Program Planning

Catering

- Finances-
  - The P-Card **cannot** be used to buy food!
  - You will need to do either a Reimbursement or Disbursement.

-Allocations-
  - Will not fund for food for meetings
  - May fund for food if it has a cultural significance to event

-Catering Options-
  - Place a catering order with an outside restaurant
  - Place a catering order with Campus Catering/Sodexo
  - Place a pizza order with Milanos via SORC
  - Pick up food and snacks from grocery stores

-Forms-
  - **Catering Exemption Form**
    - Used when providing large catered meal
    - Include itemized menu, Health Dept. certificate, proof of insurance
    - Will need account number and SORC Manager signature
    - Submit **3 weeks** in advance to WPU Reservations
  - **Snack Request Form**
    - Use when providing snacks only – not full meals
    - Submit **5 business days** in advance to WPU Reservations

Finances

- Securing funding:
  - Create budget and appoint event organizers
  - Apply for Allocations through Student Government Board
  - Apply for mini-grants
  - Organize fundraising events

-Using funds through SORC:
  - Book all travel speaker/performer expenses using SORC Travel Card
  - Submit all vendor check requests **1 month** in advance
  - Submit all contracts and honorariums at least **10 business days** in advance
  - Submit all reimbursement paperwork with receipts within **2 months** of purchase

Tips

- Consider if the event date conflicts with other important campus or city events
- Review the **Protest and Speaker Guidelines** before event
- Submit all forms, requests, applications, and bookings as far in advance as possible. This will give cushion in case something unexpected happens.
Program Planning

Contracts and Honorariums

- Contracts are **required** to pay those providing professional services
- Contracts are also **required** if an event is held on campus, even if there is no honorarium
- There are **four** types of contracts:
  - Live Performance (speakers, musicians, comedians, etc.)
  - Event Production (sound/lighting/equipment rental, etc.)
  - Instruction Services (coaches, referees, instructors, etc)
  - DJ Agreement
- All contracts need **three** documents:
  - Completely filled-out contract
  - Contract Cover Sheet
  - W9 with information of individual/business
- Must be submitted to SORC at least **10 business days** before event
  - If performer wants to pick up check at event, submit **15 business days** in advance
- Specific policies for **on-campus** and **off-campus** activities vary
- Policies also vary for **sponsored** and **non-sponsored** student organizations

Logistics

- **Reserving Space**: This will depend on the building needed, but groups most often work with the Reservations Office and EMS system.
- **Audio/visual equipment**: Request can be indicated on EMS. If not, contact CIDDE.
- **Tables and Chairs**: Facilities Management
- **Security**: Pitt Police
- **Ticket Sales or Cash Box**: WPU Ticket Office

Marketing

- **Social Media**: Tag the SORC Office and we may promote your event!
- **Pitt News ad**: Form in SORC Office
- **Campus TV screens ad**: WPU Tech Services
- **Campus Connect text**: WPU Tech Services
- **Table for event**: Reservations Office and Residence Life
- **Print fliers**: SORC Office
- **Register for OCC Credit**: Career Development Office
- **Add to Online Calendars**
  - Student Events Calendar
  - OCC Events Calendar