

*How to plan events as a UVM RSO*

# I'll Figure It Out *EVENT*-ually

*Presented by Grace & Meg*

# Learning Outcomes



Define events that require an Event Submission



Identify key considerations for on-campus and off-campus events



Differentiate appropriate timeline for each step in the process



Locate additional planning tools and resources

# What is an Event?

What are some Events your club/org holds or goes to?

- Event submissions
- On-campus versus off-campus Events
- How do you plan?

# Event Submission



**ALL** off-campus and ***most*** on-campus Events require an Event Submission

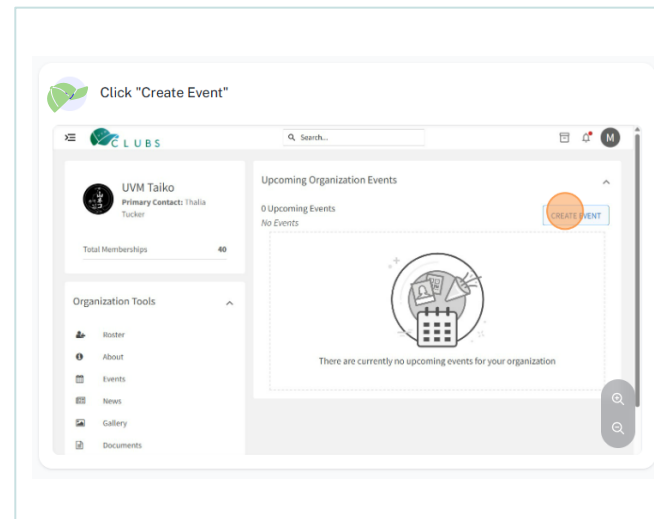
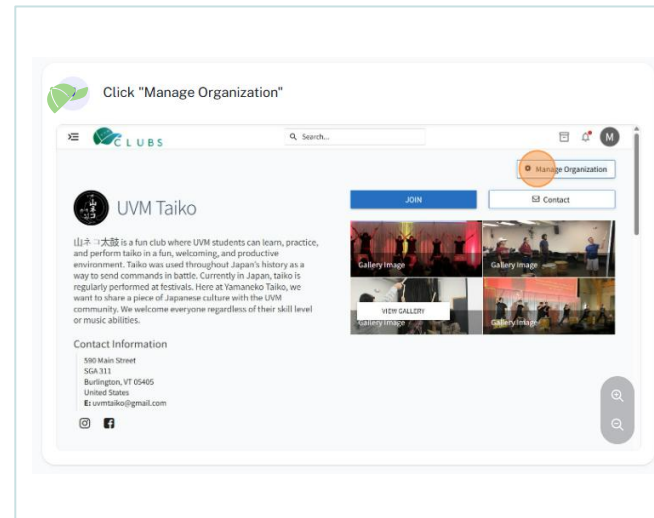
Exceptions:

- On-Campus meetings
- On-Campus club sports practices

Events **must** be approved before an activity can commence!

# How to create an Event Submission?

1. Log In to UVM Clubs
2. Search for your Organization
3. Select Manage Organization
4. Select Create Event
5. Complete All Applicable Fields



# Event Planning Timeline

## 8 weeks out

- Create & submit Event Submission on UVM Clubs
  - Edits can be made in the comments later
- Spending Request for contracts
- Space Request in EMS
- Create Marketing Plan

## 4-6 weeks out

- Confirm space needs (tech, set-up, etc.)
- Confirm Food (if applicable)
- Request/Confirm Transportation Plans (if applicable)
  - MUST have enough eligible drivers
  - Is lodging secured and approved?

# Why hasn't my Event Submission been approved yet?

Have you responded to any comments that may be asking for:



Participant Rosters

- Club Sports: Agreement to Participate Forms



Updated Certified Driver List



Personal Vehicle Driver Agreements



Other relevant documents

# On-Campus Events

- Considerations (EMS, vendors, purchase orders, etc.)
- Davis Center or the rest of campus
  - Athletic facilities
  - Technical needs
  - Specific furniture set-ups
- How much will it cost?

EMS Portal at UVM

Peterson, Grace

HOME

SITE HOME MY HOME

## Welcome to The University of Vermont's EMS Portal

**Reservations**  
All events require an EMS reservation.

Note: This system is for [REQUESTING](#) space. Events require multiple levels of approval. A submission in EMS is [NOT](#) automatic approval to use the room or hold an event. Your request will be reviewed, and a confirmation email will be sent if approved.

**Late Requests**  
We make every effort to accommodate late requests but cannot guarantee space or services. Late requests may be subject to additional charges.

