



“How to Make it Happen”

Planning Successful Student Activities and 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? Providing a service? Social? Other?
2. Who will be interested in attending? Student body? Special interest groups? Community?
3. How many people are you expecting to attend?
4. What kind of 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

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. You may also check the Student Calendar at www.citruscollege.edu to see if the Campus Center is already booked for an event.

Complete the *Activity Request* form and other applicable forms and turn into the Office of Student Life and Leadership Development promptly. Reservations for spaces on campus are not official until all required paperwork has been received.

Return forms to the Office of Student Life and Leadership Development for facilities availability and clearance and for the Inter-Club Council approval. Your request is entered on the colleges master calendar of events.

Finances

Develop a budget for the activity showing anticipated income as well as anticipated expenses. Make sure that your advisor helps you with this. There may be major costs that you have no way of knowing that.

***remember that all financial transactions must be run through your Associated Student Organizations account. Deposits are made and cash bags are picked up at the cashier's office 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 Councils 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 an event. In some cases, last minutes 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
- Podium
- Campus center audio-visual, VGA cables, and microphones
- Portable PA system
- Extension cords and power strips
- Audio – visual equipment

Additional arrangements to be considered:

- Unlocking / locking the facility
- Cash bag with change for ticket/food/merchandise sales must be requested from the cashier in the Student Services building and picked up
- Parking permits for 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 consolidate the information for your publicity committee and can be given to all club members. Important information includes:

1. Name of the event
2. Date of the event
3. Sponsoring organization
4. Time of the event
5. Ticket prices (and where to buy tickets)
6. Location of the 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 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 Student Life and Leadership Development, while the marquee at the corner of Barranca Ave and Foothill Blvd. and the one at Citrus Ave. and Campus Drive 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.

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 colleges 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: Developments” and the “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

Social Networking Sites – Utilize the power of the internet and post bulletins or create events on your Facebook, Instagram, or X accounts. Both the Office of Student Life and Leadership Development and 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 and 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
 - Consider having a “green room” where a speaker or performer can relax and mentally prepare before the event begins

- Establish an agenda or program for the event. Have copies run off for anyone who might need one. This should be a time 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 the 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 “that you” letters to performers, committee members, advisors, and others who helped to make the event happen

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 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.

Refreshments – if refreshments are to be serve, they must be ordered ahead of time. It is the responsibility of the students hosting the dance to clean up the refreshment area. The club or organization will be billed for the refreshments served.

Financial Considerations – the club or organization hosting the dance is responsible for cleaning up after the event. If this is not done satisfactorily, there will be a charge of \$100 imposed on the club or organizations 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 Offices 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. The is to protect the safety of the dancers. 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 and Administrative Services. Please see the Office of Student Life and Leadership Development for assistance.

Clean-Up – The club or organization is responsible for cleaning.

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 immediate property of the District, there are a few extra forms we ask you to make.

Forms – First be sure to have an approved *Activity Request* form 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 an 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 of 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 Districts 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.

