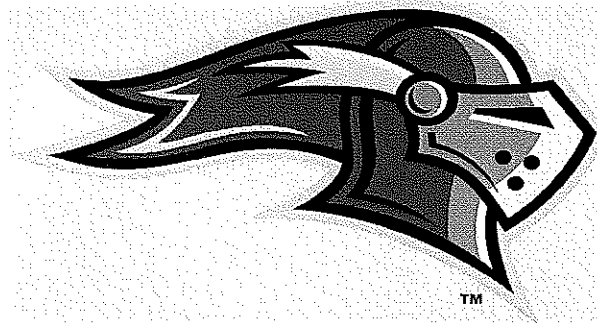


Programming Guide



Brought to you by the
Saint Michael's College Student Association
2010-2011



Saint Michael's College
Student Association

Programming Guide

Published By:
The Office of Student Activities
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Claire E. McQuillen, Co-Secretary of Programming
Matthew M. Seklecki, Co-Secretary of Programming

September 2010

Dear Student,

Successful events don't just happen. A good event is a result of many hours of planning. It takes organized people to oversee the many details related to a function. Haven't you ever wondered how the grill magically showed up at the cookout or where it went after the event had ended? Every event you have ever attended took a great deal of planning and coordination. It is easy to identify those which were thrown together at the last minute- the band had no microphones, the drinks were warm, and the trash was overflowing. When an event looks like it was easy to plan, that is when you know how much hard work and attention to detail was involved.

This booklet was created as a result of many years of student planning and event coordinating. We have tried to include all of the information that you might need when planning a function. Please use this booklet- read through it, write in the margins, and use it as a reference point for your club's activities. Don't forget that the actual event is only a small part of the process. You must lay a good foundation in order to build a quality event.

The Director of Student Activities and the Executive Board of the Student Association are here to help you plan a successful event. Please feel free to contact these offices if you have questions. We hope that you and your organization are able to plan fun, well run events for all to enjoy.

Good luck with all your events this year!

Sincerely,

Claire McQuillen and Matt Seklecki
Co-Secretaries of Programming

Grace Kelly
Director of Student Activities

The Foundation

Before you begin it is important to have a solid foundation

Approval

Before planning any event it is important to discuss your ideas with the members of your group, your advisor, the Co-Secretaries of Programming, and the Director of Student Activities. We are here to help make your event the best it can be and to insure that it does not conflict with other events happening on campus.

Cost

Since most clubs operate on a strict budget, it is important to plan your ideas and the potential cost of your endeavors well in advance. You will need to meet with the Secretary of Finance throughout the year to secure the money you will need for quality events.

It is highly recommended that you investigate prices well in advance in order to get the best deal. Costco, for example, is a great place to shop for large scale products such as paper, cups, plates, and non-perishable food products.

All events that you will plan will require the help of other departments and staff on campus. This may also add to the costs. Such events include lectures, dances, cookouts, movies, etc.

Reserving Spaces

It is important to plan the exact location of your event. You must inform the Office of Special Events and Student Activities in order to insure availability of the space that you need. You also need to check with these offices as they have the schedule for all events on campus. Please check in with Student Association before reserving a space with Special Events, as the SA will be able to help troubleshoot and conflicts with dates and times.

When Considering Spaces:

Consider the size of the expected attendance.

Capacity:

Vermont Room: 60 Chairs and 11 Tables

Colchester Room: 12 Chairs and 1 Conference Table

International Commons: 70 Chairs, 26 Rectangle Tables, 10 Round Tables

Farrell Room: 52 Chairs and 18 Tables

Hall of Fame Room: 33 Chairs and 12 Tables

McCarthy Theater: 336 Seats

McCarthy Recital Hall: 337 Seats

Hoehl Presentation Room: 80 Seats

Eddies: 125 seated

Ross: 3200 (Ross Gym)

Cheray 101: 100 seats

STE 102: 50 seats

STE 104: 50 seats

Consider weather or not you will need furniture or equipment for your event. This will have to be arranged in advance so that it will arrive on time. Please notify Special Events of any furniture or set up needs for the space that you are about to reserve.

To reserve Eddies Lounge please email eddies@smcvt.edu

Rain Date/Locations

When Planning an outdoor event you are subject to the weather. Your perfect outdoor event may suddenly need to be moved indoors if rains or snows. So be sure to plan ahead. All outdoor events should have a rain location or date, or simply a plan to cancel/re-schedule. This means that you may have to reserve two dates or locations with Special Events.

