

STUDENT LED ORGANIZATIONS TURN YOUR IDEA INTO AN EVENT

Once you have determined the desired date and location of your event, it's time to start working on your logistics.

BE SURE TO PLAN IN ADVANCE. There are many user groups on campus using the same spaces, so be sure to give yourself plenty of time to request space. It is a good idea to book at least two weeks to a month in advance for small events, and longer for large events.

Step 1: Submit an Internal Booking Form

This can be found online at unbc.ca/conference. You will require some key information to submit your request:

- Student Led Organization
- Your Contact Information
- Event Date and Time
- Desired Location and/or Conference Services will help you determine which space is best.
- Number of Expected Attendees: both internal and non-UNBC guests.
- Setup Requirements: be sure to include layout style (ie reception, theatre, open, etc), staging, backdrop, registration tables, etc.
- If admission, donation or registration fee will be charged
- If catering will be required
- If A/V will be required
- Event Description

University Space will only be booked once it is determined that the Northern Undergraduate Student Centre is not available or adequate for Student-Led Organization events.

Step 2: Receiving your Confirmation

Conference and Event Services will send you an email determining your event status and the next steps.

Confirmed Events: Once your room booking request has been approved by Conference and Events Services, you will receive a Booking Confirmation with details. Follow the next steps from there.

Tentative Events: Conference and Events Services will email you a Student Event Checklist along with a Tentative Booking Confirmation that will hold your desired space. If required, you must then complete the Student Event Checklist before your event can move forward with a confirmed room booking(s).

Events with Fees: In accordance to the Space Booking Policy, some events will have rental fees. In this case, you will receive a Booking Confirmation which includes your booking details and anticipated costs. You may also receive a Student Event Checklist to complete for department approvals. The UNBC Space Booking Policy determines that room rental fees will be applicable when:

- the user group is charging a registration fee; admittance fee, donation, OR
- more than 50% of the attendees are not University faculty, staff, students or a combination thereof.



Step 3: Student Event Checklist

For some events, you must complete the Student Event Checklist to ensure that the details of your event are communicated campus-wide. Be sure to include any required attachments and have your event reviewed and approved by the signatories listed on the form. Submit the completed Student Event Checklist, with attachments, to Conference and Events Services for final confirmation of the space booking.

Step 4: Ordering Catering and A/V

The University has an exclusive food service contractor that is responsible for providing catering on campus (outside of the NUSC Building). Therefore, event organizers cannot coordinate potlucks, bring in outside food or hire an external caterer. You can coordinate your catering requirements with UNBC Food Services by email: catering.coordinator@unbc.ca or visit them at: office #7-507 near the Dining Hall. More information can be found at www.unbc.ca/food-services.

Coordinate your audio visual equipment directly with the IT Help Desk by email: support@unbc.ca, phone: 250-960-5321 or visit them at: Building 8, Room 265.

STEP 5: Confirm Details

A few days out from your event, you will want to ensure that you have confirmed your expected number of attendees and updated your Conference & Event Coordinator of any important changes. This is a good time to confirm your setup details as well.

STEP 6: Enjoy your event

Please note, the Student-Led Organization is responsible for the event. This includes ensuring the space is satisfactorily setup and the attendees needs are taken care of. For example: Catering, Audio-Visual, Directional Signage, Greet Guests, and other items as required.

