THE STUDENT ORGANIZATION INSIDER

FEBRUARY 2014 EDITION

Flex Tables

Flex tables are completely booked during the weekdays till the first week in April. However, weekend days are available. Please follow the directions below on how to check availability for a flex table:

- Go to Virtual EMS: https://www.calendar.rochester.edu/
- On the Virtual EMS site, hover the cursor over the word "Browse" and click on "Browse for space"
- On the next page that comes up, find the word "Filter" on the far right side of the screen.
- Click on "Filter" and when the window comes up, select the date, and under the "Facilities" drop-down menu scroll down to the bottom of the "Views" and select "WC – Flex".
- Click "Apply"

In addition please note the following when submitting requests for info tables, flex tables, banners, the Expression Wall, the Display Case and the Collection Box:

- All requests must be submitted 5 business days before the start of the event. A business days means a weekday.
- When providing the reason for a flex table or an info table please provide detailed information regarding your philanthropies or fundraiser (what exactly are you selling). If your request does not clearly state what you are selling as a fundraiser or philanthropy your request will be denied and a new request must be submitted with the information regarding what is being sold.
- Please be aware of the date ranges you provide in your forms. All info tables and banners can be reserved for 8 consecutive days; flex tables for 5 consecutive days; and the Expression Wall, Display Case, and Collection Box for a maximum of two weeks (14 consecutive days). If your date ranges are for more dates then your request will be approved for the outlined maximum day length.

RocTkts

RocTkts is looking for your help! If you know of an event in the Rochester area that students would enjoy please send an e-mail to ProgrammingGA@Rochester.edu. We love to cosponsor and will help subsidize ticket and/or transportation costs.

Blackout Dates for Programming

Spring Dates Event Support can no longer provide support:
Event Support is heavily booked and will not be able to support any additional events for the following dates (if you currently have a confirmed reservation for an event on these dates, Event Support is expecting to support your event):
- March 28, 29, 30
- April 3, 4, 5, 6
- April 10, 11, 12, 13
- April 24, 25, 26, 27

Ensure that your Spring events are on the schedule by March 3rd:
If you are planning a new, large event that takes place after spring break, the event must be on Event Support's schedule *prior* to Spring Break (March 3rd).

Budget Consideration

Labor rates increasing for next year:
Due to the incremental raises in the minimum wage scheduled to continue through Fall of 2015, all of Event Support's labor rates will be increased as of the Fall 2014 semester. The new rates will be as follows:
- SA recognized Student Organizations - $15 per hour.
- University Departments supported through The College - $25 per hour.

Please take this into account when budgeting for next year. This is a one-time adjustment that includes the scheduled increases through the Fall 2015 (no future increases are currently anticipated).

Please check our website for updates: http://ureventsupport.wordpress.com/news/

Event Registration Reminders

- Register any event that takes place in Strong, Spurrier, Douglass, Hirst, and May Room
- Register all events with alcohol (those both on and off campus)
- There is a Public Safety Fund for those who don't have it in their budget
- University policy for events with minors (i.e. those under 18 years old who are not university students)
- **Follow the timelines**
- Check your email at minimum weekly for updates to your event registration
- You do not need a confirmed room reservation to start event registration process
- Your event may be denied
    - Follow the link in the denial email to make changes; do not register a new event
    - If you want to make changes, ask your advisor to deny event; do not create a new event

When in doubt always ask your Advisor for clarification!

CCC Monthly Tip

Did you know that you can modify positions in your organization to have very specific access levels? On your club's page, click on 'Roster', then 'Manage Positions'; once you are on the positions page, select one of the positions that you wish to modify. If you have internal positions that you don't need to advertise to the public you can un-check 'Show holders...'. To give specific access levels, check the 'Limited Access' button, and select the permission level for every section of your site. You can give 'Full' or 'View' access for each section like creating a New Event or for the Finance stages.