Cancellations

Any cancellation of an event should be made at least 24 hours in advance. The Office of Student Activities, Residence Life, Special, Events, Public Safety, and Physical Plant reserve the right to cancel any event based on weather or safety concerns.

The Nitty Gritty Details

The important stuff you never knew

Public Safety

The function of Public Safety is to maintain control and deal with disruptive or dangerous situations. Public Safety personnel must be present at all large events such as, dances, outdoor activities, and concerts. If you are sponsoring an event of this type you must contact Public Safety and let them know.

Contracts

For information regarding contracts please see the College's "Professional Services Contract." Use the following link:
<http://www.smcvt.edu/images/userimages/sgabriele/5330/PROFESSIONALSERVICES%20CONTRACT.pdf>

Only the President of the college, VP of Finance, and the Director of Purchasing and Auxiliary Services are allowed to sign a contract on behalf of Saint Michael's College. This means that if you are bringing a band or speaker who requires a contract they must sign the contract. Please direct these contracts to Barbara Walker (Director of Purchasing) Her email is bwalker3@smcvt.edu.

Catering

You do have options regarding catering at your events. The most inexpensive way to provide refreshments is to purchase them yourself. Costco is one option to get bulk food, soda, and paper goods. The school has a Costco card, which can be obtained by contacting the purchasing department. Sodexo has an exclusive contract with SMC for the Alliot Student Center. We recommend that only one member of your group be the contact with the catering office of Sodexo as this will minimize confusion.

Grill Reservations

When planning a BBQ you must reserve a grill through Special Events. You do not have to pick up the grill; Physical Plant will deliver it to your location and pick it up at the end of the event. You must bring your own utensils and charcoal unless the event is being catered by Sodexo. It is also recommended that you provide trash and recycling bins, which can be provided by Special Events.

Staging

The College owns some staging. All of the staging comes in 4' x 8' sections. There is 6 pieces of the low risers, which is the staging we typically set up in Alliot. We can do any configuration (24' x 8', 16' x 12', 8' x 8'). The taller staging, which we normally set up in Ross- we have 20 pieces. It is 32" tall, and we can do any configuration using those 20 pieces. To inquire more about stage options call the Special Events Office.

Eddies Lounge has a 16x12 foot stage, which cannot be moved from Eddie's Lounge.

Audio Visual Equipment

Audio Visual Equipment is available for your events. Many of the larger rooms and locations on campus has all of the necessary technology already in them. However, calling Information Technology and doubling checking is always a good idea. If your event requires any audio or visual equipment you must request it through Special Events.

Travel Vouchers

Any SA sponsored club who is planning to use their funds to travel to an out-of-state location must obtain a travel request form from the Secretary of Finance, in the SA Office.

Reserving Vans

- Van must be reserved by contacting Nancy Deyette in writing.
- Vans may only be reserved by a Faculty or Staff member.
- Vans may only be driven by students who have been approved by Public Safety as a certified van driver.
- The vehicle use policy applies to all students driving a college vehicle.
- It is recommended that you check the availability of college vans before making any travel plans.

Helium Tanks

There is a helium tank located in the Student Activities Office for general event use. You must supply your own balloons and string/ribbon. The tank must remain in the Student Activities Office. Please ask the Director of Student Activities about using the tank.

Freebies and imprinted Items

Freebies can be a great gift for people who attend or work your event. One of the most popular gifts are t-shirts. T-shirts can be expensive, so add this cost into your ticket or admission price. Another suggestion is to order items without the date so that overstock can be used later. The Student Activities Office can put you in touch with various companies in the area. The Director of Student Activities must approve all T-shirt designs.

Saint Michael's College Alcohol Policy

ALCOHOL AND OTHER DRUG POLICY

Philosophy

A goal of Saint Michael's College is to encourage preparation of our students for living, learning and working. As responsible members of our community. Given this goal, the College seeks two fundamental duties:

1. To provide an atmosphere in which students are encouraged to make informed and responsible decisions.
2. To demonstrate reasonable care to keep our campus free from conditions that create or increase the risk of harm.

