



Baker University Campus Activities Event Planning Checklist

Created by the Office of Student Activities

This checklist will help you plan an event for your club or organization; it is particularly useful for larger events and functions. Work closely with your advisor and the Student Activities Office throughout the planning process.

I. Date/Facility Use

Many groups compete for only a few spaces at Baker University. Be aware that some groups and events will be given priority over others. Check with the following offices regarding room reservations:

- Harter Union – Terri Morris, 785.594.8433
- Athletic Facilities – Dan Harris, Athletic Director, 785.594.8474
- Rice Auditorium – Tom Heiman, Director, 594.4513
- Classrooms – Ginger Jardon, Registrar's Office, 594.4533

Discuss viable dates and spaces available with the Director of Campus Activities. Review the student planner to ensure you are not overlapping another campus event.

Outdoor Events

If music will be part of an event outside, you must contact city hall (785.594.6427) to obtain a noise ordinance. The form should be completed and returned to city hall for approval at least two weeks before your event to ensure that you may hold your event before publicizing it.

If your event is on campus, you must also contact maintenance (785.594.8415) for approval. Maintenance should also be consulted if you wish to use electrical outlets.

II. Funding

If a check is required, the business office must have your check request no later than noon on Monday for your check to be ready for pick-up the following Friday. Also, give Cassie contracts ahead of time so that she can enter them for you.

_____ III. Publicity

Your publicity materials must be posted in appropriate locations on campus or they will be taken down.

Appropriate Locations for Posting

- Campus bulletin boards
- Residence Halls – all publicity for the residence halls including Horn and Markham Apartments must be given to the Associate Dean of Students to be hung in the halls by hall staff. Publicity not given directly to the Associate Dean will be removed.
- Harter Union – Publicity may not be posted on the glass doors, but may be posted on the bulletin boards in the doorways.
- Greek organizations – Each Greek organization has a mailbox in the mail and copy center located in Constant Hall where publicity can be dropped off for the chapters to distribute.

Provide ample time for your publicity to be distributed. It is encouraged that you have your publicity to the appropriate parties no later than two weeks before your event to ensure the word gets out in time.

E-mail Announcements

All-campus e-mails may be sent by designated campus administrators. When sending an all-campus e-mail, please ensure that you have carefully edited your e-mail and that all necessary information is included.

Wildcat Wire

The Wire is an e-mail of upcoming campus events sent out each Monday (or following school day if Monday is a holiday) to the campus community. For your information to be posted in The Wire, it must be e-mailed to the Director of Student Activities no later than 3 p.m. the Friday before week you wish it to be printed. The announcement will be copied and pasted and sent as-is, so carefully review your information. No information will be posted in The Wire unless requested, and only information regarding events being held by a recognized Baker University group or organization will be admissible.

Sidewalk Chalk

Sidewalk chalk may be used on campus; however, do not chalk in areas that rain cannot remove easily, such as under overhangs. Chalking on buildings or areas other than the sidewalk is prohibited.

Banners and Other Forms of Publicity

If you wish to hang any other forms of publicity, please contact the appropriate person in that building to obtain permission.

Other Forms of Publicity

- *The Baker Orange* – 785.594.4559
- KNBU Radio – 785.594.8300
- Director of Public Relations for BU – 785.594.8330
- Union Display Cases/Bulletin Boards – 785.594.4514

_____ IV. Custodial/Security

Submit maintenance requests at least one week before your event to ensure that your request can be granted. Maintenance requests should be submitted online <http://www.bakeru.edu/maintenance/>. Contact maintenance and security if your event requires special equipment or considerations such as:

- Campus buildings being open later than usual
- Electrical outlets
- Tables or chairs

_____ V. Food

Contact Food Services for dining needs as early as possible to ensure that they can accommodate your requests, 785.594.8333.

_____ IX. Other

Additional equipment such as a microphone and small PA system may be checked out through the Student Activities Council office. It is the organization's responsibility to pick up and return the equipment to the office at the designated time. At the time of pick-up, a member of the Student Activities team will show you how to operate the equipment. If equipment is damaged while it is in your possession, it is the responsibility of the organization to pay for repairs or replacements.

If you need assistance with the planning and facilitation of your event, contact the Office of Student Activities at 785.594.4514.