Guidelines for a Successful Event

1.) Organize a dedicated group of participants to develop the event. To advise the group, recruit a faculty/staff advisor. If the event requires a contractual agreement with an outside organization, please contact the Director of Student Activities at (276) 944-6795.

2.) Tentatively set your date, time, and location.

3.) Contact Claudia Duffy, Administrative Assistant to the Dean of Students, at cduffy@ehc.edu or ext. 6122 to have your event placed on the master calendar of events. Please note: "College-wide activities, during which no other meetings will be scheduled. These include: College-wide convocations, Sunday worship services, designated Lyceum events, major Emory Activities Board events, and special annual or biennial events such as the Literary Festival, and the Beys Blackwell, Stanley, Reynolds and Leidig Lectures." Student Handbook

4.) Reserve the event location. See space reservation information on page 2.

5.) Advertise your event through campus media. See publicity and communication information on page 2.

Tip: Co-Sponsorship
One of the best ways to recruit participants and increase funding for your event is through co-sponsoring the event with another campus group. Check out the Student Handbook for a list of student organizations or contact the Office of Student Life to learn how you can cosponsor an event with Residence Life programming.

Tip: Community Service
Do you want to plan a community service project for your student organization or campus group? Contact Shai Cullop, Coordinator of Campus Service Programs in the Appalachian Center for Community Service, who can help you build a successful service experience.
Space Reservation Contact Information

Tobias Smyth, Van Dyke
Martin-Brock,
Calliopean/Hermesian Rooms,
Blakemore House
(276) 944-6242

King Center
Josh Wollenhoffer
jwollenhoffer@ehc.edu
(276) 944-6147

Wiley Auditorium and
Classrooms
CSA Office
records@ehc.edu

Residence Hall Lobbies
Office of Student Life
(276) 944-6529

Emory & Henry Room,
McGowan Room
Beth White
bwhite@ehc.edu
(276) 944-6690

Chapel
Chaplain’s Office
(276) 944-6842

MS Lobby
Karin Widener
kwidener@ehc.edu
(276) 944-6201

Facilities Setup
Facilities Management
(276) 944-6242

Publicity and Communication

Off-Campus Publicity

"All College publications which will be distributed directly or indirectly to any off-campus audience including but not limited to event programs, posters, newsletters, publicity flyers, pamphlets, calendars, and/or direct mail pieces are to be produced by the public relations office, or cleared with the director of publications or the director of public relations prior to production. Clearance involves editorial review, layout and printing assistance. Any deviation from this style book must be approved by the Public Relations Office." -Public Relations' Publication Style Manual

Campus Media

The Whitetopper
Becky Sharkey
Editor-in-Chief
rsharkey10@ehc.edu

WEHCFM - WEHC 90.7
Richard Graves
Station Manager
rgraves@ehc.edu

The Scoop
scoop@ehc.edu

Tip: Event Planning Checklist

General Guidelines While Planning
- Allow enough time to complete all desired plans.
- Delegate to others with clear instructions.
- Create to-do lists to keep track of details.
- Hold regular meetings with your advisor and planning committees to keep everyone updated on the details of your event.

One Week Prior to Event
- Create a timeline for the day of the event that includes what will happen, when people will arrive, who will be carrying out certain tasks, etc.
- Confirm room reservation and room set up.
- Confirm technical needs and arrangements.
- Confirm catering order.
- Confirm transportation and travel accommodations.
- Check on payment arrangements.

Day of Event
- Arrive early to the venue to begin set up and go over last minute details and changes.
- Introduce yourself to the performer/guest speaker and take time to welcome him/her to the event.

After Event
- Make sure the venue looks presentable when you leave. Clear out all debris and move furniture back to its original location.
- Reflect on successes and growth-points for your organization and its members. Develop more effective and efficient ways to accomplish your goals.
Tip: Catering
Do you want to have a catered dinner, provide light snacks, or have a nice dessert at your event? Emory & Henry College provides catering services for your event needs. For all on-campus events, the College requires all food and beverage needs for your event to be catered through the Sodexo Dining Service.

For more information or to request an estimate for your next catered meal, contact Robin Walton at (276) 944-6587 or rwalton@ehc.edu

Tip: Films
Do you want to feature a film at your event? Did you know that a public viewing of a film can violate copyright laws? To show a film at your event, you may be required to buy the rights to show it publically.

For more information on how to purchase the rights to show a film, contact the Director of Student Activities, at (276) 944-6795.

Guidelines for Posting Material

- All postings located on bulletin boards should be no larger than 22” x 28”.
- There will be a maximum of one (1) flyer or poster per bulletin board.
- All postings should contain the name of the responsible student organization or individual and a clearly visible expiration date.
- Persons or organizations that post materials are responsible for removal of material when the posting date has expired. An expiration date will be considered one day following the date of the event.
- The posting period should not normally exceed three weeks.
- Materials should not overlap or conceal other postings.
- Materials must be attached to bulletin boards so as not to deface or destroy the surface. Signs, posters, or flyers will be attached to cork boards with tacks. No scotch tape is to be used.
- Materials must not be attached to vehicle windshields, indoor or outdoor walls/doors, vending machines, trashcans, trees, light posts, sidewalks, or other similarly unauthorized locations.

Co-Sponsor Your Event with EAB!

Complete the event proposal on the back to express interest in cosponsoring an event with EAB. Submit the form electronically to Josh von Castle at jvoncastle@ehc.edu.

Emory Activities Board Leadership

President – Mary Grace Hankins
Vice-President – Linda Hurley
Secretary/Treasurer – Anna Dye
Dir. of Student Activities - Josh von Castle
Student Activities Event Proposal
For a Co-Sponsored Event with the Emory Activities Board

*Please include all forms of publicity for the proposed program.*

Today's Date: ____________

Name of Organization: _____________________________

Name of Organization's Representative: _________________________

Event Information

Proposed Date of Event: ____________

Alternative Date of Event: ____________

Time of Event: ____________

Event Location: _____________________________

(Student Activities will take care of all reservations)

Please provide a detailed description of your event.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If you are co-sponsoring this event with another student organization, campus group, or outside organization, please list each sponsor along with their responsibilities.
_____________________________________________________________________________________
_____________________________________________________________________________________

Please list any equipment/materials you will need to conduct your event.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student Activities Use Only

Event Proposal: Approved □  Adjusted □  Denied □

Comments
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Signature: _____________________________