With this in mind the college takes the following stand on Events Involving Alcohol

1. Events where alcohol is present may be approved depending on the nature of both the event and the facility and capacity of the facility, age distribution, and demonstration by the sponsoring organization of its ability to comply with State law and college regulations.
2. Only those of legal drinking age may have and consume alcohol in TOWNHOUSES AND GRADUATE (AND APARTMENT TYPE) HOUSING. Consumption of alcoholic beverages is prohibited in the remainder of campus housing.
3. The approval of the Student Life Office is required.
4. Methods for the accomplishment of these guidelines will be outlined by the Student Life Office during the event planning process. These methods include the following:
 - All events must end by 1:00 am.
 - All parties are prohibited Sunday through Thursday except with special permission.
 - Alcohol will be provided by sponsor.
 - Sponsors are responsible for supervision of the event.
 - Public Safety must be notified and hired when deemed necessary by the Office of Student Life.
 - Access must be restricted and accommodation limits (in conformance with Vermont fire/safety laws) must be adhered to. These accommodation limits are generally set at three guests per resident for a social gathering and up to 35 guests for a registered apartment party.
 - Non-alcoholic beverages and food must be provided.
 - A guest roster is required.
 - Sponsors are responsible for clean-up.
5. Approved campus-wide events involving alcohol must be catered and licensed in accordance with Vermont State Law.
6. Alcoholic beverages may only be sold at catered events. To request money (donation, tickets) as a condition of admission to an uncatered event is comparable to selling alcohol without a license and is therefore a violation of Vermont State Law.

Note: Funding for any Student Association sponsored club is not to be used to purchase any alcoholic beverages. If clubs violate this policy they may risk suspension of funds.

Getting the Word Out Advertising

General Information

Advertising is the key to having a successful event. Post advertising in advance and in creative areas. Please keep the following things in mind when planning your advertising:

- The Student Activities Office or the Student Association Office must approve all flyers by stamping them before you post them.
- Advertising should always be in good taste and not offer profanity, nudity, or other materials not suitable for general audiences.
- Advertisements will avoid demeaning, sexual, or discretionary portrayals of individuals or groups.
- The sponsoring group also bears the responsibility for the cleanup of any and all advertising relative to the event.
- Alcohol can never be the focus of your advertising efforts. Any mention of alcohol must be followed by "with proper ID"
- The Director of Student Activities reserves the right to take down any inappropriate posters.

(more info from the Student Handbook):

1. Events at which alcohol is served may be advertised on campus only when the service of alcohol is in full compliance with a valid liquor license or catering license and appropriate state regulations
2. Alcohol must not be the primary focus in any publicity.
3. The sponsoring group is responsible for any advertising/ publicity that is disseminated in conjunction with the event. The sponsoring group also bears the responsibility for cleanup of any and all advertising relative to the event.
4. Alcohol must not be used as an inducement to participate in an activity.
5. Advertisements will avoid demeaning sexual or discriminatory portrayals of individuals or groups
6. Promotion of alcohol will not encourage misuse or place emphasis on quantity or frequency of use.
7. Drinking will not be portrayed as contributing to the personal, academic or social success of students or individuals.
8. Alcohol advertising will subscribe to the philosophy of responsible or legal use.
9. Alcohol will not be associated with the performance of tasks that require skilled reactions, such as the operation of a motor vehicle or machinery.

Copying

Clubs and organizations should use the Printing and Mailing Services in the basement of Joyce Hall. This requires using your budget and will be charged to your account. Using this method is cheaper than using the copy machines on campus.

Great Places to Advertise

- Table Tents and Table Drops in Alliot
- All Campus Email
- Laundry Rooms
- Residence Halls
- Alliot Bulletin Boards
- Academic Buildings
- Post Office
- Bus Stop
- North Campus
- Defender
- WWPV
- RA Mailboxes (with permission)
- Channel 4

Places to Avoid Advertising

- Windows
- Columns in Alliot
- Painted areas and walls
- Wood paneling in Alliot
- Lamp Posts
- Trees
- Sidewalks (No chalk anywhere on campus)

Ticket Sales

At times advance ticket sales may be useful for estimating the attendance at an event. This may help you determine whether or not you need to change the location of the venue. Poor ticket sales may be the determining factor in canceling an event. Frequently attendees wait until for the last minute to purchase tickets. Never cancel an event without contacting your advisor or the Director of Student Activities. Tickets may be printed at Printing and Mailing or through a ticket agency.

The Big Day: Working the Event

Staffing the Event

All organizations should submit a list of people who will be responsible for set-up, working during the event, and clean up. All too often, people leave at the end of the event before all the clean up is done.

- An event is not over until all equipment is broken down and trash has been bagged. The area should be left looking as it did when you arrived.
- Some members of the sponsoring organization must act as "Point People" in case problems arise. Therefore they may not consume alcoholic beverages before or during the event. These "Point People" are also the individuals who are first to respond to an incident or behavior problem.
- Please be mindful that when cleaning up equipment you should not drag anything across the floors as it will leave a mark on the floor. Dollies are available in most buildings.

