Lead Academy
Event Planning Workshop
Fall 2022
Campus Activities and Programs
Erin Kramer, Associate Director for Student Groups and Programs
Event Consultants

What is an Event Consultant?
This is a member of the CAP staff that is your group’s primary go-to for any of your questions! They are the ones that review your Event Requests and can help with contracts and purchasing.

<table>
<thead>
<tr>
<th>Greek-lettered Organizations (non-social)</th>
<th>Curtis Tarver</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC &amp; MGC Chapters</td>
<td>Ashley Jones</td>
</tr>
<tr>
<td>IFC &amp; NPHC Chapter</td>
<td>Lomar Osborne</td>
</tr>
<tr>
<td>Media Groups</td>
<td>Meredith Atchison</td>
</tr>
<tr>
<td>A–N</td>
<td>Kynnith Francis-Vaughan</td>
</tr>
<tr>
<td>O–Z</td>
<td>Erin Kramer</td>
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</tbody>
</table>
Important Event Deadlines

6 weeks prior to your event
Reserve space through vEMS

30 days prior to your event
Submit a Spartan Connect Event Request
Spartan Connect Event Requests

What needs an Event Request?

- Any event open to all UNCG students
- Any event where an outside performer/speaker/vendor is needing payment
- Any event funded by SGA allocations
- Any fundraising events

What does not need an Event Request?

- Group meetings
- Group socials
- Tabling (if no funds are being collected)

How to Submit Spartan Connect Event Requests

*Your group is not permitted to have your event until your Spartan Connect event request is approved by the CAP office*
Vendors, Contracts, Purchasing

- **Don’t ever sign anything!**
- Your Event Consultant can help connect you with vendors for your event needs
- All vendors need to be paid through UNCG’s contract system
  - [Contract Request Form](#) (must be done at least 2 weeks prior to event)
- If your group needs to purchase items for your event the CAP office can assist
  - [Purchase Request Form](#) (must be done at least 2 weeks prior to event)
- If CAP is assisting your group with purchases all payments must be tax exempt and vendors will need to be able to provide an invoice or itemized receipt.
Tickets

- Student groups may wish to ticket events to control entry, raise funds, or to advertise events.
- All ticketing must be done through the CAP office.
- The Event Consultant will set up a meeting to discuss and set up ticketing. This should be done at minimum 2 weeks prior to the event.
SGA Allocations

**Organization Allocation Orientation Meetings**
- Monday, August 22: 5:00pm : Zoom
- Tuesday, August 23: 7:00pm : Zoom
- Wednesday, August 24: 5:00pm : Zoom
- Thursday, August 25: 7:00pm : Zoom

**Allocation Application**
Opens: Friday, August 26 at 8:00am Closes: Friday, September 2 at 8:00pm

**Budget Hearings**
Hearings will be held via Zoom during the below dates and times. You must sign up for one of these times when you submit your funding application. The Finance Committee will send out zoom links for the hearings.
- Tuesday, September 6: 2:45pm-6:00pm
- Thursday, September 8: 2:45pm-8:00pm
- Saturday, September 10: 11:00am-4:00pm

**Please note:** you will need to attend one of the meetings above, submit the budget online on Spartan Connect by the deadline, sign up for a hearing as per the committee’s instructions, AND attend the hearing in order to be eligible for funding.
Spartan Connect Training
GROUP LEADER EDITION

ONLINE RESOURCES
LAUNCHES AUGUST 19
CAP.UNCG.EDU/SC_TRAINING

VIRTUAL TRAININGS
AUGUST 22 | 4PM | UNCG.ZOOM.US/J/99799171758
AUGUST 23 | 1PM | UNCG.ZOOM.US/J/94845512044

DROP-IN HOURS
AUGUST 29 - AUGUST 31
1PM - 3PM IN THE CAP OFFICE (EUC 250)

IN-PERSON LAB TRAININGS
WEEK OF AUGUST 29
TIME AND DAY TBD
Tips for Success

- Make sure your event aligns with the mission and vision of your event
- It’s never too early to start planning!! The further in advance you plan, the more time you have to solidify and execute your event
- Don’t over program! Check the Spartan Connect Event Calendar to see what else is happening during the week of your event
- Communicate effectively! Be detailed and timely in your communication with CAP, Campus Partners and Vendors
- Ask for help if you need it!
Questions?

