

WOFFORD COLLEGE EVENT HOLDER'S GUIDE **(Updated 10/10/18)**

Wofford College is proud to provide the campus community and the surrounding community with venues for entertainment, discussion and gathering.

These are resources to help you plan a successful event that maintains the college's high standard of professionalism and well-earned reputation for hosting top-notch events.

The checklist below will help you navigate the process. To facilitate communication among the various campus offices that will work to make your event a success and to avoid duplication of efforts, we encourage all members of the campus community (faculty, staff and students) to incorporate this list into their planning.

Please contact the staff members listed at any time for assistance.

ABOUT THE EVENT:

Title: _____
Speaker(s)/Performers(s): _____
Day/Date: _____
Time: _____
Location: _____
Target Audience: _____

SELECTING A DATE AND TIME:

- Check the Wofford online calendar (<http://calendar.wofford.edu>) for potential conflicts. Also take into account holidays and major sports events.
- Consider audience availability, such as travel time, class schedules, etc.
- If you would like the president of the college to attend, give remarks, moderate a discussion or participate in some other way, fill out the Presidential Appearance Request Form at <http://www.wofford.edu/president/appearancerequest/> or contact Tonya Bryson at brysontk@wofford.edu.
- RESERVE your room/venue BEFORE submitting your event to the online calendar. Submitting/placing your event on the calendar DOES NOT reserve your space. See below for instructions on reserving rooms/venues.
- Submit your event information to the online calendar, following the instructions here: <http://www.wofford.edu/newsroom/campusnews.aspx>.

ROOM/VENUE RESERVATIONS:

- To reserve a room or venue, contact John Blair at blairji@wofford.edu.

- To reserve the Jerome Johnson Richardson Theatre in the Rosalind Sallenger Richardson Center for the Arts, submit the form located at:
<https://connect.wofford.edu/mywofford/academics/theatreEventRequestForm.aspx>.
- NOTE: BE SURE TO SUBMIT your event to the online calendar after you have reserved your location. RESERVING your space DOES NOT place the event to the calendar.

BUDGET/SPONSORSHIP:

- Secure support from a department, Student Affairs or student organization, as appropriate.
- Identify other sources of funds.
- Plan for additional staffing costs, including security, AV/technology technicians, ushers, as well as physical plant labor and materials, such as housekeeping, electrical needs, overtime costs, etc. Contact Tom Rocks, director of the physical plant, at rockstl@wofford.edu for information.
- Student Affairs governs policies regarding student organization events. Be sure to check the Student Handbook for guidance for these events.

SET UP:

- Request assistance for tables, chairs and other set-up needs through the Facilities Maintenance Request form at Fixit.wofford.edu. The link can be found on myWofford (for faculty/staff, under the Employee tab; for students, under the Campus Life tab).
- For questions or concerns regarding set-up needs, contact Converse Draper at 864-809-5866.
- Request AV/technology needs (sound, lights, etc.) and stage set up (podiums, chairs on stage, etc.) by contacting John Blair at blairji@wofford.edu.
- Consider decorations (flowers for stage, table cloths and table centerpieces, etc.); typically, these will need to be ordered from off-campus vendors and paid for through your event budget.

SPEAKERS/PANELISTS/PERFORMERS:

- Assign a primary campus contact for the guest.
- Get a contract as appropriate; if needed, request the contract be reviewed by Dan Deeter in the Business Office; contact him at deeterdp@wofford.edu.
- Honorarium. This should be built into your budget. Contact the Business Office at 864-597-4220 regarding payment procedures.
- Background information – CV, bio, high-resolution photograph for publicity, title of lecture, etc. (needed for publicity purposes; provide to the Office of Marketing and Communications by filling out an OMC Project Request Form at <https://connect.wofford.edu/mywofford/omc/forms/request.aspx>).
- Assign a campus escort/contact as needed.
- Secure travel itinerary.

- Accommodations – the Spartanburg Marriott at Renaissance Park offers a Wofford rate, discounted from its regular room rate; it is available on request. Be sure to include accommodations in your budget planning.
- Arrange ground transportation to and from the airport, hotel, etc.
- Identify who will introduce the guest.
- Follow-up on payment.
- Send thank-you note.

WORKING WITH THE PRESIDENT'S OFFICE:

Presidential Appearance Request:

If you wish to have President Samhat attend and/or speak at an event, either on or off campus, fill out the Presidential Appearance Request form here:

<http://www.wofford.edu/president/appearcerequest/>

You must provide eight (8) weeks' notice. Your request will be considered and you will receive a timely response.

For questions, contact Crystal Holmes at holmescm@wofford.edu.

Requesting the President Host an Event:

If you wish for President Samhat to consider hosting an event on campus, contact Amanda Gilman at gilmanaf@wofford.edu with these details:

- Nature of the event
- Whether a guest of honor will be attending; if so, provide a name and purpose
- Number of guests expected
- Requested/suggested date of event
- Requested/suggested location of event
- Length of time for the event
- Will students attend
- Will alcohol be served
- Will food (dinner, reception, etc.) be served
- Any dietary restrictions
- Will you want President Samhat to make remarks

BOOK SIGNINGS:

- Secure title(s) of book(s) the speaker wants made available.
- Contact the Wofford Bookstore manager Rebecca Liakos at wofford@bkstr.com or 864-597-4060 at least six weeks in advance with titles.
- Secure a location for the book signing by reserving your venue with John Blair (blairji@wofford.edu).
- Submit the event to the online calendar (see link above).

