

Organizing a Program Resources

So You Want To Have A Band . . .



Some of the toughest, yet most rewarding, programming experiences are the large-scale, grand affairs such as dances, BBQs, or inviting in a band. For all the rewards and excitement there needs to be HOURS of preparation preceding the event.

Your NUTS & BOLTS RESOURCE MANUAL outlines the specific procedures for each step.

Here's a handy check-list of things that need to be accomplished before you host a band:

Six Weeks Prior

- Decide which Hall Association Reps, RAs or residents will be on the planning committee.
- Think about various duties, such as:
 - Band coordination and administration (scheduling, contract, special requests etc...)
 - Finances
 - Facilities -- work closely with your HC who will contact John Josten of Facilities and Operations to insure that you will have enough power to accommodate your band!
 - Food
 - Decorations
 - Publicity
 - Set-Up/Clean-Up
- Schedule weekly meetings for your planning committee (You have undertaken a big task that requires lots of planning!)
- Set the event date. Avoid, if possible, scheduling conflicts with other large-scale events to maximize your attendance. Carefully consider if the date is near midterms or finals. (Will you be disturbing residents?) *It is helpful to check with other neighborhoods to confirm that major events won't conflict.*
- Consider locations.
 - Make note of quiet hours for nearby residents.
 - Reserve space with hall secretary.
 - If you want to hold the event out of doors think about a bad weather contingency plan (reserve an indoor rain location or reserve another date.) Make sure you advertise your bad weather plan in the original publicity. This will save you last minute scrambling!
 - Some good locations include:
 - Burge Recreation Room, Lobby or Courtyard
 - Currier Courtyard
 - Rehder Lounge or Quad Courtyard
 - Slater Main Lounge
 - Hillcrest Riverview Room
 - Mayflower MCs
- Discuss your Budget and begin Financial Paperwork
 - Do your homework regarding fees for local bands. Determine a ballpark figure in advance so you can make an informed decision about your budget, and what your group can afford.
 - Determine a reasonable budget for all the items you will need (performance fee, equipment rental, food/refreshments, decorations, publicity, clean-up, security, etc...)
 - Are you requesting money from:
 - ARH? Start paperwork early. Check on Financial Board meeting dates!
 - Your Hall Association? Prepare a written request.
 - Using floor funds?

- Start CONTRACT procedures. The band cannot perform if a contract has not been signed by the band and the University Business Manager. **UNDER NO CIRCUMSTANCES ARE STUDENTS TO SIGN CONTRACTS!!!** Follow the contract procedures outlined in your NUTS & BOLTS RESOURCE MANUAL. SPECIAL NOTE: A CONTRACT MUST BE SIGNED EVEN IF YOU WILL NOT BE PAYING THE BAND!!!
 - Start other financial paperwork. (food, location, A/V equipment rental, . . .)
 - Determine various methods of payment. (Obtain PO# if necessary, request check cut, submit Blue Reqs and procurement card requests for appropriate signatures, etc...)
- Select a band. Have 2 people coordinate with the band & administration.
 - Choose a band that will have wide appeal to residents.
 - Determine if you can afford the band -- what are the bands hidden costs in addition to their performance fee? Do they have all their own equipment or do you need to rent some sound equipment for them?
 - Start CONTRACT procedures. Tell the band you MUST have them sign a contract PRIOR to their performance. Follow the contract procedures outlined in your NUTS & BOLTS RESOURCE GUIDE. The contract must be signed before a payment voucher will be processed by the University Purchasing Department, so don't forget this step!
 - Discuss the method of payment with the band. Start payment procedures ASAP-- you will need to process a payment voucher to have a check cut for the band. This procedure takes several weeks so DO NOT delay in starting this process or the band will not get paid in a timely fashion. Explain to the band representatives that they need to provide you with the necessary information in order to process the paperwork as quickly as possible. If you have not done this enough in advance the band will not receive payment on the performance date -- tell them this in advance (explain University procedures and tell them to expect a check a couple of weeks after their performance)! If the band requires an advanced purchase order number this can be obtained by contacting June Severson in the Office of Residence Life -- PO#s insure that the band will be paid by the University.
 - Determine the electrical needs of the band. Contact your HC who will work with John Josten in Facilities & Operations to insure that your site can accommodate the band's needs. Remember that bands need lots of power!
- Are you soliciting prizes?
 - Decide which businesses.
 - Write a letter explaining the event for businesses needing such information.
 - Prepare a log for keeping an accurate listing of what is received and from whom.
 - (Include: business, Contact, Prize, Letter, Thank You, Name of Winner)
- Decide if you want food. If you will be purchasing refreshments from Food Service make sure you place your order well in advance. If you will be purchasing food from an outside vendor make sure you have processed the paperwork for a procurement card purchase.
- Should you expect a large crowd? You will need to make sure you have proper security -- be realistic about the crowd you will draw! Work with your HC to determine how DPS will be involved. If your event requires security there will be a CHARGE for services, so build this into your budget!
- If the event is planned for the outdoors will you need a portable toilet?

