Homestead On-Campus Event Checklist

✓ All Requests Must be Made at Least 10-15 Business Days in Advance.
✓ Requests not made in advance are subject to cancellation.
✓ Vendors may NOT charge tax! Please see Student Life if this is a concern.
✓ Club Advisors should be included in every detail of the process!

☐ Submit Completed Homestead Campus Program & Event Form (at least 30 DAYS before event)
☐ Secure a Location for the date and time of your event. Book extra time before and after your event for setting-up and cleaning-up. *(Rehearsals must also be scheduled)*.
  - Contact Monique Harris at mharris@mdc.edu for F222 (large indoor event) or F212 (conference room)
  - Contact CTS at hcts@mdc.edu for Room F213 (PicTel, PolyCom, VideoConference)
  - To reserve a classroom, complete a room reservation form and return to Diana Pabon in room A
  - Contact Nicole Bryant at nbryant@mdc.edu with number of expected attendees for an Outdoor Event
  - Immediately notify Student Life at nbryant@mdc.edu of confirmed location, date, & time

☐ Donations
  - You may request donations on behalf of your club or organization, not the college or campus.
  - Donors often ask for donation request letters. See your club advisor for help in writing a letter.
  - Please notify Student Life at nbryant@mdc.edu of any significant donations (food, gifts, etc.)

☐ Book Contractors: Guests, Vendors, Party Suppliers, Entertainers, Speakers, Performers, & Rentals
  - Only guests approved on the Homestead Campus Program & Event Form or otherwise approved by the Student Life Director are welcome
  - Email this link http://www.mdc.edu/main/campus_finder/directions/homestead.asp with the campus location, directions, & map to each invited guest. *Include the contact person’s name (i.e. your or your advisor’s name) and phone number in the email.*
  - Each paid contractor must complete the following at least 15 business days prior to the event:
    - Agreement for Services
      - Should be signed by the contractor before submitting to any MDC personnel
      - Original signatures required. May not be faxed or emailed back after contractor signs.
      - Should explicitly state that the fees include ALL expenses (travel, lodging, etc.)
      - Amounts not approved on the Program & Event Form will not be authorized
        - Completed & Signed W-9 Form [Pick up form in room A226 & fax back to (305) 237-5047]
        - Original Invoice with NO TAX (faxes or photocopies are not accepted)
        - Party Suppliers must also submit proof of $1,000,000 insurance for inflatables and rides.
          - The W-9, Invoice, and a completed Vendor Modification form must be faxed to (305) 237-0024.

☐ Place order for food
  - On campus provider is Lackmann’s Catering at (305) 237-5012
  - Off campus provider must submit the following at least 10 business days prior to the event:
    - Completed & Signed W-9 Form [Pick up form in room A226 & fax back to (305) 237-5047]
    - Original Invoice with NO TAX (faxes or photocopies are not accepted)
- The W-9, Invoice, and a completed Vendor Modification form must be faxed to (305) 237-0024.

- Create a Flyer to Advertise Your Event
  - Pick up a Graphic Arts Request Form from room B-136, complete it, attach a copy of your flyer to it, have it signed by the Student Life Director, and return it to room B-136
  - All flyers must include MDC & Student Life logos. Email rlandave@mdc.edu for logos.
  - E-mail flyer to the Student Life Director at nbryant@mdc.edu
  - For campus email distribution, please email Ms. Emily Adams at eadams@mdc.edu

- Submit Diagram of Room Set-up for both Outdoor and Indoor Events to Monique Harris at mharris@mdc.edu
  - Rectangular or Round Tables, Chairs, Podium, Flags, Ladder, Tents, etc.
  - In email, please include Room Number, Set-up by Time, Ending Time, Number of tables needed, Number of chairs needed, any other special requests, etc.