Cash

- Designate one person to handle cash throughout the event
- All cash should be deposited at the Cashier's Office on the Second floor in Alliot the next business day.
- Money from an event should never be stored in a club member's room or apartment. It can be stored in the SA office or Student Activities Office.
- Cash boxes may be borrowed from the student Activities Office for use at an event. They must be returned the next day
- Never leave cash boxes unattended
- Anticipate the need for change and have plenty on hand during an event.
- Please contact the Secretary of Finance about getting petty cash.

Outdoor Events

General Information

Many events are planned for outdoors areas. When doing this, you need to book a rain date and/or location. The Special Events office is responsible for booking any outdoor venue.

Tents

It is recommended that you arrange for a tent. This will allow for your event to go if a light rain sets in. The college does not own any tents, but has a relationship with Vermont Tent. These tents can be pricey, but may save your event from rain. For more information about tents please contact Special Events.

Lighting and Power

Please be aware of light for outside events. Use of lights on athletic fields must be arranged in advance by contacting Special Events. Lighting may also be needed under the tents. This can be arranged by contacting Physical Plant.

Outside facilities do not always offer convenient or adequate electrical outlets. If you are hiring a band or using inflatable amusements, you may need to meet with the electrician. There may also need to be an electrician on hand during your event. If the event is after college business hours there may be a charge for this service.

Specialty/ Novelty Amusements

If your event includes novelty or specialty amusements such as inflatables, the event is usually held outdoors. The SA has a list of vendors that we have worked with in the past. Please contact the SA if you are planning an event which includes an inflatable, as they require the approval of the electrician, Special Events, and the Director of Student Activities.

Some Helpful Hints from the Secretary of Finance

Petty Cash Form

You may obtain these from the Secretary of Finance. Do not ask the Cashier's Office for them. These are used for expense reimbursement and express advances. Many Clubs use this for advance cash for ticket sales. There is a limit of \$250 on each petty cash form. The Secretary of Finance must sign these and you must bring back a copy of the form to the Secretary of Finance.

1. Expense Advance

- Before the Secretary of Finance will sign any form you must sign the Petty Cash Advance Journal
- Take the form to the Cashier's Office to receive the advance.
- Keep the yellow copy: return this to this to the Secretary of Finance immediately.
- You have 3 days to return any receipts and/or extra money to the Secretary of Finance. Please do not leave cash on the desk, hand it directly to the Secretary of Finance.

2. Expense Reimbursement

- You must have a receipt to get a reimbursement
- Secretary of Finance will sign the petty cash form,
- Bring the form to the Cashier's Office
- After you have received your reimbursment, you must bring back a copy of the form to the Secretary of Finance.

Request for payment (RFP)

In case that a performer/anyone would like to be paid for their services, or if you have a bill that needs to be paid, it is necessary for your club or organization to make a request for payment. Every vendor. performer must have a contract. They become paid employees of SMC for a night. If they do not have their own standard contract, the Student Activities Office has standard contacts available for use.

Bills to be paid

If you receive an invoice in the mail from a vendor, you must present the invoice to the Secretary of Finance who will initiate a RFP.

Express Transfer

These forms are also available from the Secretary of Finance. This from is used to initiate a transfer from one account to another account.

1. Each party and the Secretary of Finance must sign the transfer form. If the form does not have three signatures it will not be processed.
2. The Secretary of Finance will process the form once it is completed.

Purchase Requisition

This form is available from the Secretary of Finance. After it is filled out the Secretary of Finance will sign and process the form

1. This form is used to purchase anything with the a purchasing credit card or anything that you do not receive an invoice for.
2. The form must have the vendor's name, address, and fax
3. The form must explain what you are purchasing.
4. The form must show the cost

Contact Information

Money Related

Purchasing Office x. 2612
Janet Post jpost@smcvt.edu
Purchasing Office x. 2622
Marta Goodwin mgoodwin@smcvt.edu
Cashier's Office x. 2689
Linda Cueto lcueto@smcvt.edu
Knight Card Services
Liz Jackson ejackson@smcvt.edu

Advertising

WWPV Office x.2334
wwpv@smcvt.edu
Defender Office x.2421
Information Technology x. 2020
ithelp@smcvt.edu
Printing and Mailing x.2522
George Goldsworthy ggoldsworthy@smcvt.edu
Public Relations x.2536
Buff Lindau blindau@smcvt.edu

Other Useful Numbers

Public Safety x.2374
Pete Soons psoons@smcvt.edu
Special Events x.2615
Mark Litchfield mlitchfield@smcvt.edu
Sodexo x.2201
Hank Strashnick hstrashnick@smcvt.edu
Student Association x.2304
studentassociation@smcvt.edu
Student Activities x. 2568
Grace Kelly gkelly@smcvt.edu
Physical Plant x.2330