Four Weeks Prior

- Monitor progress of financial requests you have submitted to ARH.
- Solicit any other associations for funding.
- Firm up details with the band -- contract, payment procedures, electrical requirements, etc...
- Order necessary AV equipment from Residence Services or outside vendor.
- Design publicity campaign and reserve Table Tent space if necessary.

Three Weeks Prior

- Begin posting publicity. Think about your target audience and appropriate places to promote the event. If you do not want a huge crowd do not advertise all over campus! If you are interested in inviting all residence hall students advertise in all the halls. **SPECIAL NOTE: RESIDENCE HALL FUNDING IS EARMARKED TO PROGRAM FOR RESIDENCE HALL STUDENTS IT IS NOT FOR ALL STUDENTS AT THE**

UNIVERSITY OR RESIDENTS OF IOWA CITY -- KEEP THIS IN MIND AS YOU DEVELOP YOUR MARKETING PLAN.

- Flyers -- follow Residence Hall policy regarding Flyers
- Table Tents -- remember to reserve space in advance!
- Lobby Posters -- Pub/Pub request or make them yourself
- Visit Association meetings, RA staff meetings, ARH meetings -- contact organizations in advance and request to be put on the agenda! Develop a creative presentation!

Two Weeks Prior

- Confirm date, location, facilities requests, refreshments, security etc...
- Deliver Blue Reqs to appropriate University vendors.
- Design decorations.

One Week Prior

- Step up publicity.
- Pick up and record any donated prizes.
- Meet to discuss last minute details -- have a "walk through" rehearsal. Discuss everything step by step.
- Visit your site and determine the set-up of your event. If you need to have tables, chairs, or couches moved submit a set up request to the Hall Secretary.
- RECONFIRM EVERYTHING!

Day of Event

- Pick up food.
- Set up location
- Meet band & help set up. Plan to be there several hours in advance.
- Keep track of who receives any prizes so you have accurate records for any businesses.

After the Event

- LEAVE LOCATION CLEAN!!!!!!
- Return food service serving utensils and equipment.
- Write thank-you notes to any businesses who donated food or prizes! (If a business needs the name of prize recipient - don't forget to include this!)
- Write thank-you to the Band.

So You Want To Have A Dance . . .

One of the toughest, yet most rewarding, programming experiences are the large-scale grand affairs such as dances, BBQs, or inviting in a Band. For all the rewards and excitement there needs to be HOURS of preparation preceding the event.

Your NUTS & BOLTS RESOURCE MANUAL outlines the specific procedures for each step.

Here's a handy check-list of things that need to be accomplished before a DANCE:

Three Weeks Prior

- Decide which Hall Association Reps, RAs or residents will be on the planning committee
- Think about various duties, such as:

Entertainment (DJ, Band, etc.)	Publicity
Finances	Facilities Requests
Food	Set-Up/Clean-Up
Location	Prizes
Decorations	

