



# SAIL EVENT PLANNING 101

Student Clubs and Orgs



# Road Map

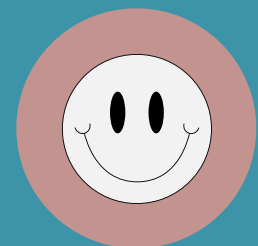


## Event Planning Checklist & SAIL Basics

- How to submit a event request
- Approval Process
- Advertising requirements
- Accessibility Resources
- Mental Health Resources
- What If...



## Event Submission Walk Through



## What's New?

# Event Planning Checklist



O1

PRE-EVENT

O2

LOGISTICS

O3

MARKETING

O4

EVENT IMPLEMENTATION



# PRE-EVENT

## Brainstorm and Purpose

### What/Why/Who

- Intent
  - Recruit, educational, pro-dev?
- Why is the event important to host, how does it align with our mission and goals?
- Who is our audience
- Do we have the budget to make this event happen?

### When:

- Date/time
- Does it conflict with other major events or midterms?
- Would the timing make sense?
- Will we be able to contract with outside vendors in an appropriate amount of time?

### Where:

- Location
  - is it accessible to all participants
- Back up location for weather
- is the location available?

# Logistics

## Submit forms

- Submit room requests
- Submit to SAIL your
  - Event Request (1 week in advance)
  - After event is approved submit Purchasing Request
  - Contracts/Liability Forms (4 weeks before event or 4 weeks from first deposit)
- Reach out to catering if needed

## Gather/ Order Materials

- Create your budget!
- What things will take longer to arrive
- What items does your org already have/ what substitutions can you make?
- What can you borrow from other orgs/ SAIL?

## Day of Overview Schedule

- What times do you need people to show up?
- Who will be your contact person day of?
- Will there be stations that you need people to help with? / Volunteers?
- Do you have any back-up plans for weather or other potential risks?

# Reserving Space on Campus

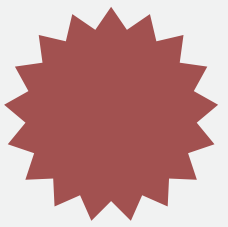
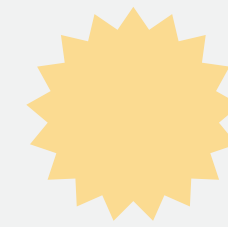
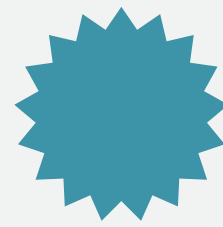
- Visit the Campus Events Website and click on "Book an Event Space" at the top.
- Book an Event Space will take you to the Campus Events portal; a page that allows you to log in and book space on campus. Make sure you log in.
- Once you are logged in, you will be able to enter the details of your event and see what spaces are available across campus.

FOR ASSISTANCE, PLEASE CONTACT [RESERVATIONS@MINES.EDU](mailto:RESERVATIONS@MINES.EDU) OR CALL (303) 273-3046.

Your event is not approved until we have your space approval from Event services.



# SAIL Requirements



## Event approval Process

- All registered student organizations are required to submit their event request, for any event, through the SAIL Ticket System.
  - If your event *does not* require contracts or liability forms, they must be submitted at least **one week in advance** of the event.
  - If your event *does* require contracts or liability forms, it must be submitted at least **4 weeks in advance or 4 weeks from first deposit whichever is first**.

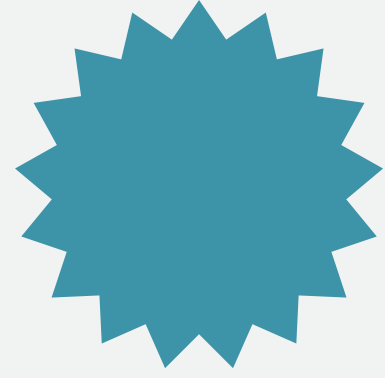
**Your event is not approved from SAIL until you have received an approval on your ticket.**

- Before we can approve it you must also reserve your space for these events. Receiving a space confirmation is not equivalent to receiving approval from the SAIL office; you still must submit your event via the SAIL Ticketing System and receive SAIL approval prior to proceeding with the event.

Recurring Meetings: Recurring meetings can be submitted all at once for approval as a recurring event on ticket system. Once approved, all occurrences are approved.



