE space reservation (and reservation number) to register an event in a campus venue. If you have not already done so, contact the Event Services Office by completing their simple online request form. http://www.mtholyoke.edu/calendar/17907.shtml

STEP 2: Complete this ERF to confirm your reservation and register your event. **Email** completed form to Student Programs: student-event-reg-web@mtholyoke.edu. If submitted on time (14-days in advance) your form will be reviewed by the student programs event coordinator. *You will receive an email confirmation once the form has been processed.*

STEP 3: Treasurer Event Budget Page: Print, outline your budget, obtain necessary signatures and submit this page in person to the Office of Student Programs (Blanchard 327) M-F, 9-4. http://www.mtholyoke.edu/studentprograms/docs/studentprograms/EventBudgetwrksheet.pdf.

A. BASIC RESERVATION INFORMATION

Complete this section with the information sent to you in your *tentative reservation* email from Event Services (see Step 1 above). ***No changes to your initial space reservation (section A) can be made via this form without*** first **contacting Event Services.**

RESERVATION #: _____

DAY OF WEEK: _____ **DATE:** _____

SPONSOR: _____
*(Department or Registered Student Organization)

CAMPUS ACCOUNT (this account will be billed for campus services): _____

CO-SPONSOR (if any): _____

CAMPUS ACCOUNT #: _____

EVENT TITLE: _____

LOCATION: _____

RAIN PLAN: Required for all outdoor events. Rain locations and additional service needs must be arranged at the time of your primary tentative reservation. You may also plan to simply cancel the event in case of rain. *Contracts with vendors and presenters for outdoor events must clarify a rain plan.*

_____

SPACE USE is the total reservation time that the space has been reserved for your event, including set-up and clean-up.

***SPACE USE START TIME:** _____ ☐ am ☐ pm **SPACE USE END TIME:** _____ ☐ am ☐ pm

ACTUAL EVENT START TIME: _____ ☐ am ☐ pm **ACTUAL EVENT END TIME:** _____ ☐ am ☐ pm

ATTENTION TO INCLUSIVENESS:
It is important to plan an event that is welcoming to members of our diverse campus. We encourage you to look at tips for planning an inclusive event (http://www.mtholyoke.edu/studentprograms/inclusive.html). Your event may qualify for Inclusiveness Initiative Funding. Please see http://www.mtholyoke.edu/offices/dcoll/17284.shtml for more information on the guidelines and application for this funding.

B. Event Team

Event Sponsors are responsible for all aspects of event management, compliance with college policies and any service-related expenses incurred. **Event Captains:** You are required to name two students who have agreed *to be present and responsible at the event for its duration and oversee the required sponsor event staffing*. For parties and large events, these two students are required to have a meeting with the Student Programs Event Coordinator and obtain an event permit prior to event date

	Name	***Email***	***Phone***
Treasurer			
Responsible Student #1			
Responsible Student #2			
Publicity Coordinator			
Clean-up Coordinator			
**** Event Captain***			
****Event Captain***			

ADVISOR: We have consulted with our Organization Advisor on our plans for this event. ☐ **YES** ☐ **NO**

Name: _____ **Email:** _____ **Phone:** _____

C. EVENT DETAILS FOR CALENDAR

EXACT EVENT TITLE: _____

DESCRIPTION (Craft with care: your exact wording here is used for calendar listings and other publications):
_____
_____
_____
_____
_____
_____
_____

EVENT URL OR FACEBOOK LINK, ETC: _____

ESTIMATED ATTENDANCE: _____

OPEN TO: (check all that apply) ☐ MHC ☐ 5 College ☐ General Public ☐ Participants Only

ADMISSION PRICE(s): _____

If admission is 'Free", please state. If multiple prices, please note all categories and costs, e.g.: "MHC Students @ $3, All others $5. For parties, we encourage a discounted rate for early arrivals, i.e. "one dollar off admission before 11 pm."