- Schedule weekly meetings for your planning committee -- you have undertaken a big task that requires lots of planning!
- Set the event date. Avoid, if possible, scheduling conflicts with other large-scale events to maximize your attendance. Carefully consider if date is near midterms or finals -- will you be disturbing residents? It is helpful to check with other complexes to confirm that major events won't conflict.
- Discuss your budget and begin Financial Paperwork
 - Are you requesting money from:
 - ARH? Start paperwork early. Check on Financial Board meeting dates!
 - Your Hall Association? Prepare written request.
 - Using floor funds?
 - Start financial paperwork!!! (food, location, DJ., band, decorations, security . . .)
 - Start CONTRACT procedures if necessary (it is necessary if you are having a DJ or band even if you are not paying them!!) Follow the procedures outlined in your NUTS & BOLTS RESOURCE MANUAL.
 - Determine various methods of payment. (Obtain PO#, payment voucher to request check cut, submit Blue Reqs and procurement card purchase requests for appropriate signatures)
- Decide the format for music:
 - If you will be hiring a band check out the "So You Want to Have a Band..." procedures.
 - If you will be hiring a DJ follow similar procedures as you would for a band -- you still need a contract (even if you will not be paying the DJ) and you still need to follow payment procedures to fill out a payment voucher to request a check be cut for the DJ).
 - If you will be using the sound system of a committee member or a resident make sure it will meet your needs!
 - Remember different music systems have different electrical requirements. Work closely with your HC who will contact John Josten of Facilities & Operations to determine if your site can accommodate your electrical needs.
- Are you soliciting prizes?
 - Decide which businesses.
 - Write a letter explaining the event for businesses needing such information.
 - Prepare a log for keeping an accurate listing of what is received and from whom.
 - Plan thank you letter.
- Decide if you want food: If so, should it be from Food Service, elsewhere... If it's food service - contact them with the order A.S.A.P.!
- Reserve location and request room set with Hall secretary.
 - Some good locations include:

Burge Recreation Room	Mayflower MCs
Burge Lobby	Quadrangle Rec Room
Hillcrest North Lounge	Hillcrest Riverview Room
Rehder Lounge	Slater Main Lounge
- Do you have a theme? Remember that in Iowa City we have many, many places for students to dance, so a successful Residence Hall Dance will have to have a unique draw to get a decent turnout! (Ex: 80's Dance, Costume Dance, etc . . .)
- Order necessary AV equipment from AV/Equipment Services through hall secretaries.
- Design publicity/marketing campaign and reserve table tent space if necessary.

Two Weeks Prior

- Confirm date, location, facilities requests, refreshments, security etc...
- Begin posting publicity. Think about your target audience and appropriate places to promote the event. If you do not want a huge crowd do not advertise all over campus! If you are interested in inviting all residence hall students advertise in all the halls. SPECIAL NOTE: RESIDENCE HALL FUNDING IS EARMARKED TO PROGRAM FOR RESIDENCE HALL STUDENTS, IT IS NOT FOR ALL STUDENTS AT THE UNIVERSITY OR RESIDENTS OF IOWA CITY -- KEEP THIS IN MIND AS YOU DEVELOP YOUR MARKETING PLAN.
 - Flyers -- follow Residence Hall policy regarding Flyers
 - Table Tents -- remember to reserve space in advance!
 - Lobby Posters -- Pub/Pub request or make them yourself

- Visit Association meetings, RA staff meetings, ARH meetings -- contact organizations in advance and request to be put on the agenda! Develop a creative presentation!
- Deliver Blue Reqs to appropriate University vendors.
- Design decorations.

One Week Prior

- Step up publicity.
- Pick up and record any donated prizes.
- Meet to discuss last minute details -- have a "walk through" rehearsal. Discuss everything step by step.
- Visit your site and determine the set-up of your event. If you need to have tables, chairs, or couches moved submit a set up request to the Hall Secretary.
- RECONFIRM EVERYTHING!

Day of Event

- Pick up food.
- Set up location
- Meet band & help set up. Plan to be there several hours in advance.
- Keep track of who receives any prizes so you have accurate records for any businesses.

After the Event

- LEAVE LOCATION CLEAN!!!!!!
- Return food service serving utensils and equipment.
- Write thank-you notes to any businesses who donated food or prizes! (If a business needs the name of prize recipient - don't forget to include this!)
 - Write thank-you to the Band or DJ.

So You Want To Have A BBQ . . .

One of the toughest, yet most rewarding, programming experiences are the large-scale grand affairs such as dances, BBQs, or inviting in a Band. For all the rewards and excitement there needs to be HOURS of preparation preceding the event.

Your NUTS & BOLTS RESOURCE MANUAL outlines the specific procedures for each step.

Here's a handy check-list of things that need to be accomplished before you host a BBQ:

Three Weeks Prior

- Decide which Hall Association Reps, RAs or residents will be on the planning committee.
 - Think about various duties, such as:

Finances	Publicity
Food	Facilities
Entertainment or Recreation	Cooking
Set-Up/Clean-Up	Facilities Requests
- Set the event date and location. *It is helpful to check with other complexes to confirm that major events won't conflict.*
- Discuss your budget and begin Financial Paperwork
 - Are you requesting money from:
 - ARH? Start paperwork early. Check on Financial Board meeting dates!
 - Your Hall Association? Prepare written request.
 - Using floor funds?
 - Start financial paperwork!!! (food, location, decorations . . .)
 - Start CONTRACT procedures if necessary (it **is** necessary if you are having a DJ or band even if you are not paying them!!) Follow the procedures outlined in your NUTS & BOLTS RESOURCE MANUAL.
 - Determine various methods of payment. (Obtain PO#, payment voucher to request check cut, submit Blue Reqs and procurement card requests for appropriate signatures)