- Request Audio/Visual Equipment from CTS (Include requests for rehearsals)
  - http://www.mdc.edu/homestead/CTS/WorkRequest/request_av.asp or hcts@mdc.edu
  - Microphone/ PC Cart/ Digital Camera/ Camcorder/DVD Player /CD Player

- Supply Requests
  - You may request the following supplies from Student Life at rlandave@mdc.edu
    - Cooler/Large Jug/ Glue Gun/Helium for Balloons/Easel Stand/Ice

- Supply Purchases- TOTAL PURCHASES MUST BE LESS THAN $100. AMOUNTS NOT APPROVED ON HOMESTEAD CAMPUS PROGRAM & EVENT FORM WILL NOT BE REIMBURSED! (a sample list appears below)
  - For Cold Foods: Eating utensils, trays, plates, napkins, gloves, condiments, cake cutter
  - For Hot Foods: Serving utensils, Foil Pans, Foil Pan Holders, Aluminum Foil, plates, napkins, eating utensils, gloves, Water for Pans, Sternos, Lighter, cake cutter
  - For Drinks: Cooler, Ice, Drinks, Water
  - For Outdoor Events: tablecloths, balloons, party string, scissors
  - For Indoor Events: centerpieces, confetti, tape, scissors, tablecloths/linens, balloons, party string, streamers
  - Additional Materials & Supplies: Videos, CDs, gifts, certificates, awards, decorations

- Security and Maintenance
  - Security and maintenance can be reached at (305) 237-5100.
    - Security is ONLY able to unlock doors for events and rehearsals for faculty, staff, advisors, Presidents, and Vice-Presidents!
    - Maintenance sets up both indoor and outdoor events

- Complete all Do-it-Yourself Projects
  - CDs/ Certificates/ Centerpieces/ Videos/Slideshows/Rehearsals

- Surveys must be approved by the Student Life Director before administering them at your event.

**AFTER THE EVENT**

- Clean-up Immediately following an event; remove all decorations; Remember to recycle
- Return all borrowed supplies
- Submit original receipts for supplies to Nicole Bryant in room A228 for reimbursement (Must be under $100)
Homestead Campus Off-Campus Student Event Checklist

✓ All Requests Must be Made at Least 4 Weeks in Advance.
✓ Requests not made in advance are subject to cancellation.
✓ Vendors may NOT charge tax! Please see Student Life if this is a concern.

☐ Submit Completed Homestead Campus Program & Event Form (at least 30 DAYS before event)
☐ For community service, make sure that the event is approved by the community organization that the organization will be serving.
☐ For fundraising:
  o Complete the sales/solicitation form and return it to Student Life
  o Make sure that the location, date, and time is approved by the off-campus site.
☐ Student Travel
  o Each Advisor must complete an Advisor Travel Packet
    ▪ Packet must include full itinerary
    ▪ Advisors must also complete a Travel Form (T-form) whether or not an expense advance is requested
    ▪ Meals are refunded at $6.00/breakfast, $11.00/lunch, $19.00/dinner
    ▪ There must be a chaperone for every 10 students
  o Each participating student must complete a Student Travel Packet
    ▪ Students must sign for their meal monies by completing the Meal Certification form
☐ Funds Request
  o Write a one page rationale for the Funds Request
  o For travel funds, student organizations must have 75% of the funds in their agency accounts.
  o For contingency funds, student organizations must have exhausted all of the monies in their agency accounts and complete a contingency request form.
  o Student Organizations must appeal to the Student Allocation and Programming Board.
  o The decision of the Student Allocation and Programming Board may be appealed by the Student Organization advisor to the Student Life Director in writing within 5 business days.
☐ Make reservations
  o Travel may only be booked AFTER it is approved by administration
  o Advisors should submit the tax-exempt for to the Hotel when making reservations
  o Coach buses may NOT charge tax
☐ Create a Flyer to Advertise Your Event
  o Pick up a Graphic Arts Request Form from room B-136, complete it, attach a copy of your flyer to it, have it signed by the Student Life Director, and return it to room B-136
  o All flyers must include MDC & Student Life logos. Email vgodoy@mdc.edu for logos.
  o E-mail flyer to the Student Life Director at nbryant@mdc.edu
☐ Supply Requests
  o You may request the following supplies from Student Life at nbryant@mdc.edu
    ▪ Cooler/Large Jug/ Glue Gun/Helium for Balloons
- Supply Purchases- TOTAL PURCHASES MUST BE LESS THAN $100

AFTER THE EVENT

- Clean-up Immediately following an event; remove all decorations; Remember to recycle
- Return all borrowed supplies
- Submit original receipts for supplies to Nicole Bryant in room A228 for reimbursement (Must be under $100)