



Office of Student Events

Campus Policy & Event Planning Guide

Audio-Visual

Contact Val Gangwer in the Audio Visual Office for any technology requests including microphones, sound systems, computer projection, etc. Place all requests by completing the **Equipment Request Form** available at <http://academic.mbc.edu/av/eqrequestform.htm>.

Billing

Be sure to submit to all campus vendors an account number to be charged to your club or organization for items that require payment. Below is a partial list of items that are frequently used during events:

- Physical Plant, Dining Services and Security staff Overtime
- Catering
- Equipment Rental (i.e. Popcorn Machine, Helium Tanks, etc)
- Tablecloths
- Table/Chair Rentals
- Design Charges
- Printed Materials
- Off-Campus Advertisements

Concerts or Mixers

If you choose to host a large-scale event, you are strongly encouraged to work closely with the Director of Student Events or co-host with Baldwin Program Board. You must follow the **Mixer Policy** for all events that encourage guests from off-campus and/or have alcohol available at the event.

Conference Attendance

If approved for conference attendance, each participant is expected to share the knowledge gained from the conference with the rest of the campus. All clubs and organizations attending a conference must have a faculty or staff sponsor, as well, and should complete an **Off-Campus Activity Agreement**.

Contract Execution

Please take note of any Rider requirements, including but not limited to, travel and/or hotel accommodations, meals, and sound requirements. Only the Club or Organization Advisor and the Director of Student Events can sign a group's contractual agreements. All contracts should be mailed to the Club or Organization Advisor.

The Artist's social security number or Federal ID number and accurate mailing address must be on the contract. It takes at least two weeks from receipt of the contract for a deposit check to be cut and sent to the agency. The remaining balance will be hand-delivered at the time of the performance.

Credit Card Usage

The Club and Organization is responsible for all charges that are placed on the credit card while it is in their possession. The following purchases are prohibited by any club or organization using the SAF:

- Alcohol: Regardless of age, alcoholic beverages are not allowed to be purchased using the college credit card. If alcohol will be available for purchase at a function, the club must work with Dining Services to secure use of the liquor license and bartenders for the event.
- Blu-ray, DVD or VHS movies: Due to copyright laws, in order to advertize the showing of a movie to the campus community, the club or organization must purchase the rights from Swank Motion Pictures, Inc. See "Movies."
- Gift Cards: All monies used from the SAF must be used directly to benefit the entire campus community. Gift cards may only be purchased with fundraised money by the club.

Event Calendar

Decide the date, time and place for the event you wish to schedule. Check the college [Events Calendar](#) (www.mbc.edu/college/events) and the [Student Handbook](#) to ensure there are no conflicts.

Event Food

Contact Mary VanNortwick or Tracy Hiner in Dining Services regarding any specific menu or catering requests. The [Calendar Reservation Request](#) alone is not sufficient to arrange for food and/or beverage request.

Funding

Request funding of petty cash from the Business Office at least one week prior to the event.

[Check Requests](#) must be completed and turned in to Sue Armstrong in the Business Office at least two weeks prior to the event.

Movies

In order to show an advertized movie on campus, the club or organization must purchase the rights from Swank Motion Pictures, Inc. Mary Baldwin's contact at Swank is Brian Fox and his phone number is 800-876-3344. The price varies per movie depending on its demand, but most movies range in cost from \$500-\$600 per viewing.

Off-Campus Travel

In order to travel off-campus, every club and organization is required to submit a completed [Off-Campus Activity Agreement](#). Mary Baldwin uses Enterprise for discounted rental car rates, but all drivers must be 21 years of age or older and on the approved driver list at the Business Office.

On-Campus Sales

Mary Baldwin College policy prohibits solicitation by individuals on campus. Students (from MBC or any other college) may not use campus publicity channels for personal profit-seeking endeavors; however, students who represent a recognized student club or organization may utilize campus publicity channels. Students should obtain the sponsorship of a recognized student club or organization and agree that all profits of the fundraiser will be deposited into the represented student club or organization's campus account.

Police Requests

At least two Staunton Police Officers and one MBC Security Officer must be present at all events that are open to guests outside of the MBC community.

A request to the Staunton Police Department and MBC Security should be made at least three weeks prior to the event to ensure officer availability for all large-scale campus events.

Professional Publicity

All clubs and organizations are welcome to pay for professionally printed materials through local designers or COMPA (Office of Communication, Marketing, and Public Affairs). Only registered clubs will be able to use the college seal and/or logo on product. It is strongly suggested to contact professional designers at least three weeks prior to the deadline in order to ensure an adequate timeline.

Once your space and time are confirmed, contact Gretchen Newman for art and printing needs including posters, programs, table tents, etc. A minimum six week lead time is required in advance of the event.

Publicity

Research suggests that six forms of publicity be used for each event in order to best canvas a campus. Below are a variety of options that have worked well for many clubs and organizations:

- Bulletin Boards
- Campus Email
- Facebook Event Page
- Flyers and/or Posters
- Hanging Banners
- Mailbox Stuffers
- MBC Announcement Page
- MBC TV
- MBC Radio
- Sidewalk Chalk

In order to get the information on the web site, contact Morgan Smith at least three weeks in advance.

Set-Up

Communicate clearly the items you will need from the Physical Plant including chairs, tables, podiums, table linens, flipcharts, trash cans, etc. Large or complicated set-ups are best communicated with diagrams and/or a planning meeting with Marty Weeks in Physical Plant.

Space Reservations

Campus spaces can be reserved by all registered clubs and organizations.

Academic space: During the school year for use of academic classrooms, Pearce classrooms and Grafton Library classrooms contact Sharon Phillips in the Registrar's office.

Hunt Dining Hall or The Nuthouse: Contact Mary VanNortwick in Dining Services and get approval. Second, reserve the space with Pam Hummell in Physical Plant by using the **Calendar Reservation Request**.

Hunt Gallery: First get approval from Paul Ryan in Deming Hall. Second, reserve the space with Pam Hummell in Physical Plant by using the **Calendar Reservation Request**.

Physical Activities Center: Contact Sharon Spalding to reserve use of the indoor and outdoor facilities at the PAC.

All Other Spaces: Complete the **Calendar Reservation Request** at http://www.mbc.edu/docs/admin_docs/cal_res_rqst.doc. When indicating the hours needed, be sure to allow for adequate setup and breakdown time before and after your event. Your reservation must be received at least five working days in advance of an event and is not secured until you receive an e-mail confirmation.

For outdoor events, think optimistically for great weather, but have an inclement weather plan just in case. This second location **MUST** be noted on the initial reservation form.

Spending Policy

Alcohol: Regardless of age, alcoholic beverages are not allowed to be purchased using the college credit card. If alcohol will be available for purchase at a function, the club must work with Dining Services to secure use of the liquor license and bartenders for the event.

Gifts: All clubs and organizations are allowed to purchase one gift per member, leadership officer, and advisor per year. No more than \$15 may be spent of SAF money to purchase each individual's gift. Receipts must be turned in to the Inter-Club Council Chairwoman in order to have money placed into the club's account. *Gifts may not be purchased for paid speakers or guests using SAF money.*

Meals: All clubs and organizations are limited to one dinner gathering per semester using SAF money. No more than \$18 may be spent per person at a meal including beverages and dessert. Receipts must be turned in to the Inter-Club Council Chairwoman in order to have money placed into the club's account.

Office Supplies: Supplies needed for organizational purposes may be purchased through Wal-Mart or Staples using the tax-exempt card, however, these supplies must stay with the organization and not the individuals responsible for the purchase.

Questions? Please contact Melinda Brown (Director of Student Events) in Kable House 115.