



# Brandeis University

Office of the Treasurer  
Student Union Government  
MS 216, 415 South Street  
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Wednesday, October 17, 2007

**TO:** All Brandeis Student Union-Accredited Clubs  
**FROM:** Choon Woo Ha, Student Union Treasurer  
**RE:** Events Protocols

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- I. BACKGROUND
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- III. DATE & TIME REQUIREMENTS
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## I. BACKGROUND

There are certain processes that clubs need to go through in order to hold events on campus. The Student Union Government officers, especially the treasury members, are always working to ease the processes and to ensure that club leaders are aware of necessary information. This memo serves as a reminder of additional information that all club leaders need to know.

In addition, the Student Union Government hopes to maximize the utility and effectiveness of each SAF-funded (Student Activities Fees) events on campus.

Some information in this document is new and critical. If you need any clarification, please contact the Student Union Treasurer via [treasurer@brandeis.edu](mailto:treasurer@brandeis.edu) or stop by during the office hours.

## II. SPACES ON CAMPUS

Any recognized, chartered, or secured groups are student clubs officially recognized by the Student Union Government and thus can take advantage of several benefits. One of many benefits is being able to book and use spaces and facilities on campus.

Club leaders should contact 1 of 2 offices to book spaces on campus:

### **Student Activities (Mark Metevier)**

- Any facilities in Shapiro Campus Center
- Great Lawn
- Game Room

### **Conference and Events Services (Andrea Kline)**

- Any other spaces on campus not mentioned in the jurisdiction of Student Activities



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### III. DATE AND TIME REQUIREMENTS

***Effective Early Marathon in November for Spring 2008 Semester.***

All clubs that request funding from the Finance Board (F-Board) will be required to provide time(s) and date(s) of events they plan to host. All information must be finalized and inputted before coming before the F-Board to request funding.

All dates and times of all proposed events of all clubs will be inputted into the F-Board calendar. It is imperative that the F-Board sees all events in a big picture. Failure to provide date(s) and time(s) may result in no funding.

### IV. AVAILABILITY

Spaces on campus are booked very quickly as a lot of events occur on a daily basis. It is VERY STRONGLY recommended that clubs book spaces AT LEAST a semester prior to an actual usage date. For popular venues, it is STRONGLY recommended that clubs book spaces a year in advance.

***For events in Spring 08 semester, I strongly recommend you to book spaces as soon as humanly possible.***

The most popular venues are (in no specific order):

- Levin Ballroom
- Schwartz Auditorium
- Sherman Function Hall
- Shapiro Campus Theater
- Great Lawn
- International Lounge
- Gosman Sports & Convocation Center
- Chums

Conference and Events Services require all forms to be authorized 5 business days before the event. There are several steps that need to be taken care of by club leaders and the Office of the Treasurer.

***Thus, all clubs must turn in all necessary forms AT LEAST 10 BUSINESS DAYS BEFORE AN EVENT. All forms must be dropped off in the Student Union Office in Shapiro Campus Center 301.***



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## V. INVOICES PROCESS (Conference and Events Services)

***Effective Early Marathon in November for Spring 2008 Semester.***

### Student Activities

Simply get in touch with Mark Metevier and he will direct clubs with necessary steps.

### Conference Events and Services

*Before Requesting Money from the F-Board*

- Go to One-Stop Meetings
- Talk to Conference and Events Services and obtain an actual CES invoice

*When Requesting Money from the F-Board*

- Submit CES invoice along with a completed *Withdrawal Form*

*After Money has been **FULLY** Allocated*

- Club leaders do not have to do anything.

*After Money has been **PARTIALLY** Allocated*

- Club leaders have the following options:
  - o Talk to CES for price adjustments
  - o Utilize money in their respective fundraising accounts
- Once club leaders know what to do, they should fill out *Withdrawal Form* with CES invoice(s) as attachment(s). Then, drop them off in the Student Union office.

It is club leaders' responsibility to check results through my.brandeis.edu.

## VI. POSSIBLE CONSEQUENCES

Members of the Office of the Treasurer will try their best to work all logistical issues with Conference and Events Services out. However, we cannot guarantee anything.

Failure to turn in all required forms on time may result in no delivery of equipment. Reserved spaces will still be available, but no other services may be provided. Student Union Government will not be responsible for forms that are turned in late.

Late requests that actually go through may be charged additional penalty fees.

## VII. DELIVERY STATUS OF ITEMS IN CES INVOICES

If you notice that items listed in CES invoices have not been delivered or are not present at a venue, please inform Conference and Events Services. Once informed, Conference and Events Services staff members will coordinate with members of contracted companies and the Office of the Treasurer.

## VII. RELEVANT RESOURCES

Andrea Kline (Conference and Events Services) – [kline@brandeis.edu](mailto:kline@brandeis.edu) (x64298)

Mark Metevier (Student Activities) – [metevier@brandeis.edu](mailto:metevier@brandeis.edu) (x63551)

Forms – <http://www.thetreasurer.org/resources.htm>

Budget Updates – <http://thetreasurer.org/budget.htm>

Office Hours – <http://thetreasurer.org/calendar.htm>

News & Press Releases – <http://thetreasurer.org/news.htm>