[New Catering Guidelines](#): Make sure to check out the [guidelines](#) for ordering food and drinks for events.

[UVM Calendar of Events](#) - [events.uvm.edu](#)

**Virtual Event Support**  
Need help with a virtual or hybrid event? Our team offers technical support for virtual events. The level of support can vary from producing a Teams Live Event or showing you how to use the existing technology in a room to be able to run a Teams Meeting yourself.

[Request Virtual Event Support](#) →

**Need help using EMS? Contact us!**  
University Event Services is here to help you schedule and plan your meetings and events. You can reach us by email at [campusevents@uvm.edu](mailto:campusevents@uvm.edu) or call 802-656-5667

**Contacts**

**Catering**  
Catering on campus is through UVM Dining. Contact a Catering Coordinator by emailing [catering@uvm.edu](mailto:catering@uvm.edu). Or visit their website by clicking the UVM Dining link in the left column.

**University Event Services**  
The Events & Scheduling Coordinators on our Campus Events Team approve requests for space and events outside of the Davis Center and Athletics. They can also assist with EMS support, basic event planning, and consultation. Please get in touch with them at [CampusEvents@uvm.edu](mailto:CampusEvents@uvm.edu) or 656-5667.

**Davis Center**  
The Davis Center Ops & Events Scheduling team approves requests for space and events inside the Davis Center and at the outdoor tabling spaces. Please contact them at [DCEvents@uvm.edu](mailto:DCEvents@uvm.edu) or 656-1204.

**Athletics**  
Gregg Bates approves all requests for spaces in Athletic buildings and on fields. If your event is not athletic-related, UES will assist in facilitating your event after the space has been approved by the athletic scheduler. Contact [gregg.bates@uvm.edu](mailto:gregg.bates@uvm.edu)

**Registrar**  
The Registrar schedules all accredited classes in General Purpose (GP) classrooms. Accredited classes should be entered into Banner. All requests for room changes for accredited classes should be directed to the registrar at [classroom@uvm.edu](mailto:classroom@uvm.edu)

# EMS

- 2 Clubsigners per RSO have account access after completing training
- Reserve spaces\* on campus for RSO events

\*Athletic spaces must be booked through Grace Peterson, Assistant Director for Club Sports & Student Orgs ([Grace.Peterson@uvm.edu](mailto:Grace.Peterson@uvm.edu))

# Catering & Food



- UVM Dining (requested through EMS)
- Catering Waiver (requested through EMS)
  - Any caterer that is not UVM (including PIZZA)
  - Potlucks
  - Fundraisers (including Bake Sales)
  - Packaged Snacks
  - Donated Food

TIMING IS EVERYTHING! Plan early and communicate often...  
If you have a question about an event involving food, reach out ASAP!

# Off-Campus Events

- Considerations (travel plans including transportation and/or lodging, registrations, etc.)
  - What are you doing?
  - Where are you going?
  - Who's participating?
  - **How much will it cost?**

### **Beginning of Semester**

- Submit PO for Hertz/Enterprise

#### **2-4 weeks prior**

- Create rental for **Business** Travel
- Confirm UVM Driver Certification
- Email Reservation Info to SGA
  - o Name on Res. / Res. #
  - o Pick-up/Drop-off Location, Date, Time
  - o Names/NetIDs of Certified Drivers

#### **Day of**

- Bring Tax Exempt Form & updated Purchase Order

### **Rental Vehicle**

### **2-5 Weeks Prior**

- Submit SGA Vehicle Request Form on UVM Clubs
- Confirm UVM Driver Certification
- Upon Approved Request, schedule key pick-up appointment in SGA

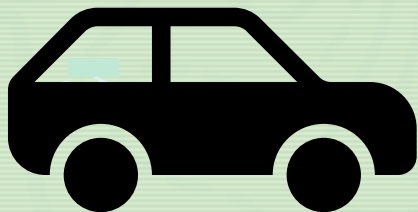
### **SGA Vehicle**

### **2-5 Weeks Prior**

- Submit a Personal Vehicle Driver Agreement on UVM Clubs
- Confirm UVM Driver Certification\*

\*UVM Driver Certification is only required if transporting other students in a Personal Vehicle

### **Personal Vehicle**



# **Cars & Vans**



# Marketing & Advertising



For more info & resources visit:  
[www.uvm.edu/studentlife/marketing-guide](http://www.uvm.edu/studentlife/marketing-guide)



Graphic  
Designers



UVM Bored



Photo & Video

# RESOURCES - Planning Tools



Current Clubsigner  
website



University Event Services  
Planning website

Questions?  
Reach out to [uvmsga@uvm.edu](mailto:uvmsga@uvm.edu)