UNI Greek Leaders Retreat

Breakout Session
Event Management
Advertising Sources

- Poster Displays
- Creative Resources Request – can be used for artwork, photography and university screensavers
- Lamination
- Maucker Union Display Case
- Table Tents
  - Maucker Union
  - DOR contact (319) 273–2333
- UNI Calendar of Events
- Button Maker
- Marquee Board
- NISG TV Monitors
- Banners – Use Online Room Reservation Form on Maucker website
- Chalking
- Social Media – **NEW FORM** – http://www.uni.edu/involvement/social-media-marketing-request
Newsletter

- Sent out bi-weekly
- Promotes upcoming events and highlights student organizations
- If you have something for the newsletter, please email involvement@uni.edu
  - 40 words or less!
  - Links are helpful!
  - We will edit as needed
  - No guarantee, first come, first served!
- Sign up to receive at www.uni.edu/involvement
Copy/Printing Services

- If you wish to get university pricing on your copy/printing services, you must go to the Student Involvement Center website and complete the Copyworks Order From.

- Look at University Relation’s Style Guide for more info.
  - UNI Logo or Wordmark (must be included on all printed materials)

- University Relations Creative Resources Project Requests
  - FREE service to help with project coordination, graphic design, print media, photography, etc.
Publicity Policies

- **Department of Residence Policies**
  - Posters and table tents (put in Rialto & Piazza) must be approved by Redecker Center prior to being put out
  - Posters hung in residence halls must be 8 ½ x 11
  - Table tents for residence halls must be reserved through Redecker Center
  - Mail stuffers are no longer allowed

- **Maucker Union**
  - Table tents, banners, and tabling space must be reserved through the Maucker Union Administration
    (http://www.uni.edu/maucker/online-forms)
Top 10 Items to Remember About the UNI Food and Beverage Policies:

1. Any food which needs thermal support served to the public must be supplied by UNI Catering OR an approved licensed provider with liability insurance. The Catering Exception form must be completed two (2) weeks prior to your event, http://www.uni.edu/maucker/online-forms/food-catering/

2. UNI Catering is the exclusive caterer in the Maucker Union (MU), Commons (COM) and Gallagher-Bluedorn Performing Arts Center (GBPAC).

3. For outdoor events complete the Outdoor Event Request form, http://www.uni.edu/maucker/event-services/outdoor.shtml Contact UNI Catering to assist in the planning of your event.

4. If holding a bake sale, review and complete the Bake Sale Exception form and display the "Home Prepared/Not Inspected" sign at your event. Purchased baked goods cannot be resold. http://www.uni.edu/maucker/online-forms/food-bake-sale/

5. If planning a cultural or unique foods event, complete the Request for Assisted Preparation form and contact UNI Catering for further information.

6. Beverages must be purchased through UNI Catering, Dining Retail, or direct from Pepsi. Another option is to go through the Pepsi Product Request for Student Organization Events, http://www.uni.edu/involvement/pepsi-product-request

7. If having an event in or around the McLeod Center or Dome, contact UNI-Dome Concessions (273-6237/273-6217).

8. Plan early! Three to four weeks is a good window of time to plan a successful event.

9. Funding information must be in place prior to the event. Payment for student groups must occur before, or day of the event.

10. The Food Policy, Pepsi Policy, Alcohol Policy, and other policies that apply to planning events can be found at: http://www.uni.edu/maucker/event-services/ OR http://www.uni.edu/catering/policies/

We want to protect you, your guests and the University. Failure to comply with these policies puts us and our food license at risk. Contact UNI Catering at 319-273-2333 or visit our website www.uni.edu/dor/catering to see our catering options and prices.
DOR REQUEST FORMS

- Catering Exception Request Form
- Bake Sale Request Form
- Assisted Preparation Request From

Access these forms online at:
http://www.uni.edu/involvement/student-organizations-documents-forms
Funding
NISG Funding

- NISG Contingency Fund
- NISG Spring Budgetary Process
- Pepsi Monetary Fund
- Diversity Matters
- Funding Requests
- Funding Guidelines and Applications

Abbie Shew
Director of Administration and Finance, NISG
shewa@uni.edu
(319) 273-3394 Office
(712) 330-0204 Cell
Contingency Fund

- Used for deferred funding and other funding needed by student organizations

- Does not fund:
  - Food or beverages
  - Events not open to all students
  - Events off campus
Spring Budgetary Process

- E-mail reminder of budgetary process start: beginning of spring semester
- Student orgs submit funding request for following academic year
- All student orgs meet with organization and finance committee
- Student orgs are emailed with results
- Deferred funding
- View your 2015–2016 allocations [here](#)
Pepsi Monetary Fund

- Monies come from our exclusivity agreement with Pepsi
- Funding guidelines are more flexible than contingency fund
  - $1000 limit per organization per event
  - $1500 limit per organization per year
- Will fund food
- Incentive for co-sponsoring
- Click here for the link to the application
Diversity Matters

- Funds used for events that promote diversity
- $500 limit per student organization
- More flexible guidelines than contingency fund
- Incentive for co-sponsoring
- Click here for the link to the application
NISG Funding Resource

Funding Guidelines and Applications:

Contingency Fund Guidelines

Budgetary Process Guidelines
Accessing Funding Received

- If you have or will receive funding for an event or organization expense, it is important that you schedule an appointment with Pam Creger in the Student Involvement Center.

- Important to remember:
  - The way in which you access your funding received depends on what you were funded for
  - You will not receive the funding in a lump sum prior to your event
  - In order to make the most of your funding and have a successful event, it is critical that you plan ahead and schedule a meeting to discuss how your funding will be accessed
Pepsi Product Request

- Free Pepsi product is available to student organizations for events which meet the criteria set out in the guidelines.
- For more information, and to fill out a request, follow the link below:
  - http://www.uni.edu/involvement/pepsi-product-request

When placing a request, please enter quantities in 12 packs and plan for approximately 1 item per person for the event.
LAST BUT NOT LEAST……

- Updating Student Organization Information
- Contact: Pam Creger pamela.creger@uni.edu (319) 273-2683

Thank You for Attending!

Q & A