

Center for Student Involvement Handbook 2008-2009



This guide provides beneficial information, guidelines and policies for all MSU student organizations.

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INTRODUCTION

Student involvement on campus is an important supplement to the academic college experience. The active student leader develops skills in organizational planning, interpersonal communication and time management while building strong relationships with one's peers. Becoming a member of a group is easy but becoming a leader takes having the knowledge of campus and student government policies coupled with the understanding of practice of procedures.

This guide was developed by the Center for Student Involvement (CSI) to assist student leaders and potential student leaders in becoming more familiar with the crucial information needed to be successful. The professional staff of CSI is here to assist you with all aspects of programming events on campus. Student leaders are encouraged to contact the Center for Student Involvement if they have any questions concerning any of the information provided in this handbook. The Center for Student Involvement and Montclair State University reserve the right to modify any of the policies listed in this handbook at any time.

CSI is located in the Student Center Annex, Room 104. Additional resources are available at the Center for Student Involvement. For a list of these resources, see page 40.

CAMPUS RECOGNITION

In order to conduct events and use facilities at the University, all student organizations need to be recognized by Montclair State University. Most student organizations are recognized by the Student Government Association (SGA) through a process called "chartering". The chartering and re-chartering process differs depending on the classification of the organization (description follows). If you are interested in being chartered by the SGA, it is important that you meet with the SGA Executive Vice President to discuss the process. The SGA Vice President's office is located in the Student Center Annex, Rm. 103.

Organizations that are in the process of becoming chartered are permitted to schedule 3 organizational meetings prior to becoming chartered.

A number of student organizations that are academically oriented are directly recognized by individual academic departments. If you would like to know if there is a student organization that is directly affiliated with your major or academic interest, contact the specific academic department or the Center for Student Involvement.

FORMING A STUDENT ORGANIZATION

To be recognized by the Student Government Association, the student organization must be chartered by the SGA. There are four Classes under which an organization can receive a charter from the SGA. New charters, however, are limited to being a Class III (student organizations) or Class IV (Greek-Lettered Organizations.) Class I and Class II organizations are organizations that began as Class III organizations and excelled. The distinction between student organizations and our Class IV's is as follows:

Student Organization:

A student organization is open to the entire undergraduate population at Montclair State University. These student organizations provide some of the programming on campus, with our larger organizations hosting the largest programs. These are the organizations that help provide the social life of the campus.

Within these three classes of organizations, there is diversity within the organizations. The diversity is classified as follows:

Philanthropic – Organizations whose main function is to serve outside charities for the good of society.

Cultural – Organizations whose purposes are to educate the entire campus community about specific cultures.

Social – Organizations who provide programming that are to simply have fun.

Professional – Organizations that educate the campus community about academic or professional disciplines.

Religious/Spiritual – Organizations that focus on religious and spiritual education and needs of the student body.

Organizations are not limited to the five general classifications stated above. Often, our organizations fall into two or three categories, which benefits the campus community.

Fraternities and Sororities:

These fraternities and sororities are another very important aspect of the social life of Montclair State University. With over 600 members in these organizations, you can often identify one of these students by simply looking at the letters on their clothing. Fraternities and sororities go through an intake process, where interested affiliate members learn about the organization and their specific chapter. Although they are chartered with the SGA, they have a governing body of their own, the Greek Council.

Qualification for an SGA Charter:

- Student organizations must have a minimum of fifteen (15) members to have a valid charter with the SGA.
- Greek-lettered organizations must have at least one member, unless their local, state, or national constitution states otherwise.
- Organizations must go through the chartering process by receiving the appropriate paperwork from the Executive Vice President and setting an appointment with the President Pro Tempore, who is the main contact for getting a charter processed.
- A Faculty/Staff advisor is also necessary to be recognized.

Faculty/Staff Advisors:

All recognized student organizations at Montclair State University are required to have an advisor. Advisors must be member of the University's faculty and staff. This person can have a very positive impact on your organization. See *Using Your Advisor*, pg. 5.

USING YOUR ADVISOR

The following information was obtained from Buffalo State College, State University of New York, Leadership Education & Development Center's (LEAD) website: http://www.buffalostate.edu.depts/leadctr/advisor_qt.htm

Whether you are involved in a student organization or Greek-lettered organization, a strong student/advisor relationship can help the organization succeed. Remember that by working together, the advisor and student(s) form a sharing relationship through which all of the University benefits.