Switchboard x.2000

SA Executive Board and Class Officers

President: Trevin Schmidt

Vice President: Ryan Socha

Executive Board:

Secretary of Finance: Matt Falcone

Secretary of Academics: Katherine Hackett

Secretary of Communications: Mairead McGonagle

Secretary of Student Policy: David Schulz

Secretary of Student Life: Siobhan Lavery

Co-Secretaries of Programming: Claire McQuillen and Matt Seklecki

Class of 2011

President: Kate Condon

Vice President: Erik Osborne

Secretary: Jason Berglund

Treasurer: Liz Siracusa

Senator: Lucas Schultz

Senator:

Class of 2012

President: Megan Flynn

Vice President: Sunny Masison

Secretary: Chris Eldridge

Treasurer: Amanda Mulligan

Senator: Brittany Richardson

Senator: Erica Begin

Class of 2013

President: Zach Musgrave

Vice President: Sam Asker

Secretary: Allison Fusco

Treasurer: Olivia McCall

Senator: Tenna Schmidt

Senator: Daniel Tolan

Class of 2014

President: Megan Woodcock

Vice President: Walter Nash

Secretary: Sara Denton

Treasurer: Zachariah Messier

Senator: Eleanor Hahn

Senator: Logan Kelly

SMC Clubs

CLUB	PRESIDENT/SA REP	TREASURER	ADVISOR	
A-team				NO LONGER
Celtic Knights	Christina Butterfield	Kimberly Foster	Patrick Gallivan	
College Conservatives	Luke Hollwedel	Marc Massery	Robert Letovsky	
Common Ground	Michael McKinney	Kasey Ladd	Mark Litchfield	
Cycling	Matt Miller	Brendan Meryman	Lloyd Simonds	
Dance Club	Claire McQuillen	Kalin Burkhardt	Lizzyann Moore	
Defender/Echo	Mia Weber		David Mindich	
Diversity Coalition	Daisy Sosa	Cheyene Samuel	Moise St. Louis	
Drama	Keelia Liptak	Katelyn Brisson	Peter Harrigan	
Fix it With 5	Lea Ziegler	Jerry Carter	Jason Moore	
Fly Fishing	Josh Gessler		William Grover	
Founders Society	Christine Amoresano	Matt Seklecki	Ellie Hedden/Conor Fritz	
French Club	Kaitlyn Newdorf	E. Matt Connolly	Kristin Juel	
Green Up	Alicia Pacelli	Liam Callahan	Heather Ellis	
Hilltop (Yearbook)			Sarah Gabriele	
Investment	Mark Karge		Joanne Scott	
Knitting Club	Greta Johnson	Dailey Brannin	Kristen Hindes	
Mike Check	Peter Hudson	Bobby Gaglini	Brian Lee	
MLK Society	Anicha Bemba	Sory Coulibaly	Moise St. Louis	
Move	Hilary Richard		Heidi St. Peter/Erin Collins	
Onion River Review	Phil Noonan	Lauren Fish	Will Marquess	
Peace & Justice	Casey Varanka	Hilary Martin	Laurie Gagne	
Photography	Shelby Farrell	Lauren Southworth	Jordan Douglas	
Psychology	Beth Koennicke	Alex Higgins	Melissa Vanderkaay-Tomasulo	
RHA	Brian Boone	Connor Stewart	Brian Lee	
Rugby Men	Armando Agnitti		Mike Ashooh	
Rugby Women	Ellen Missert	Randy Breeckner	Charles Cisco	
Science Club	Corey Dolbeare		Peter Hope	
SGAC	Kate Bailey	Sarah Delgizzo	Patricia Siplon	
Ski + Snowboard	Trevor Crawford	Matt Stillman	Karen Popovich	
SLAM	Josh Hoxie	Jeremy Carter	William Grover	
Sleepless Knights	Morgan Sullivan	Megan Balboni	Susan Summerfield	
SMC Voice				NO LONGER
Tap	Mary Jo Rodriguez	Liz Murray	Peter Harrigan	
Track Club	Tom Perekslis	Brian McDonnell	Joe Connely	
Turtle Underground	Connor Stewart	Erik Hanko	James Fraser	
Ultimate Frisbee	Brian Dukehart	Andrew Parent	Dave Kells	
VITA	Denise Belanger		Anna Lester	
Wilderness	Mark Karge		Todd Wright	
WWPV	Connor Foley	Dave Mooney	Carey Kaplan	