# Off Campus Events?



- For off-campus events that do not include overnight travel, you will follow the same event approval process via the ticketing system.
  - The only difference is that you will need to communicate with attendees about how to travel to the location of the event.
- Any events that include overnight travel are considered travel events. Any student group wishing to travel, needs to complete the following:
  - Fill out the travel form- Send to [SAIL@mines.edu](mailto:SAIL@mines.edu)
  - Meet with the SAIL office and obtain travel approval
  - Domestic Travel – Must meet a minimum of ONE MONTH in advance
  - International Travel – Must meet a minimum of TWO MONTHS in advance
  - Everyone traveling must fill out a travel waiver
  - The online Clery Act form must be completed
- This information can be found on the website and is covered in treasures training

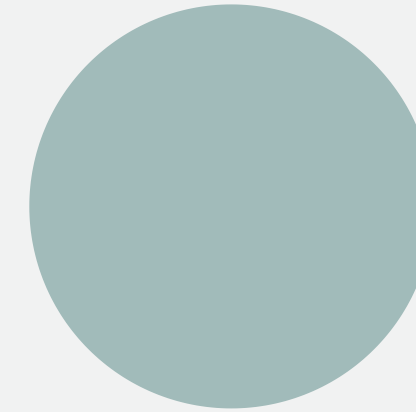


# Marketing



## Plan

- Identify strategies
  - Social media, daily blast, flyers
- Identify resources
  - What departments you can share with, can you reach out to other clubs to share info?
- Create a marketing timeline
  - Is 2 weeks enough to get you the turnout you're hoping for?



## Logistics

- Who will take on this task?
  - do you have a designated media person?
- How long will it take to create marketing materials.
- Who needs to know?
  - Students, faculty?
- What is the message you are communicating?



# SAIL Advertising Requirements

## 2 Platforms

- Club meetings and events must be advertised through two campus-wide platform such as the Daily Blast or flyers posted around campus or the university wide calendar.
- If choosing to advertise with flyers, the flyer must receive SAIL approval. Email a digital version of your flyer to the SAIL office at [sail@mines.edu](mailto:sail@mines.edu) to be stamped.- No in person approval will be granted.
  - Advertisements must be open- no closed list servers
  - You are permitted to hold 1 private event every semester but must be stated in your request that that will be your 1 closed event.

## Accommodation Statement

- All event advertisements must include instructions on how to arrange accessible accommodations.

# Accessibility

## Accommodation statement

If you receive an accommodation request and need assistance, please email Marilyn Gallegos at [mgallegos@mines.edu](mailto:mgallegos@mines.edu).

## How else can you incorporate accessibility in your role?

- Be intentional about the places you choose to host your event at. A full list of accessible locations on campus is under the Org Resources Tab!
- Add captioning to videos and movies that you play
- On social media, add descriptive imaging and captions to your posts and stories.
- Make sure to have food inclusive options at your events.
  - Vegan, gluten free, vegetarian, dairy free.

**The Disability Support Services are a great resource as well as the DI&A Website**

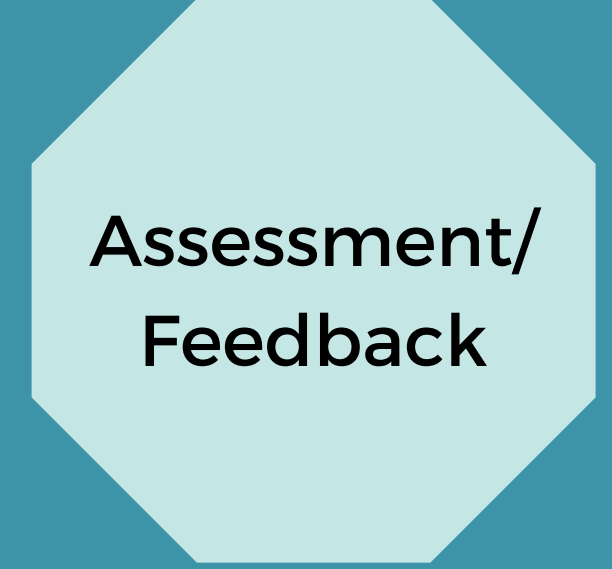
# Event Implementation



- Tie up any last details
- Update your team as needed
- Communicate with outside vendors as needed



- Try to walk through your event day before or day of to ensure you have everything you need
  - Check your list of supplies
- Does everyone know where they are going?