POST EVENT TO (check all that apply)**:**

☐ MHC Events Calendar- http://www.mtholyoke.edu/go/calendar

☐ 5 College Calendar- http://calendar.fivecolleges.edu/FiveCol/calendrome.cgi

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SERVICE REQUESTS

Please do not hesitate to consult with Student Programs Professional Staff if you have any questions regarding this section. **If you are using a customizable venue, like Blanchard or Chapin for example, please skip down to section II.**

Section I

If you are using an already mediated venue (e.g. classrooms, Hooker, Gamble, Dwight…) would you like to use the on-site installed equipment for your event (e.g. single lectern microphone, cd/dvd player, computer/projector set up)? ☐ **YES** ☐ **NO**

In addition to the AV in the classroom, do you have other custom needs (e.g. multiple microphones for a panel in a large hall) that require additional Media Services support in this mediated space? ☐ **YES** ☐ **NO**

If yes, please describe: _____

_____

**** FOR SELF-SERVICE GEAR THAT YOU CAN BORROW FOR AN EVENT (e.g. short time loaner laptop, digital recorders, cameras, portable projectors, and other media equipment) COMPLETE THE MEDIA SERVICES FORM ON-LINE at least 7 days in advance. http://www.mtholyoke.edu/lits/7725.shtml**

Section II

If your event is **in Blanchard, Chapin or another customizable venue** (e.g. a cultural house or an outdoor space) do you need any stage crew/ av services (e.g. Sound, Lighting, Projections, etc…)? **Check all that apply.**

☐ ***Nothing Needed***

☐ Extension cords, power supply. Describe needs:

☐ DJ gear *for trained WMHC DJ or other MHC student.*
DJ's Name:

☐ DJ - *assistance w/ stage set-up for a professional (contracted) DJ.*
DJ's Name:

☐ Piano *(tuning fees may apply)*

☐ Karaoke gear ("rental fee" = contribution of one new karaoke cdg to the collection).

☐ Lighting *(stage)* ☐ Lighting *(club/dance)* ☐ Lighting *(custom, will discuss w/ Student Programs)*

☐ Projection: *for DVD/VHS/cable TV or laptop (sponsor must supply laptop)*

☐ Stage sound *(e.g. for live music, spoke word, cd playback).*
Describe needs as best you can (e.g. 3 person panel, 1 four piece band, 2 Acappella troupes, …):

☐ **COMPLEX STAGE EVENT: we need help figuring out our sound, lighting, and stage needs.**
Person who will be contacting Kris Bergbom <kbergbom@> for assistance:
Name: _____ **Email:** _____

PHYSICAL SPACE SET-UP, FURNISHINGS & MISC EQUIPMENT

Service Requests to FM will generally cost your org money for equipment and/or labor. **Your Campus Account will be billed for services.** Please consult with Student Programs to help estimate costs and/or find alternative means to achieve your goals or visit http://www.mtholyoke.edu/studentprograms/custodial.html for information on room configuration and policy/charges surrounding furniture set up. **You must restore any furniture you move to its original layout. You may not move furniture/equipment from another room.**

For venues with customizable furniture options (e.g. Blanchard, Chapin, NY Room…) you are requesting:

☐ **Do-It-Yourself Configuration** (*using only available furniture in room and following fire codes*) No charge

Or Facilities Management to set you up with:

☐ **Audience Seating** (*rows of chairs based on estimated attendance*), Fees may apply

☐ **Open Floor** (*furniture removed*), Fees may apply

☐ **Custom Furniture Configuration** (e.g. Expo style, cabaret style, mixed format … *you must supply diagram*), Fees may apply

FURNISHINGS REQUESTED

All furnishings are subject to availability, with two weeks advance notice required. **Do not assume** that any location contains specific equipment or furnishings, even if you have seen them there previously. Student Programs and the Events Services Office will process a service order for only what is needed beyond existing inventories. Fees may apply.

# Of Each Requested:	_____ Trash Can(s)
_____ 8-ft Table(s)	_____ Power Supply
_____ Round Table(s) (Chapin only, Max.8)	_____ Other (explain):
_____ Chairs	
_____ Podium	
_____ Easel(s)	
_____ Recycle Bin	_____ ***Nothing Needed***

CUSTODIAL CLEAN-UP

Please see http://www.mtholyoke.edu/studentprograms/custodial.html for policy and charges associated with custodial clean-up. **ALL Event Sponsors** (i.e. your org) are held responsible for basic "community consideration" cleanup, including removal of all decorations, returning all furniture to its standard configuration (unless otherwise instructed), removing any large trash items, and leaving the facility 'generally picked-up,' with trash in appropriate barrels and dumpsters. Custodial clean-up will cover bathrooms, mopping, vacuuming, etc. as needed and is mandatory for almost all events which serve alcohol or food.