Erin Kramer
(336)334-4329
enparris@uncg.edu
The University Reservations Office is responsible for coordination of meeting and lounge space in the EUC, classroom spaces in academic buildings, and several outdoor spaces:

- Kaplan Commons (EUC West Lawn)
  - Southwest Corner Kaplan Commons
- Taylor Garden
- College Ave. Lawn
- Jackson Library Lawn
- Moran Commons (The Fountain)
- Stone Lawn
- Foust Park
- Lee Street Plaza
Where to Find More Information...

Visit: euc.uncg.edu/reservations/
How to Reserve a Room

• Use vEMS to request space
  – Each student group is allowed up to two users
    • Account form to be completed and signed by president and advisor each time there is a change in authorized users
  – Space will be “on hold” until Spartan Connect Event Request is completed - MUST be completed at least four (4) weeks prior to event date
  – Logistics meeting may be needed to discuss details of events
REQUEST AN ACCOUNT

An account is needed in order to utilize the Reservations Office’s Virtual Event Management System (VEMS), to reserve a room.

**Departmental Request for VEMS Account**

Are you looking to reserve a room in the EUC? Departments are required to have a VEMS account to access the reservation system.

**Student Organization Request for VEMS Account**

Please complete Student Organization VEMS Account. NOTE: No more than two (2) names of persons allowed to submit requests for your organization. This will also update the your student account in RecWell.
Important Information for Student Groups

- Reservations are available to be made now through June 30th.
- Academic spaces are available to reserve 1 week after classes start.
  - Wednesday, August 24th.
- EUC reservations open on April 1st, 2023 for Fall 2023 and Spring 2024.
- Cone Ballroom UNCG Catering only.
- Other rooms in the EUC Intent to Cater form.
- Merchandising Permit.
Rooms in the EUC

Pre Set Rooms
Azalea, Willow, Elm, Long Leaf, Dogwood, Birch, White Oak, Sharp, Phillips, Auditorium
Come with no set up cost

Multipurpose rooms
Cone Ballroom, Dail, Alexander, Claxton, Kirkland
Set up costs are based off of what you request (chairs/tables/AV equipment)

*All rooms are charged with AV cost*
# Rates and Fees

## Equipment Rates

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Student Organization</th>
<th>Academic/Admin Departments</th>
<th>External Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Staging (6' x 6' section)</td>
<td>$8.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Portable Dance Floor (4' x 4' section)</td>
<td>$1.00</td>
<td>$2.00</td>
<td>$4.00</td>
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<tr>
<td>Conference Telephone</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Wired Microphones</td>
<td>$2.00</td>
<td>$2.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td>$17.00</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Portable Sound System</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$20.00</td>
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<tr>
<td>Piano Tuning</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$100.00</td>
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<tr>
<td>Overhead Projectors</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$20.00</td>
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<tr>
<td>Slides</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Data Projector – Auditorium</td>
<td>$60.00</td>
<td>$100.00</td>
<td>$200.00</td>
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<tr>
<td>Data Projector</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$60.00</td>
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<tr>
<td>Laptop</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Work Station</td>
<td>$35.00</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>TV / VCR / DVD</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$30.00</td>
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<tr>
<td>Standup Podium</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Laptop Podium</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Tables – Lightweight (6' x 30&quot;)</td>
<td>$1.00</td>
<td>$2.00</td>
<td>$4.00</td>
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<tr>
<td>Tables (6' x 3.5')</td>
<td>$2.00</td>
<td>$2.50</td>
<td>$5.00</td>
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<tr>
<td>Tables (6' x 8')</td>
<td>$2.00</td>
<td>$2.50</td>
<td>$5.00</td>
</tr>
<tr>
<td>Tables (60' round)</td>
<td>$3.00</td>
<td>$4.00</td>
<td>$8.00</td>
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<tr>
<td>Tables (36' round)</td>
<td>$2.00</td>
<td>$3.00</td>
<td>$6.00</td>
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<tr>
<td>Chairs</td>
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<td>$1.50</td>
<td>$3.00</td>
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<tr>
<td>Easel</td>
<td>$2.00</td>
<td>$2.00</td>
<td>$4.00</td>
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<tr>
<td>Flip Chart with markers</td>
<td>$3.00</td>
<td>$6.00</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

