## 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.
Program Planning

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