

**STUDENT
ENGAGEMENT
MANUAL
FOR
FACULTY**

UPDATED 11/2008

PLANNING AN EVENT?

This document is meant to offer assistance in creating and implementing a program or event in the following areas:

- **Reservation protocol and Contact Information**
- **Campus Venue Descriptions**
- **Reserving Equipment Such as Tables, Chairs and AV**
- **Publicity Options**
- **Food options**
- **Funding**
- **Transportation**
- **Check List**

I. Campus Venues & Reservation Protocol

To be eligible to reserve the space, please note that most venues listed require that you be faculty/staff, a member of a PSGA recognized student club or organization, or a student employee of the office and/or department for which you are reserving.

Space size, lighting, equipment availability such as tables, chairs or microphones... These are all items that need to be considered when determining the location of your program.

Reservations for spaces on campus must be made through the RMS system which can be found on the web under the self-service link in the faculty and staff portal. <https://www.purchase.edu/Portal/FacultyAndStaff/>

Creating and editing events on the RMS system

To request the use of space and create an event, go to the RMS Menu and choose the “Create an Event” link below the status buttons, or log in to the Master Calendar and use the “Create an Event” link at the top right. The “Create a New Event” screen will appear:

Fill in the **Title** and **Description** in the main body of the page.

In the purple “Event Session” box: set the **Session Type** and the **Category**.

Choose the appropriate **Calendar** field.

Select **Building, Room**, and added the number of **Attendees**.

Select the **Visibility** field for this event. Visibility choices are Public (events open to the public) and Private (a closed meeting). **Note:** Events where you set **Visibility = Campus** show on the Public Calendar to people who log on with their College UserID, but not for people off campus or who do not login to the Public Calendar.

Choose a **Date** and **Time**, and if there is any recurrence.

If you are certain event will happen set status to confirmed else wise a notification will not be sent to space manager.

Update and submit event.

You should see a message confirming that your event has been created.

When an event is created, an email notification will automatically be sent to the Room Manager for that space. The Room Manager can decline the request if it is not an appropriate use of the space. Multiple “tentative” requests for the same space or resource may exist simultaneously, but only one “confirmed” request can exist.

The confirmation screen also allows you to Update the event, Edit an event session, and to add additional sessions.

An extensive training manual can be found for the RMS system at <https://www.purchase.edu/RMS/RMS-Guide-2008.pdf>

Spaces Available

Typical spaces available are classrooms, conference rooms and event spaces. Classrooms are available in a variety of sizes ranging from 15 to 120 in seating size. This setting often serves for lecture style meetings/events in which a few people are presenting to a large crowd. Conference rooms are areas that can generally accommodate around 20 people and are best served for meetings in which all attendees are participating in conversation. Event Spaces are locations that can accommodate up to a few hundred people depending on the location. Their set up style and accommodation can be adjusted to your needs as the seating is often not fixed.

You may do a search with room specifications in the RMS system.

Room Search

RMS contains a Room Search function that allows you to specify a date and a set of criteria – and returns a list of potential locations that are available.

Each option – time, building, room, size, or attributes – has an “Any” checkbox option you can use if you don’t want to limit the results based on that criteria. If you don’t care what building the rooms are in, check the “Any Building” option.

If the “Any” option is selected for Buildings, Rooms, or Attributes, the contents in that drop list are grayed out and cannot be selected.

You can select multiple Buildings, Rooms, and Attributes by holding the “Ctrl” key and clicking the items you want from the Drop-lists. Each item selected is highlighted:

The results are displayed in a list below the criteria you selected:

The resulting list shows you the building, room, type, notes, and attributes for each space. The “More Info” button on each result row will take you to the Room Maintenance screen for that room, where you can review the details for that space.

Locations

II. Reserving Equipment (Tables/Chairs & Audio Visuals)

Audio Visual Equipment:

Most equipment reservations require at minimum one to two weeks advance notice. Requests must be emailed to reservation.request@purchase.edu. Include date, location and time of use in request. Below is a sampling of equipment.