- Always ask for feedback!
  - Survey, conversation
- take note of things that went well and things that can be adjusted next time

# Mental Health Resources

All clubs and organizations are required to post mental health resources at their events, virtual, in-person or hybrid. These can be found on the SAIL website or you may contact the SAIL office at [sail@mines.edu](mailto:sail@mines.edu) to receive a copy of these resources.



**MENTAL HEALTH RESOURCES**

**MINES CLIMBS TOGETHER**  
COVID-19 resources, updates and news: [mines.edu/coronavirus](https://mines.edu/coronavirus)

**EVERY OREDIGGER**  
Every Oredigger page: [mines.edu/everyoredigger](https://mines.edu/everyoredigger) for regular campus updates

**COUNSELING CENTER**  
AT COLORADO SCHOOL OF MINES  
Mines Counseling Center page: [mines.edu/counseling-center/](https://mines.edu/counseling-center/)  
We are offering virtual and phone individual services to students this summer as well as virtual group support.

**Questions or concerns about mental health?**

**JED**  
The Jed Foundation  
JED Foundation  
Mental Health Resource Center  
[jedfoundation.org/mental-health-resource-center](https://jedfoundation.org/mental-health-resource-center)

**activeminds**  
Active Minds  
[activeminds.org](https://activeminds.org)

**Need immediate support? Try one of these options:**

**SUICIDE PREVENTION**  
National Suicide Prevention Lifeline  
1-800-273-8255

**COLORADO CRISIS SERVICES**  
Colorado Crisis Services  
1-844-493-8255 or text "TALK" to 38255

**TRANS LIFELINE**  
Trans Lifeline  
877-565-8860

**STEVE FUND**  
The Steve Fund  
Text "STEVE" to 741741 if you are a person of color in need of support

**TREVOR**  
The Trevor Project, a hotline specifically for LGBTQ+ youth  
1-866-488-7386

If you are on campus, call Public Safety at **303-273-3333** | For any other emergencies, dial **9-1-1**

**More Mines resources are available:**

**How Can You Help You?**  
You@Mines  
The **Mines CARE Team** is also here for you. Submit a CARE report form or email the CARE Team: [mines.edu/student-life/care/](https://mines.edu/student-life/care/)

**@WellnessatMines**


**COUNSELING CENTER**  
AT COLORADO SCHOOL OF MINES  
COUNSELING.MINES.EDU

## Other ways to promote positive Mental Health:

- Add these resources to your social media page and website.
- Utilize the peer mentors.
- Counseling Center
- Student Outreach and Support:
  - Great way to let someone know if you or a peer are in need of extra support!

# SAILTicket System!

Help Center Portals: [MAPS](#) | [Information Technology Solutions](#)

 **COLORADO SCHOOL OF MINES**  
EARTH • ENERGY • ENVIRONMENT

[Mines Help Center](#) [Projects](#) [Services](#) [Knowledge Base](#)

### Services (8)

- [Create Purchase Request](#)  
Submit a purchase request to the SAIL office.
- [Gift Card Request](#)  
Request a gift card for events, contests or speakers.
- [Invoice Payment](#)  
Upload an invoice from a vendor.
- [Logo Merchandise Purchase Request](#)  
Purchase merchandise for your organization.
- [New Organization Request](#)  
Start a new club at Mines.
- [Reimbursement Request](#)  
Request a reimbursement from SAIL.
- [Student Club/Organization Event Submission](#)
- [Travel Pre-Authorization](#)  
Form for organizations planning on traveling.



[Service Catalog](#) / [SAIL](#) / [Student Club/Organization Event Submission](#)

## Student Club/Organization Event Submission

Feed (0)

 Comment

☒ Edits ☒ Comments


Search...



No feed entries were found.

 Request Service

 Share

 Add to Favorites

Details

**Service ID:** 51783

**Public:** No





[Service Catalog](#) / [SAIL](#) / [Student Club/Organization Event Submission](#)

## Student Club/Organization Event Submission

+ Show Help - Hide Help

Event Title \* ⓘ

Requestor \* ⓘ ⓘ

Acct/Dept \* ⓘ

Student Club/Organization \*

Additional organizations co-hosting this event

Theme \*

Description \* ⓘ

Format

Font

Size

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Attachments ⓘ

No file chosen

Start Date/Time \*

End Date/Time \*

Only new thing:  
Please add your room reservation,  
It makes it faster to approve!