ROLE OF AN ADVISOR:

- One rule applies to all advisors – the exact role of the advisor should be decided jointly by the advisor and the student organization.
- A balance between support and instruction should be found – the advisor is there to help you, not to tell you what to do.
- The advisor should not take a leadership role for the organization. For the first few meetings, the advisor can be a facilitator, an organizer and a coordinator, but should become a support and resource person once the new leaders are in place and comfortable with the position.

HOW THE ADVISOR CAN HELP THE GROUP:

- By encouraging the group to keep records of all activities and encouraging the evaluation of programs.
- By being willing to make a phone call on behalf of the organization if doing so will remove obstacles or stress.
- By asking that the group recruit and accept new members.
- By fostering a sense of responsibility among group members.

MAKING THE MOST OF YOUR ADVISORS:

- Give your advisor the chance to get to know the individuals in the organization.
- Invite your advisor to all organizational meetings and programs and make it clear that you want him/her to be there.
- Keep your advisor up to date on events, programs, and meetings so that everyone is on the same page.
- Ask your advisor for assistance if you are having personality conflicts or troubles within the organization.
- Let your advisor help you—experience with the University can go a long way to solving logistical and procedural problems.
- Make sure your advisor is informed of the goals and objectives of the organization.
- Ask lots of questions if you don't understand something or need further information.

MISCELLANEOUS:

- Creating a good relationship with your advisor can help provide continuity for the organization.
- During problem solving, the advisor is there to facilitate, not to fix things.
- Your advisor has knowledge and information that can be useful to you – take advantage of it.
- Don't abuse your advisor by asking him/her to do things that organization members are capable of doing.

- Open and frequent communication is crucial – stop by the office, drop a note in the mailbox, make a quick phone call, or send an e-mail so that everyone one can keep in touch.

FINDING THE RIGHT ADVISOR FOR YOUR ORGANIZATION:

Sometimes the biggest challenge is finding that right advisor who will be a mentor, support and resource to the organization. The Center for Student Involvement can help. There are plenty of faculty and staff willing and eager to serve as advisors. Let us help you find the match that is right for you.

Student/Advisor Relationships

An advisor and student should have an open, honest relationship and have the opportunity to share ideas, receive feedback, and build trust.

Some Points to Remember

- The responsibility for building the relationship must be shared between advisor and student. **View this relationship as a partnership.**
- The relationship must be based upon open, direct communication. **Share needs, responsibilities, and expectations with each other. Be prepared to negotiate.**
- Each must recognize the other's various roles and responsibilities in and outside of their activities position. **Know each other's commitments and let each other know their impact.**
- Both advisor and student are human beings who make mistakes, follow their own value systems, and may have different individual, professional, and personal styles. **Everyone makes mistakes. Accept, discuss, and learn from mistakes—then move on.**
- Both advisors and students are continually growing, changing, and learning; each within their own unique stages of development. **Challenge and support each other.**

The Role of the Advisor

Listed below are some expectations student leaders have of their advisor(s). This form is designed to help advisors and student leaders arrive at a clear and mutually agreed upon role for the advisor in organizational affairs.

The advisor and each student leader should respond separately to the following items, and meet to compare answers and "iron out" any differences. For items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which student leader will assume that responsibility.

For each of the following items, respond on a scale of 1-5 how important this function is:

- 1—Essential for the advisor to do
- 2—Helpful for the advisor to do
- 3—Nice, but the advisor does not have to do
- 4—Would prefer advisor does not do
- 5—Absolutely not in advisor's role

The advisor is expected to:

- _____ 1. Attend all general meetings.
- _____ 2. Attend all executive board meetings.
- _____ 3. Call meetings of the executive board when s/he believes it is necessary.
- _____ 4. Explain University policy when relevant to discussion.
- _____ 5. Explain University policy to executive board and depend upon officers to carry them out through their leadership.
- _____ 6. Explain University policy to the entire membership at a general membership meeting once a year.
- _____ 7. Have a meeting with the President/Chairperson before each meeting.
- _____ 8. Help the President/Chairperson prepare an agenda before each meeting.
- _____ 9. Serve as parliamentarian for the group.
- _____ 10. Speak up during discussion when s/he has relevant information.
- _____ 11. Speak up during discussion when s/he believes the group is likely to make a poor decision.
- _____ 12. Be quiet during general meetings unless called upon.
- _____ 13. Exert his/her influence with officers between meetings.
- _____ 14. Take an active part in formulating the goals of the group.
- _____ 15. Initiate ideas for discussion when s/he believes they will help the group.
- _____ 16. Be one of the group, except for voting and holding office.
- _____ 17. Attend all group activities.

- _____ 18. Require the treasurer to clear all expenditures with him/her before financial commitments are made.
- _____ 19. Request to see the treasurer's books at the end of the semester.
- _____ 20. Check the secretary's minutes before they are written in final form.
- _____ 21. Check all official correspondence before it is sent.
- _____ 22. Get a carbon copy of all official correspondence.
- _____ 23. Be custodian of all group paraphernalia, records, etc., during the summer and between changeover officers.
- _____ 24. Keep the official files in his/her office.
- _____ 25. Inform the group of infractions of their bylaws, codes and standing rules.
- _____ 26. Keep the group aware of its stated objectives when planning events.
- _____ 27. Veto a decision when it violates a stated objective, the bylaws, codes, standing rules or University policy.
- _____ 28. Mediate interpersonal conflicts that arise.
- _____ 29. Be responsible for planning leadership skills workshops.
- _____ 30. State what his/her advisor responsibilities are, as s/he sees them, at the first meeting of the year.
- _____ 31. Let the group work out its problems, including making mistakes and "doing it the hard way".
- _____ 32. Insist on an evaluation of each activity by those students responsible for planning it.
- _____ 33. Take the initiative in creating teamwork and cooperation among the officer's group.
- _____ 34. Let the group thrive or decline on its merits; do not interfere unless required to do so.
- _____ 35. Represent the group in any conflicts with members of the University staff.
- _____ 36. Be familiar with University facilities, services, and procedures, which affect group activities.
- _____ 37. Recommend programs—i.e. speakers, bands, etc.
- _____ 38. Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year.
- _____ 39. Approve all candidates for office in terms of scholastic standing (GPA), and check periodically to ensure that officers are maintaining the required grade point average.
- _____ 40. Cancel any activities when s/he believes they have been inadequately planned.

PROGRAMMING

Programming in a university environment serves primarily as a growth experience. It gives a person the opportunity to grow through pursuing outside interests, socializing and sharing ideas. Programming brings people together and can initiate new friendships. It also provides a safe and secure environment in which persons may find acceptance in a group. From programming, a sense of community can be developed, and from within this community, members may better reflect upon themselves.

Besides creating a comfortable atmosphere and increasing one's own self-awareness, programming can provide relief from academic and social pressures and can enhance ideas learned in the classroom. Learning of a different nature, not as structured as the classroom, takes place in the informal presentation of programs and events.

This section is designed to help your organization plan programs and events to serve your members as well as the greater community. Many of these will be helpful even when planning meetings. Whether an organization is holding a meeting, sponsoring a lecture, inviting an outside guest to perform or planning a gala evening of song and dance, the information in this section can assist you in making sure you don't overlook any of the minor details. *See Appendix A for sample program planning checklist.*

HOW TO PLAN A PROGRAM

1. DEVELOP PROGRAM GOALS
 - Why do you want to program?
 - Who is your target audience?
 - What are the specific objectives of your program?
2. BRAINSTORM

Brainstorm with the group to get general ideas of how to program to reach your goals.

Follow these six rules of brainstorming:

 1. List all ideas—write down everything everyone says.
 2. Repetition is OK—write everything down even if it's a repeat suggestion.
 3. No value judgments—all ideas are valid at this point!
 4. No discussion—don't discuss at this point, just write ideas down.
 5. Silence is OK—there will be times of natural silence...don't prod.
 6. One person is recorder (usually the secretary)—appoint one person to write down everything.
3. DECIDE ON A GENERAL IDEA

Go over your list and decide on a general idea for the program.
4. DELEGATE RESPONSIBILITY

Specific people should be designated for the planning, (i.e., room reservation, refreshments, publicity, set-up and clean-up of the event). **Also, there should be a main contact person to whom these people report progress and problems so one person knows what is going on in all areas.**
5. DEVELOP A BUDGET

This is also a good time to think about co-sponsorship with other organizations or campus offices to share the work and expenses.

EXPENSES CAN BE:

- Fee/honoraria
- Transportation
- Meal/lodging
- Tech services
- Professional staff coverage of event
- Publicity
- Catering
- Miscellaneous materials

6. SELECT A DATE AND TIME

Remember to consider factors such as: type of event, class and exam schedules, vacations, other programs, availability of speakers/performers, room, etc.

7. SUBMIT PRE-EVENT EXPENSE SHEET (CLASS I) or LEGISLATIVE BILL FOR APPROPRIATION (CLASS II or III)

To obtain funding for programs, these documents must be submitted 4 weeks prior to the event (*see Funding for Student Program, pg. 21*).

8. RESERVE FACILITIES

For all student events with the EXCEPTION of bake sales, tabling and general meetings, student organizations will be required to come to the Center for Student Involvement to complete the function request form (*see Appendix D*). To schedule any room usage for a program or a conference you must:

A. Complete the function request form with the assistance of the CSI Program Assistant located in the Student Center Annex 104 at least 10 business days prior to the scheduled event. Depending on the nature of the program, you will need more lead time in scheduling your event. (*See Lead Time for Scheduling, pg. 17*) If you are interested in using the Student Center Ballrooms, Dining Room or other large spaces, all paperwork should be submitted at least 1 month in advance. Although we will make every effort to accommodate emergencies, please note that forms submitted less than 10 business days from requested date may be denied approval.

B. The Center for Student Involvement will make arrangements with the Scheduling Office to hold the location. The event coordinator must meet with an administrator from the office to discuss the details of the program.

The Center for Student Involvement will serve as your program advisor. They will assist you in identifying what services you might require, and identifying special administrative areas you might need to consult. The staff is here to offer suggestions on how to improve your program with respect to troubleshooting.

C. After you consult with the Center for Student Involvement, CSI will bring the signed copy of the function request form to the Scheduling Office in SC room 407 to finalize your contract.

D. You will receive a signed and approved copy of all reservation forms and contracts when completed. Keep and have copies of these forms with you on the date of your function.

E. Be sure to check back with the Center for Student Involvement regarding any changes to your reservation form of contracting.

F. **FOR** bake sales, tables and general meetings **ONLY** in the Student Center or other buildings on campus, please see the Scheduling Office in SC room 407.

- G. Be sure to read the room condition and cancellation policy prior to your event.
- H. The deadline to submit function requests for events in each semester is 1 month prior to the last day of classes. No requests for events to be held during the current semester will be accepted after the 1 month deadline. The last day of classes is dictated by the MSU academic calendar.

Example: For fall 2007, the last day of classes is December 15. If you wish to hold an event in the fall 2007 semester, the last day to submit the function request is November 15.

- I. All organizations are required to attend a "Scheduling 101" workshop each year. Failure to attend may result in the organization being unable to reserve space on campus. The workshops will be offered annually towards the end of the spring semester. This is so that incoming executive boards can attend and plan for the following academic year effectively.

9. TECHINCAL SERVICE REQUIREMENTS

These requests should be made on the function request form. CSI will make the appropriate arrangements. (See *technology solutions*, pg. 18 & 20)

10. ROOM SET-UP ARRANGEMENTS

If you are having an event that requires the room to be set-up in a particular manner, you must meet with the Program Assistant for CSI at least 5 days prior to event. This allows sufficient time to inform all the necessary parties and arrange for set-up to be done. Failure to do so may result in not having a set-up for your event.

11. CATERING ARRANGEMENTS

All food and beverages must be supplied by MSU Dining Services. The MSU Dining Services office is located in the Student Center Cafeteria on the 2nd floor. (See *Dining Services*, pg. 18)

12. BEGIN PUBLICITY -see Publicity section for details (pg. 25)

13. CHECK-IN

The program committee should meet the chairperson and/or the Center for Student Involvement the day before the event to check on all details.

14. SET-UP

Facilities will set up furniture, etc. as per your request. Depending on the location, members of your organization may be responsible for arranging the tables and preparing anything else you may need.

15. YOUR EVENT

Good Luck!

16. ELICIT REACTIONS FROM ATTENDEES

Although this can be done verbally, it is more effective and more accurate to have attendees fill out an evaluation form. (See *Appendix B for a sample attendee evaluation form*)

17. CLEAN UP

If you re-arranged the tables, you will be required to arrange the room to its original set-up. You must clean up any garbage from your event. Failure to do so may result in a maintenance fee.