Televisions
Stereo Systems
Laptops
Projectors

Screens
Speakers
Microphones
VCR/DVD

Dongles
Audio Wiring
Extension Cords
Carts

Tables/Chairs:

The college has a fixed amount of tables and chairs available for campus event usage. Tables range from 60” rounds to 6 foot rectangles. Folding chairs are also available. Amount varies, please contact facilities for current availability. A Maintenance Request form must be submitted to facilities by fax at 6935 or inter office mail one week in advance. Include a detailed description including amounts needed, date, location and set up/break down time. Include maps/drawings if necessary for details.

III. Publicity and Promotion

There are various ways to promote your event/program on campus. Below is a list of suggestions.

On Campus Student Advertising:

- Table Tents (on tables in dining locations) and the Plasma Screens located on the 1st floor of Student Services and the Dining Hall. These items feature strict guidelines on due dates.
- Campus Calendar Online
- Purchase web site main banner
- The Independent (Newspaper)
 - *Contact- purchaseindy@gmail.com*
- PTV (Purchase Television)
 - *Contact- purchasetv@gmail.com*
- WPSR (Purchase Radio Station)
 - *Contact- purchaseradio@gmail.com*

Off Campus Advertising:

- Journal News
- Emails
- Mailings
- Local radio stations

IV. Food

The on campus Caterer is Chartwells Dining Services. If using state side dollars (see explanation in funding section) a PO must be used. Acquire a menu from either the catering department or Drop and Dine. Select choices and request a quote. Submit Proposal, Catering Justification memo and signed requisition to purchasing/accounts payable office at least 1 week prior to event. A PO will be emailed prior to event confirming payment. If you are using stateside dollars and are holding your event off campus, you are allowed to use an outside vendor (other than Chartwells).

If you are using alternative funds such as a foundation account or grant money, you are able to order food from an outside vendor (no matter where the location of event is). Payment would be according to rules of fund source.

Chartwells has two choices for ordering:

Catering – which provides full service including table cloth rentals, range of silver wear and dining wear and flexible menus. Menu can be found at: <http://www.dineoncampus.com/purchase/?cmd=Catering>

Drop and Dine –usually a fixed menu with set prices where the food is prepared and delivered to location with paper goods and plastic wear included. There ordering office must provide any set up, table cloths, etc. Menu can be found at: <http://www.dineoncampus.com/purchase/?cmd=Catering>

V. Funding

There are two categories of funding for programs – Stateside and Non Stateside dollars.

Stateside dollars are funds that are given to Purchase College directly from the state of New York and compose both IFR and OTPS accounts and are regulated. When using these funds, you are required to follow the guidelines imposed by the state, SUNY and Purchase College. Some of these guidelines include using contracted service providers such as Chartwells for an on campus event. A full list of guidelines can be found at:

Non Stateside dollars is money that can come from a wide range of sources such as an offices' foundation account and grants. Money coming from these funds are not restricted to state contracting and are often have more flexibility allowing you to chose your vendors. Some may have guidelines according to associations making the grant, please be sure to check. Funding can be found through such associations as the affiliates or others on or off campus. Most request an application, description of what and why the funds are being requested and proposal/quote of item.

<http://www.ed.gov/fund/landing.jhtml>

<http://www.grants.gov/>

VI. Transportation

If you event requires transportation, your on campus option is to request use of the Purchase College Vans which can hold up to 11 people. In order to qualify for using the van, you must receive training from the athletics department. Contact Christopher Bisignano at 914-251-6534 or christopher.bisignan@purchase.edu for further information. Other options might be renting a bus or car service.

VII. Checklist

Below you will find a list of items to assist you with planning your event.

General information

Event Name:

Objective:

Theme:

Date:

Location:

Time:

Responsibilities/Committee

Committee Members:

Job Responsibilities:

Facilities

Space needs:

Rooms reserved:

Set Up:

Agenda

Schedule of Day:

Speakers:

Participants:

Budget

Costs:

Marketing

Advertising:

Mailings:

Emails:

Other communication:

Catering

Food:

Drinks:

Linens:

Tables:

Set Up

Tables & Chairs:

Staging:

Name Tags:

Booths:

CTS Needs:

Signage:

Coat racks:

Decorations:

Lighting:

Security:

Staffing

Music:

Panels:

Check-in:

Meeters & Greeters: