Tonight’s Presentation…

○ What is SPO?
  - How can we help your organization?

○ Major Event Programming
  - Steps, policies, guidelines

○ Resources
  - Who do I go to for...?
What is SPO?

- URI Student Programming Office:
  - Concept to Completion
  - Program Advising
  - Events Calendar
  - Resource for Questions
Steps to Planning an Event

1. Register Your Major Event with SPO
   - Student Social Events over 50 guests

2. Reserve a Venue
   - Memorial Union, Quadrangle, Edward’s Auditorium
   - Multicultural Center, Galanti Lounge, Athletic Facilities

3. Secure Financing
   - URI Student Senate, Co-Sponsorships, Student Affairs Diversity Fund, Business Sponsors

4. Complete Necessary Paperwork
Event Policies & Guidelines

○ Audio/Visual
  - Union: TVs, VCRs, DVDs, sound systems, projectors, etc...

○ Dining Services
  - Events must be catered by URI if food bill is more than $100
  - Can also apply for a catering waiver

○ Cancellation Policy
  - Submit in writing 7 days in advance, failure to do so may result in loss of privileges

○ Marketing
  - Submit to SPO or Sheri Davis 2 weeks in advance, appropriate
Event Policies & Guidelines cont.

- **Contracts**
  - Performers, speakers, DJ, etc...
  - Submit to Bruce Hamilton

- **Police/Fire**
  - Police: Over 100 people at event
  - Fire: Over 400 people at event

- **Insurance/Legal**
  - Risk of Injury: Oozeball, inflatable games, sporting events

- **Staff Person**
  - Events outside the Memorial Union over 50 guests
How can SPO help your Organization?

All organizations and events are different...
- Goals & Objectives
- Resources
- Requirements
- Target Audiences
URI Resources

- **SPO**  
  - Event planning & registration

- **Sheri Davis**  
  - Scheduling/marketing

- **Lorrie Olson**  
  - Accounting/finance

- **Bruce Hamilton**  
  - Contracts

- **Michael Nolfe**  
  - Contracts/AV

- **Kathy Murray**  
  - URI Dining Services
Thank you, and stop by SPO anytime!

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