# You got this!



- Start Planning Early and Communicate Often
- Have you submitted your event through ITS System?
- Have you reserved the space you plan to utilize?
- Have you communicated tasks out to your organization so everyone knows what their responsibilities are?
- Create a Budget – and Stick To It!
- Review the SAIL Resources Website prior to planning your event
- Advertise, Advertise, Advertise
- Keep Accessibility at the Forefront of your Planning
- Ask Questions!





COL OF MINES  
ENVIRONMENT

News

Calendar

Trailhead

Canvas

Email

Library

Give

Directories

SAIL Home

Fraternity & Sorority Life

Leadership

Events

Organizations

### WHAT WILL YOU GET OUT OF BEING PART OF A STUDENT ORG?

Student organizations help you learn all kinds of skills plus you will make friends and have fun.

- Exhibit responsible decision-making and accountability for themselves and peers
- Develop critical and reflective thinking abilities throughout their programmatic efforts
- Exhibit the ability to work effectively with those different from themselves
- Demonstrate an understanding of group dynamics and effective teamwork
- Develop a range of leadership skills and abilities such as effectively leading change, resolving conflict and motivating others
- Grow in understanding of organizational knowledge from a range of areas including policies, procedures, finances, planning and more.

*If you would like to get involved, start by looking at current organizations on Engage.*