18. SEND THANK YOU NOTES
19. COMPLETE AN EVENT EVALUATION FORM
(See Appendix C for sample SGA event evaluation form)

BANQUET PLANNING 101

Many organizations plan an end of the year banquet to celebrate the past year's accomplishments as well as to recognize key individuals who have assisted the group. When planning a banquet there are a number of things that should be considered:

☞ **Budget**

Banquets can be quite expensive so you must know how much is in your budget before planning. There are a number of variables that affect the cost of a banquet: location, time of year, day of the week, menu, etc. It is a good idea to know what you are looking for and how much you are willing to spend when searching for a banquet hall. Do you want a sit down or buffet style dinner? Do you want to hold the banquet during the week or on a weekend? Are you offering transportation to and from the banquet hall? Are you selling tickets or is the event free and to whom? All of these and more will affect the cost.

☞ **Target Audience**

Know your target audience: faculty, staff, students and/or guests. Particularly regarding faculty and staff, it is important that they are invited in a timely and appropriate manner. If the banquet is a formal or semi-formal event, it would be best to send a written invitation. If you are sending a written invitation, make sure it has been proofread and includes all necessary information (date, time, location, RSVP required, dress code, cost, etc). The invitation is a representation of your organization and the efforts you have placed in planning the banquet. You want the invitation to leave a good impression. As a rule of thumb, the invitations should be sent out at least two weeks to one month in advance with an appropriate RSVP date. This allows the guests sufficient time to decide whether or not they are attending as well as to notify you of their decision.

☞ **Location**

Choosing a location can be difficult. Start at least 4-6 months prior. This gives you time to shop around and find the perfect place to suit your needs. Once you have decided on the location, it is important that you sit down with the catering manager and go over all of the details of the evening, including: start and end time, number of attendees, menu, program agenda, when the food should be served, how the food will be served, how many wait staff will be needed, will the tips be included in the cost, the color of the linens, will centerpieces be included, will there be a reception hour, the pros and cons of either a sit down or buffet style dinner, etc. Once you have finalized all the plans and the contract has been written up, review it carefully. Make sure that everything that was decided has been included in the contract. Every catering hall requires a deposit which is usually non-refundable. It is important that you fully agree with the contract before placing the deposit. Traditionally the final payment is due a week prior to the event. You must work very closely with the SGA Treasurer and Bookkeeper to ensure all paperwork is done adequately. **DO NOT SIGN ANY CONTRACTS.** If you sign a contract and the event is not approved by the SGA, you become personally responsible for the cost. Only the SGA President should sign contracts once the event is approved and money has been appropriated.

☞ **Date/Time**

Most banquets happen at the end of the spring semester, which is a busy time of year. To ensure no scheduling conflict, coordinate with other organizations that hold banquets during the same time of year. This allows for everyone to support one another's events. When considering a time, be aware that banquet halls typically allot 5-6 hours per event. If the banquet is during the week, find a time that is best suitable for all those invited. Seven o'clock tends to be a good time, but remember you are on a schedule so try to start as close to your starting time as possible. Starting too late (30 minutes or more) can reflect negatively on your organization and may cause a loss of interest in your event.

☞ **Number of Attendees**

It is important to know how many spaces will be available for the banquet. Usually the number is dictated by the budget and/or seating capacity of the hall. It is essential that only one or two organized individuals be responsible for reservations. Prior to sending out the invitations or selling tickets, there should be a plan regarding ticket sales and collection of money. All those involved must clearly understand the plan. It is very important not to go over your capacity, as this will increase your cost. Also, there are no guarantees that the hall can accommodate your request if you go over your numbers.

☞ **Menu**

When planning the banquet you will usually have a choice of a sit down or buffet style dinner. The sit down dinner tends to be more expensive but either style can work well. When choosing the menu, understand that the more choices of food you have (particularly entrees), the more costly the dinner will be. Catering halls will offer you different options. When choosing, make sure it fits your budget. You should also consider your guests when planning the menu. Should you have a vegetarian entrée? What type of starch? Soup or salad? The catering manager can help you make those decisions, but always keep your budget in mind.