- Are you having entertainment?
 - Hosting a DJ and a band require similar arrangements -- contracts, payment methods, equipment. Check out the "So You Want to Host a Band" check-list.
 - Do you want to plan games or rec activities?
 - If you are going to rent large rec equipment (dunk tanks, hot tubs, etc...) consult your HC ASAP to get departmental approval! Start financial procedures for payment.
 - What is the availability of electricity during the BBQ for bands, DJ's, hot tubs, etc...? –
 - Check on voltage requirements of electrical equipment. Work with your HC who will check with John Josten of Facilities & Operations to see if you can accommodate the requirements.
- Are you soliciting prizes?
 - Decide which businesses.
 - Write a letter explaining the event for businesses needing such information.
 - Prepare a log for keeping an accurate listing of what is received and from whom.
- Decide on the menu.
 - Option #1: Food Service will provide a picnic meal in place of a regular meal for groups of 25 or more. Follow the procedures in your NUTS AND BOLTS RESOURCE GUIDE.

If you want to start signing up residents for this event, you should visit your food service to let them know an approximate number and get sign-up sheets for residents to sign off their regular board plan. DO THIS NO LATER THAN 7 DAYS IN ADVANCE!
 - Option #2: Picnic on Sunday Night when Food Service does not serve dinner! You can still order food from food service but pay with a Blue Req. OR You can arrange to make a procurement card purchase and order food from another vendor.
 - Reserve grills through food service. You'll need charcoal, lighter fluid & matches too!
 - Reserve basketball courts (Rec Services) or volleyball courts (Residence Services).

Two Weeks Prior

- Begin posting publicity. Think about your target audience and appropriate places to promote the event. If you do not want a huge crowd do not advertise all over campus! If you are interested in inviting all residence hall students advertise in all the halls. SPECIAL NOTE: RESIDENCE HALL FUNDING IS EARMARKED TO PROGRAM FOR RESIDENCE HALL STUDENTS IT IS NOT FOR ALL STUDENTS AT THE UNIVERSITY OR RESIDENTS OF IOWA CITY -- KEEP THIS IN MIND AS YOU DEVELOP YOUR MARKETING PLAN.
 - Flyers -- follow Residence Hall policy regarding Flyers
 - Table Tents -- remember to reserve space in advance!
 - Lobby Posters -- Pub/Pub request or make them yourself
- Visit Association meetings, RA staff meetings, ARH meetings -- contact organizations in advance and request to be put on the agenda! Develop a creative presentation!
- Confirm date, location, facility requests, refreshments, security, entertainment, etc.
- Complete & deliver Blue Reqs to appropriate vendors.
- Continue to sign up people for event.

One Week Prior

- Step up publicity
- Notify Food Service of the exact menu you are planning and provide the tentative numbers on who is attending (with requisition).
- Check with Food Service for directions for cooking burgers, hot dogs or chicken. What are health requirements?
- Pick up and record any donated prizes.
- Meet to discuss details.
- Check out physical layout of picnic area -- how will you set up serving lines?

- Visit your site and determine the set-up of your event. If you need tables and chairs moved submit a set up request to the Hall Secretary.

Two Days Prior to the Event

- Let Food Service know exactly who will be attending the event. Watch out for different board plans - if someone does not have weekend dinners and you are doing this Saturday night, that person will have to charge their meal. It is important to do this paperwork in advance!!! Follow the procedures in your NUTS AND BOLTS RESOURCE GUIDE.

Day of Event

- Pick up recreation equipment.
- Pick up food.
- Pick up transportation.
- Pick up grill (if needed).
- Purchase briquettes, lighter fluid, etc. (Use procurement card & keep receipts). Don't do this until the day of the BBQ - if it rains, you won't be stuck!!
- Keep track of who receives any prizes so you have accurate records for any businesses.

After the Event

- LEAVE SITE CLEAN!!!!!!!
- Clean grill.
- Return equipment.
- Return dining supplies.
- Write thank-you notes to any businesses who donated food or prizes! (If a business needs the name of prize recipient - don't forget to include this!)