

EVENT PLANNING 101

1 Event Reservations

- Submit event reservations 14-21 days early [HERE](#)
- For more information, click [HERE](#) or contact the office at 336-278-3868

2 Event Submission

- If you need support as you navigate the event submission form, please click [HERE](#)
- For questions, please contact Moseley Front Desk at 336-278-7215

3 Technology Support/Media Services

- If your event requires technology equipment, support services, and/or staffing please include request details during your event reservation, 14 days in advance.
- For more information, click [HERE](#) or call 336-278-6598

4 Tables/Chairs

- If your event requires room setup, catering tables, environmental or moving services, click [HERE](#) and fill out the form under event setup 10 days in advance.
- For more information, click [HERE](#) or call 336-278-5500

5 Approved Vendor List for Dining Options/Catering

Mediterranean Deli Catering

Simcha Sweets & Treats (Stacy)

Domino's (Elon Location)

Taaza Indian Bistro

Hong Kong

Pelican's SnoBalls

Wam Bam Bagels

For more information and questions, contact Chad Conville at cconville2@elon.edu

EVENT PLANNING 101

6

Security/Parking

- If your event needs security, you will need to complete the Officer Request form on PhoenixCONNECT.
- If your event has parking needs, please contact the office at (336) 278-5555. All requests should be received at least 10 business days in advance.
- For more information, contact Campus Safety & Police at (336) 278-5555 or click [HERE](#)

7

Promotion/Printing

- Promote your upcoming event on [Elon News](#) or the [Elon Events Calendar](#)
- If you need print materials such as flyers, yard signs, etc, click [HERE](#) to place your order
- For more information, call Print Services at (336) -278-5582 or click [HERE](#)

8

Risk Management/Post Event Responsibilities

- If your event requires a Certificate of Insurance due to risk levels or a contract with a 3rd Party, you will be contacted for more information!
- Ensure the event space is clean, collect feedback from attendees to assess success, submit any required post-event reports or evaluations to the appropriate university offices

Contact Info/Quick Links

Student Involvement: studentinvolvement@elon.edu | (336) 278-7214

Event & Space Management: events@elon.edu | (336) 278-3868

Event Technology Services: eventtechnology@elon.edu | (336) 278-6521

Facilities Management: fixit@elon.edu | (336) 278-5500

Campus Safety & Police: (336) 278-5555

EVENT PLANNING CHECKLIST

**START
HERE!**

Your idea for an event

- ☐ *What is the goal of your event/ what do you hope to accomplish?*
- ☐ *Who is your audience or expected attendees?*
- ☐ *Does this event reflect the mission and purpose of your organization and Elon University?*
- ☐ *Does this event have any safety concerns?*
- ☐ *What are the budgetary implications of hosting this event?*
- ☐ *What other groups or organizations could you collaborate with to host this event?*
- ☐ *Have you talked with your advisor about the proposed event?*
- ☐ *Do you have ample planning time? (all student organization events must be submitted at least three weeks prior to the requested date)*

Choosing a Date and Location

- ☐ *Choosing your ideal location and date:*
 - *What other events are also going on during this same time?*
 - *Will you be able to reserve your preferred location?*
- ☐ *Register the event and request your location through your organization page on PhoenixCONNECT (you will be prompted to answer specific questions regarding your event through the event registration form on PhoenixCONNECT).*
- ☐ *For an outdoor event, did you also identify an indoor location or a rain date?*
- ☐ *Responding to messages on your submission from campus partners so your event can be approved.*

At this point, if you have questions or need support, we are here for you!

Student Involvement: studentinvolvement@elon.edu | (336) 278-7214 to help plan the event and ask questions on next steps.

Moseley Front Desk: moseleyfrontdesk@elon.edu | (336) 278-7215 for questions about space and PhoenixCONNECT approval.

EVENT PLANNING CHECKLIST

Event Details

- ☐ **Connect with Media Services or Event Technology for any audio or visual needs.**
- ☐ **If security is needed, please be prepared to complete an Officer Request Form to be included in your PhoenixCONNECT event submission.**
- ☐ **Complete your Fixit Form at least 10 days in advance of your event to avoid cancellation.**
- ☐ **Are you planning to have food at your event? See below for additional details.**
 - **Elon Dining, our campus dining provider, has a Student Catering Menu that allows you to pick up the food and bring it to your own event (rather than having it delivered and set up) at a lower cost.**
 - **You may bring your own food to meetings or events, but you must indicate that on the PhoenixCONNECT event registration.**
 - **If you are using a caterer, you are required to work with Elon Dining or receive prior approval from them to use someone else.**
- ☐ **If you have alcohol at your event, you are required to follow the guidelines here.**
- ☐ **Are you bringing a speaker, presenter, entertainer, or performance to campus? Indicate that on your PhoenixCONNECT submission.**
- ☐ **Finalize your budget and keep track of all your receipts.**

Marketing & Advertising

- ☐ **Develop a marketing plan and how you plan to advertise your event**
 - **PhoenixCONNECT, flyers and poster, chalking on campus, social media**
- ☐ **Consider reserving a Moseley table to help spread the word about your event (through PhoenixCONNECT)**

**Enjoy
your
event!**

Remember these are just a few details and questions to consider when planning to host an event or activity with your organization. At any time during the event planning process, we welcome you to contact Student Involvement or the Moseley Center.