## Labor Rates

- Event Producer: $25.00 per hour
- Facility Manager: $12.00 per hour
- Tech Support: $10.00 per hour – 2 hour minimum
- Special Event Technicians: $10.00 per hour – 2 staff minimum

## Miscellaneous Fees

- Early Open / Late Close: In one hour increments only, does not include required labor
- before 7:00am Mon – Fri: Student Organizations / Academic and Administrative – $30.00 per hour
- before 10:00am Sun: External Groups – $50.00 per hour
- after 7:00pm Mon – Sun: Room Rate Fee – $20.00 per hour (1 hour minimum)
- Room Clean-up Fee: $20.00 per hour (3 hour minimum)
Logistics Meetings

When will a logistics meeting be called?

- When you are using a multipurpose room
  - Specifically Cone Ballroom and EUC Auditorium
- When your event is open to the public or expecting more than 200 attendees
- Certain types of events including (but not limited to fashion shows, strolls offs, multiple rooms are being used)

CAP event consultant will be responsible for scheduling logistics meetings
Recreation and Wellness
RecWell Available Spaces

- Kaplan Center
  - Meeting Rooms
  - MAC Court
  - 2-Court Gym
  - 3-Court Gym
  - Studios 1, 2, 3, 4
  - Spartan Terrace
  - Natatorium

- Piney Lake

- Outdoor Fields and Courts
  - Rec Fields
  - Outdoor Sand Volleyball Courts
  - Outdoor Basketball Courts - lighted
  - Pavillion

- Kaplan Center Tabling
RecWell Reservation Requirements

● You must be a member of a registered student organization with a Virtual Event Management System (VEMS) account to reserve a space. Your organization should submit a Request for Student Organization VEMS Account form that will identify which two members of the organization will be allowed to submit requests for their organization.

● Reservations can be made by accessing Virtual Event Management System (VEMS) through: https://recwell.uncg.edu/facilities/reservations/

● For your event you will also need to submit your event to CAP through SpartanConnect for approval at least 30 days prior.
RecWell Reservation Requirements

30 Days Prior to Event, Event must be submitted through EMS

21 Days Prior Event, Requester must have a meeting with the RecWell Staff to discuss logistics of Event

14 Event Agreement must be completed and returned

7 All event charges and fees must be paid
RecWell Reservation Rates

- No Facility Rental Charge for events with UNCG participants; Rental Rates apply for events involving non-UNCG participants.

- Staffing charges apply for all events.
  - $15/HR for Event Supervisor
  - $12/HR for Event Support Staff

- Equipment charges apply.
UNCG Catering
● Variety of Events– socials, formals, grab & go, themed events!

● Pay with FLEX

● Catering@uncg.edu & uncgcatering.catertrax.com
UNCG Police Department

Lieutenant Ashley Westbrook
Student Organization Event Planning

What we look for:

- Location of event
- Time of event
- Type of event including a **good description** of the event
- What organization is hosting the event
- Number of participants for the event
- Contact person for billing (name, organization, email, and phone number)
Paying for Officers

- Cost is $30 an hour per officer
- Payment is due upon receipt of invoice
- If no payment is received within 10 days after the event the organization forfeits all future events until payment is satisfied.
Questions

Lieutenant Ashley Westbrook
aeforbus@uncg.edu
(336) 334-4087
Campus Activities and Programs

SOCIAL MEDIA: @UNCGCAP
WEBSITE: CAP.UNCG.EDU
EMAIL: CAPSO@UNCG.EDU
OFFICE: EUC TOP FLOOR
QUESTIONS?

Lunch/Meet & Greet will be the perfect time to ask those questions!