

commonvision is available to help design and produce eye-catching and marketing materials for your event.

Available Services:

- * Printing & Copying: full color and black & white
- * Posters & Banners * Postcards & Handouts
- * Programs * Tickets

Digital Advertisements:

- * iNet: animated shorts or digital presentations displayed throughout The Commons and The Residential Halls on Channel 3.
- * LED: scrolling letter board displayed on the academic corridor from the University Center Building.

Other methods of advertising:

- * Spotlights - myUMBC * The Retriever Weekly
- * Community Bulletin Boards
- * Chalking - reserve through the E.C.P.S. Office
- * Class Announcements * Email Listserves
- * Facebook
- * Tabling - reserve through the Scheduling Office

For more information and for a great experience visit www.umbc.edu/thecommons/commonvision

Budget sga.umbc.edu

Funding for your event

Student Organizations can request funds from SGA by filling out an allocation form. The form may be located at:

- * SGA Website - sga.umbc.edu
- * Student Organization Center - The Commons 2nd floor
- * E.P.C.S. Office - The Commons, Room 335

Important Deadlines for requesting funding

- * 60 days - requesting funds over \$3,000
- * 30 days - requesting funds between \$1,000-\$3,000
- * 15 days - requesting funds under \$1,000

Student Organizations have the opportunity to raise funds by:

- * Fundraisers
- * Charging admission for off-campus visitors

Graduate student organizations can apply for funding from the Graduate Students Association by downloading the following form and submitting it to GSA in Commons 308: <http://www.umbc.edu/gsal/organizationosponsor.pdf>. Additional tips for graduate student organizations seeking funds are available at the following web site: <http://www.umbc.edu/gsal/creatingnew.html>



Student Organizations

Quick Guide for Planning an Event

Brainstorming
Scheduling
Marketing
Money!

uc ballroom quad
~~skylight~~ skylight room
gameroom

- ideas?
- * location
- * time
- * tickets

open me! →

Brainstorming

things to think about when planning an event:

- * Who
 - * What
 - * When
 - * Where
 - * Why
1. What's your goal?
 2. What do you want the participants to get from attending the event?
 3. Theme?
 4. How can you contribute to the campus culture?

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uling

things to keep in mind:

1. It is never too soon to ask questions.
2. It is never too soon to start planning.
3. Keep a record and notes.

Marketing

- commonvision, UMBC Print & Copy Center
- 410.455.1884 | commonvision@umbc.edu
- MWF: 10-4pm TuTh: 10-6pm

timeline

★ Start Here

Come to schedule w/ request + questions



Contract process

begins for outside performers (minimum of 30 days)



Tentative reservation and worksheet completed w/ estimated costs



S.A.F.E. meeting scheduled

if carryover funds used and available, event confirmed



Next Stage

Notes

Attend S.A.F.E. meeting to confirm event

- * plan marketing
- * food services
- * security
- * set-up
- * tech support
- * funding
- * last min. details



Event confirmed w/ scheduling



Marketing

NOT to begin until after S.A.F.E. meeting!

Don't advertise until all confirmations are in place.

* rehearsals necessary??



Final Stage

Day before event:

Any: Deliveries? Storage? need it?



Day of Event! 😊

Create a Check List as a reminder for the following:

- Deliveries
- Storage
- Decoration
- Catering
- Arrival of performers (where do you put them?)
- Ticketing
- Cash box and wristbands



Evaluation

Don't forget to evaluate your event!

- * What went well?
- * Improvements?
- * Were there enough people involved?

Event Planning & Conference Services

The Commons, Room 335

410-455-3615 | schedule@umbc.edu

Hours: Monday-Friday 11-4pm



Event Planning & Conference Services handles reservations for all non-academic related events on campus for departments and student organizations.

When scheduling an event you will meet with a E.P.C.S. assistant and work through the Event Management Process, a step-by-step worksheet that will determine the logistics for your event. The Event Management Process is intended to facilitate you, the customer, in securing the services offered by The Commons and UMBC to plan and enjoy a successful event on campus.

The following are some of the topics that will be discussed:

- * TIME: time of the event from setup to breakdown
- * LOCATION
- * SET-UP: tables & chairs, lights, sound, etc.
- * MARKETING: tickets, posters, fliers, etc.
- * SECURITY
- * HOUSEKEEPING
- * FOOD/CATERING
- * CONTACTS

You will be provided with a copy of the worksheet and all estimated costs. A sample of the event management worksheet and event handbook can be found on the E.P.C.S. website. For more questions or to request a meeting call 410.455.3615 or visit umbc.edu/thecommons/epcs