NOTE: if a campus space is not left in a clean and orderly condition, fees and sanctions ***will*** apply.

OFFICE USE ONLY:

☐ Custodial Event Staff is mandatory for this event (per staff assessment). Fees will apply.

☐ This event most likely will not require significant additional custodial hours (per staff assessment). Sponsors will be billed and sanctioned if event area is not left reasonably clean and picked-up.

CONTRACTS

A properly completed and authorized MHC Standard Contract and an IRS Form W-9 is required for all off-campus service providers and presenters. **ALL contracts must be co-signed by MHC Professional Staff.** Standard blank contracts are available from the Office of Student Programs. Copies of these contracts and tax forms are also required before any SGA Business Office checks can be issued. You can visit http://www.mtholyoke.edu/studentprograms/contracts.html for more information on contracts. Professional Student Programs Staff can also assist you with negotiations – just ask.

We are hiring an off-campus service (DJ, Band, Professional Caterer, Lecturer, etc.) ☐ **YES** ☐ **NO**

FOOD AND BARTENDING

Please see the appropriate section of our website about any food policy pertaining to your event:

- Food & Beverage: http://www.mtholyoke.edu/studentprograms/food.html
- Alcohol & Bartending: http://www.mtholyoke.edu/studentprograms/alcoholpolicy.html
- Bake Sales & Food at Festivals/Dinners: http://www.mtholyoke.edu/studentprograms/foodpolicy.html

***All food & Snacks served in Blanchard Campus Center must be arranged through Dining Services.**

All alcohol service on campus must be arranged and licensed through Willits-Hallowell or MHC Dining Services (except for *registered* "Small Private Events" in Residence Halls). **To arrange for bartending services contact Mark Garner at x2522 <mgarner@> a minimum of 14 days before your event (30 days for Chapin events).**

Check all that apply:

☐ No food or alcohol will be served at this event.

☐ Store bought pre-packaged "dry" snacks only will be served at this event.

☐ Students intend to prepare some foods for this event (in compliance with the MHC Food Policies)

☐ We intend to have a caterer and/or food prepared by restaurants (subject to compliance and approval).
List Name and Location of Licensed Food Establishment(s):

☐ We would like to serve alcohol at this event. Name of Student Coordinating this service: _____

☐ We will use Dining Services Catering/Bartending. (Call x2522, well in advance to contract)

☐ We will use Willits-Hallowell Catering/Bartending. (Call x2285, well in advance to contract)

PARKING NEEDS - Check all that apply:

Please see http://www.mtholyoke.edu/studentprograms/parking.html for more information on parking.

☐ We anticipate large numbers of off-campus guests who will need parking for passenger cars.

☐ We anticipate needing an officer, and sawhorses to help with traffic flow, and parking solutions.

☐ We expect vehicles associated with the event that need to be parked in a specific location (e.g. tour bus, sound/DJ van, blood mobile etc..). How many? What size? _____

☐ Other parking concerns (please explain):

_____

_____

Please follow up with Student Programs to confirm your arrangements. If you have any question, just ask!

PUBLIC SAFETY

Public Safety will determine appropriate security staffing for your event, based on information provided on this form, and past history of events. Charges may apply. Generally, there is no charge for events on Friday and Saturday, and no charge for events where officers are not specifically dedicated to the premises (as determined by Public Safety). You may request additional officers if desired. Please see http://www.mtholyoke.edu/studentprograms/parking.html for more information on security for larger events.

Do you anticipate any security concerns and/or request Public Safety staff at your event?

☐ **YES** ☐ **NO** If yes, please explain:_____

_____

OFFICE USE ONLY:

☐ No notification necessary

☐ Public Safety: please take notice (walk-throughs requested)

☐ Student Programs recommends an on-site dedicated Public Safety Officer at this event.

☐ This event might have special Public Safety Needs, and requires further evaluation.

ANYTHING ELSE?

Are there any other event planning concerns that you would like Student Programs to review with you for this event?

For large events, we strongly encourage (and in some instances require) your team to make an appointment to discuss your planning in person, but you can use this space to call additional event related topics to our attention.

The last section of this ERF is the TREASURER'S BUDGET PAGE.pdf. The event team and the Sponsor Treasurer MUST SUBMIT A SIGNED, COMPLETED, HARD COPY OF THE BUDGET SHEET to STUDENT PROGRAMS, prior to the 14 day deadline.