RESOURCES

CURRENT STUDENT ORGANIZATION RESOURCES

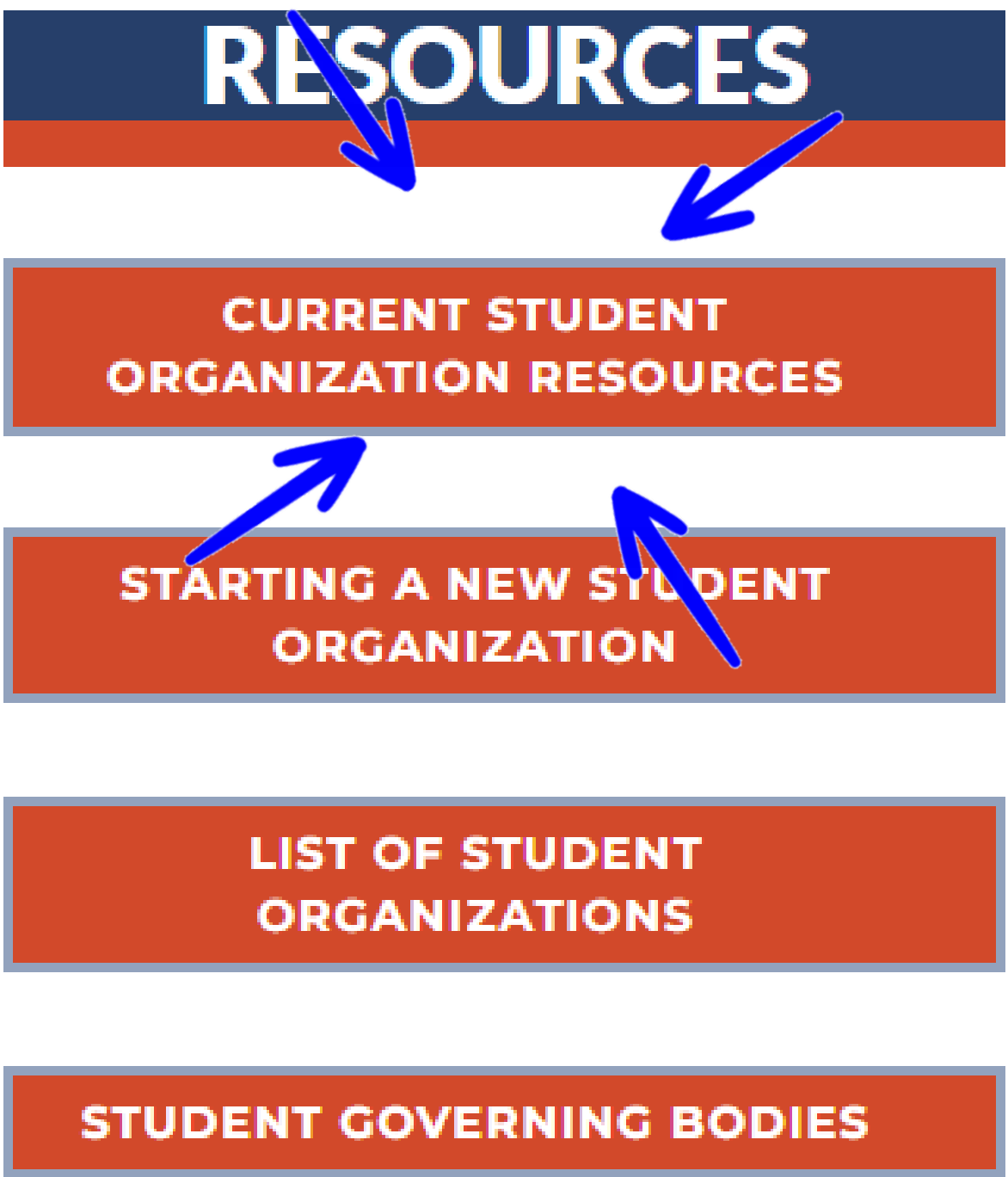
STARTING A NEW STUDENT ORGANIZATION

LIST OF STUDENT ORGANIZATIONS

STUDENT GOVERNING BODIES

FALL SUMMIT SIGN UP

All of this info can be found...



## EVENT REQUIREMENTS AND PLANNING

### SAIL Event Requirements:

- **Event Approval:** All registered student organizations are required to submit their event request, in-person or virtual, through Engage to be approved by the SAIL office.
  - If your event *does not* require a contract then at *least one week in advance* of the event.
  - If your event *does* require a contract(s) then at *least four weeks in advance* of the event.

Your event is not approved from SAIL until it has been approved via Engage.

- In addition to submitting your event to Engage for SAIL approval, you also must reserve spaces on campus. Receiving a space confirmation is not equivalent to receiving approval from the SAIL office; you still must submit your event via Engage and receive SAIL approval prior to proceeding with the event.
- **Recurring Meetings:** Recurring meetings can be submitted all at once for approval as a recurring event on Engage. Once approved, all occurrences are approved.
- **Advertising:** Club meetings and events must be advertised through Engage and at least one another campus-wide platform such as the Daily Blast or flyers posted around campus.
  - All event advertisements must include instructions on how to arrange accessible accommodations.
  - If choosing to advertise with flyers, the flyer must receive SAIL approval. Email a digital version of your flyer to the SAIL office at [sail@mines.edu](mailto:sail@mines.edu) to be stamped.
  - Advertising only to club members or closed server lists does not constitute sufficient advertising.
- **Mental Health Resources:** All clubs and organizations are required to post mental health resources at their events, virtual, in-person or hybrid. Contact the SAIL office at [sail@mines.edu](mailto:sail@mines.edu) to receive a copy of these resources.
- **Accommodation Statement:** All event advertising, whether through Engage or another campus-wide platform, is required to include an accommodation statement. Below is an example you may use as well as a Power Point to reference under Helpful Resources.
  - Example Statement: Mines welcomes individuals with disabilities. If you require an accommodation in order to participate in this event, please contact (event contact) by (date) at (contact information). Advance notice may be necessary to arrange for some accessibility needs.

### Helpful Resources:

- [Event Insurance 2022-2023](#)
- [Bus Services 2022-2023](#)
- [Event Security Services 2022-2023](#)
- [Accessibility for Events](#)
- [Inclusive Programming Guide](#)
- [How to Reserve a Room on Campus](#)
- [Mines Logos and Trademarks Usage Guidelines 2022-2023](#)
- [Organization Handbook 2021-2022](#)
- [Submitting your Event to Engage for SAIL Approval](#)

# What's New?

- New things we have added to highlight YOU
  - Take Overs
    - Opportunity for you all to share an event or a glimpse of your club to the university!
    - To apply, you can find the form on our social media or SAIL website!
  - Org of the month
    - Opportunity to highlight the fantastic work you are doing
      - Accomplish a goal you have been working towards? Did someone in your org accomplish something you wish to celebrate?
      - Submit your nominations! You can find the form on our social media or SAIL website.
      - They will be highlighted on social media pages and the newsletter.
  - End of Year Award Celebration



# Questions?



To contact Marilyn Gallegos:

- [mgallegos@mines.edu](mailto:mgallegos@mines.edu)
- Drop-in hours: Tuesday's 1:30 – 3:30 or by appointment.