



SOON Event Planning & Registration SHEETS

The Event Planning and Registration process is for Recognized Student Organizations (RSO), Greek Chapters, Honor Societies and recognized Residence Hall groups. All organization events and activities must utilize the Event Planning and Registration process if University resources of any kind are to be used or if the event is a raffle, a commercial co-sponsorship, involves a contract for goods/services, or the event needs a parade, solicitor or vending permit.

The purpose of the Event Planning and Registration process is to assist student organizations in planning, promoting, executing and evaluating successful events and activities. The Event Planning and Registration system fulfills this purpose by:

- Providing a process for student organizations to reserve facilities and services for events and activities.
- Assisting the components of the University that provide support for organization events and activities with a standard method of reserving, authorizing, and receiving payments for goods and services provided to organizations.
- Insuring that all proper policies as well as local, state and federal regulations and codes have been followed.
- Insuring that NU liability insurance covers the organization activities, if appropriate and recommend the purchase of additional insurance if the event warrants it.

WHEN SHOULD AN ORGANIZATION START THE EVENT PLANNING AND REGISTRATION PROCESS?

An eligible organization should start the Event Planning and Registration (EPR) process as early as possible, after the major details of the event are known, such as dates, times, and expected attendance. Having the EPR process completed at least two weeks prior to the event date is highly recommended.

HOW DOES THE PROCESS WORK?

During a consultation you will meet with a Student Involvement staff member, talk about your event's details, discuss policies and procedures, and even get advice on funding, entertainment, and other event particulars. A consultation will help your Event Registration to go more smoothly and will help you to be more fully prepared to put on a successful event.

Staff will ask you a series of questions about your event (i.e. location, date, times, attendance number, etc.) Be prepared to give many details regarding your event. The more information you know, the better. Some things to be thinking about include:

- Will we be having food? If so, what kind?
- Will we charge admission to our event?
- Are we traveling?
- Will we need a rain location for our event?
- Are we having a guest speaker/performer? If so, will we be paying them?
- Will high school students be in attendance?
- Will another organization be co-sponsoring our event?
- Are we holding a sporting event?

Once the staff member has an accurate idea of your event, they will identify the proper signatories that will need to approve your event. Staff can help you find and contact all proper individuals.

There may be additional forms that you will need to secure for liability insurance, travel insurance, contracts, co-sponsorships, etc. depending on your event. The staff will inform you if and when you will need these documents, and can give you copies of them.

For more information on organization and personal development skills in the SOAR series, stop by or call NU Student Involvement, 200 Nebraska Union, 472-2454; or 300 Nebraska East Union, 472-1780. Staff members will be happy to assist you and answer your questions.

student **involvement**
<http://involved.unl.edu>

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