

SORC Quick Pick

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 via SORC.
 - Pick up food and snacks from grocery stores.
- **Forms-**
 - **Catering Exemption Form (On-campus events)**
 - 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 Approval Form (WPU & O'Hara)**
 - 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 at least **21 days** in advance.
 - Submit all reimbursement paperwork with receipts within **30 days** 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.

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Contracts

- 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 payment.
- 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 **four** documents:
 - Completely filled-out contract
 - Contract Cover Sheet
 - W9 with information of individual/business (if paying)
 - Invoice (if paying)
- Must be submitted to SORC at least **21 calendar days** before event
- 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 Center for Teaching & Learning.
- ***Tables and Chairs**- Facilities Management
- ***Security**- Pitt Police
- **Ticket Sales or Cash Box**- WPU Ticket Office
- **Please let SORC know if you plan to use any of the * services above.**

Marketing

- **Social Media**- Tag the SORC Office and we may promote your event!
- **Campus TV screens ad**- Student Affairs Marketing
- **Campus Connect text**- Student Affairs Marketing
- **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