SECURITY:

For security needs, contact Randy Hall, director of Campus Safety, at halljr@wofford.edu.

CATERING:

For catering information, go to www.woffordcatering.catertrax.com or contact Walter Miller, district manager for AVI Fresh, at wmiller@AVIFoodSystems.com.

MARKETING AND PROMOTION:

The Office of Marketing and Communications can help you with your publicity needs, including news releases/media advisories (emailed and posted online), posters, invitations, programs, etc. Go to www.wofford.edu/omc and click on OMC Project Request form in the left-hand menu.

Calendar:

Submit your event to the online calendar, after you have secured your event location. Instructions and links can be found here: <http://www.wofford.edu/newsroom/campusnews.aspx>.

Daily Announcements:

Submit your event to the Daily Announcements; it can be published up to twice a week. Instructions and links can be found here: <http://www.wofford.edu/newsroom/campusnews.aspx>

Creative Services:

For Creative Services assistance (posters, invitations, programs, etc.), fill out the OMC Project Request Form in the left-hand menu at <http://www.wofford.edu/omc/>.

News Media Assistance:

For News Media assistance (news releases, media advisories, web stories, etc.), fill out the OMC Project Request Form in the left-hand menu at <http://www.wofford.edu/omc/>.

Photography:

For Photography assistance (photography staffing at the event), fill out the OMC Project Request Form in the left-hand menu at <http://www.wofford.edu/omc/>.

For assistance from OMC, please allow as much time as possible; three weeks is preferable.

For other requests or questions, email filleran@wofford.edu.

Videography:

Contact Garrett Hall at hallgd@wofford.edu.

APPENDIX

HOW TO SUBMIT EVENTS TO WOFFORD ONLINE CALENDAR

1. Go to: <http://calendar.wofford.edu> (or click on the “e-Calendar” link on any Wofford Web page) (NOTE: You do not need to log in; that is for administrators.)

2. Select the appropriate calendar for your event from these options:

- Academic
- Admission
- Alumni and Development
- Arts and Cultural (Off Campus)
- Arts and Cultural (On Campus)
- Athletics
- Campus Ministry/Service Learning
- Financial Aid
- Student Life (this includes all student group activities, events and programs)
- Other (anything that does not fit into the above categories)

(Do NOT select “Campus Calendar.” Your event will show up on this calendar by default; you must select a sub-calendar listed above. Also, do NOT select the general “Arts and Cultural” sub-calendar; select “on-campus,” and the event will show up on the general Arts and Cultural sub-calendar.)

3. Click “Go to Calendar” (NOTE: You do not need to log in; that is for administrators.)

4. Click “Submit Event” (upper right-hand side)

5. Enter “Title” name for your event (include the location in the title; also include if open to only a certain group or by invitation only)

(Note: You do not need to enter the “Title URL” in the second line)

6. Enter “Date”

7. Enter “Start Time” and “End Time” (events, such as exhibits, that have no specific start/end time may remain blank)

8. Enter any repeating options (if your event is going on for more than one day)

(Your selected sub-calendar should show up in the box under “Calendars: Submit to.” If you inadvertently selected the wrong sub-calendar, you may change that option here by clicking “Submit” under the box and changing the sub-calendar selection.)

- Keep the defaults selected for “Event Privacy” (Public), “Event Access” (All), and “Description” (Wrapped).

- Type a brief, but detailed, description of your event – for example, a brief bio of your speaker or brief information on performers, etc. – in the description box.
- Keep the default of “Medium” priority.

9. Enter the location of the event

10. Enter your name (first and last) (required)

11. Enter your email (valid Wofford.edu email required)

12. Click “Add”

Your submission will be reviewed by the staff of the Office of Marketing and Communications and will be approved shortly; please allow at least 24 hours on weekdays. Items submitted over the weekend or on holidays will be reviewed on the next business day.

HOW TO SUBMIT TO DAILY ANNOUNCEMENTS

Your event should be included in the Daily Announcements in the week or two leading up to the event. Events may be submitted for publication up to twice weekly. Daily Announcements are published each weekday during the academic year, except for holidays. They are not published on weekends.

Policies/Procedures:

1. Wofford Announcements must have a Wofford contact and a Wofford email address. Announcements that have an email address other than a Wofford email will not be accepted. No commercial announcements are allowed.
2. Announcements will NOT run more than twice a week. If an announcement is submitted multiple times it will only be run for the first two dates it is submitted.
3. An announcement must be submitted prior to MIDNIGHT the day before it is scheduled to run.
4. We reserve the right to edit for space and other issues.
6. If you submit an announcement and need to make a change you need to email the change to WoffordNews@wofford.edu.
7. Please proof your announcement before submitting it and check for spelling errors, making sure that the room and building are named correctly, etc. Editing will be limited.