☞ **Program Agenda**

Most banquets are formal or semi-formal. There should be a level of elegance and decorum that goes into the planning of the agenda but before you start you need to decide on the objectives. Is this banquet to celebrate the accomplishments of fellow students? Is it to recognize those who have assisted the organization? Is it to pass the torch to the incoming executive board? Is it to acknowledge the past year's efforts? Once you've decided on the objectives, go ahead and plan the agenda, but remember the following:

1. You only have 5-6 hours. Although that may seem like a lot of time, it goes quickly so plan accordingly.
2. Start no later than 30 minutes after the advertised starting time.
3. If this is a formal event, then the agenda should be somewhat formal.
4. Plan the serving of food accordingly. Most banquets start at 7:00 pm. It is important to be sensitive to the possibility that guests have likely not eaten. As a suggestion, consider having bread or salad on the tables. If budget allows, you may want to consider having a reception hour. This allows for the guests to arrive, mingle and have something to eat. It also gives the organization a little time to tie up any loose ends that may exist. If the organization cannot afford a reception hour, it is suggested that the meal be served no later than 30-45 minutes from the starting time or by 8:00 pm at the latest. Once the meal is served, have appropriate dinner music playing in the background. Dinner should last approximately one hour. Do not continue the program until the majority of the guests have eaten as to not interrupt the speaker or presentations. If you are having a speaker during the banquet, schedule him/her early in the agenda, preferably before dinner if time permits or immediately afterwards. Discuss and schedule the topic with the speaker. S/he should keep their speech brief (20-30 minutes). The award presentations should occur after dinner. A sample agenda may look like the following:

- Welcome address: 5-10 minutes (7pm-7:10pm)
- Speaker: 20 minutes (7:10pm-7:30pm)
- Dinner: 1 hour (7:30pm-8:30pm)
- Presentations: 30 minutes (8:30pm-9pm)
- Performances: (9pm-9:30pm)
- Dance/party: (9:30pm-closing)

☞ **Presentations**

The presentation ceremony should be formal. It is important to recognize the members of the organization and/or the community and explaining why they are deserving of the award, but keep it very brief and not too personal. There shouldn't be long testimonials. That may be too personal and inappropriate for such a formal event. Your guests may not understand or appreciate the sentiment. If you want to do something more personal for a member of the

organization, consider doing so in a more intimate atmosphere. A banquet may not be the most appropriate place.

A banquet can be a great ending to a wonderful year but it takes some planning and preparation. If you require assistance in planning your organization banquet, do not hesitate to visit the Center for Student Involvement. We'll be glad to assist you.

PITFALLS IN PROGRAMMING

"Lost in Space": Not knowing where/how to look for a particular resource. Be patient and persistent, and ask for help.

"One Fish in the Sea": Repeated use of the same resource. The same individuals, though they maybe excellent resources, can be overused.

"Who Are You?": Don't know the resource person from Adam. Meet and talk to your resource and form an impression before making a commitment.

"10% Does Not a Majority Make": Needs and interests not adequately assessed.

"Crystal Ball Technique": Choosing programs without consultation. Programming is truly a lovely task for those who attempt to use their own interest in a topic or rely on intuition as a guide (that's sarcasm, folks!).

"Earmuffs in May": Bad timing. Some programs are seasonal and therefore are more appropriate at certain times of the year.

"I've Got a Secret": Insufficient publicity. Spread the news about your program. Don't keep it a secret or act like you have something to hide.

"Seen One, Seen Them All": Unimaginative posters and publicity. Get their attention!

"Drop What You're Doing": Not enough advance notice. Publicize your program in advance so the community can make time in their schedule.

"Don't Know a Thing About It": Too limited distribution. A single isolated poster in an obscure location won't do the job.

"Program Cramming": Waiting until the end of the semester. Those who wait too long run out of time.

"Two Places at One Time": Conflict with other events and activities.

"We'll Have to Turn Them Away at the Gate": "Unrealistically high expectations given to the presenter. Be honest with yourself and with the presenter.

"Let's Meet in the Swamp": Poor Location. Select a site that is accessible, easy to find, comfortable and relatively free of distraction.

"What Will Be, Will Be": Don't leave anything to chance. Plan and prepare, be ready

"No Man/Woman is an Island": Remember to ask others for help!

SPACE AVAILABLE FOR CAMPUS PROGRAMMING

Student Center

The Student Center is the predominant building for student programming on campus. Lead time on reservation of space depends on the nature of the program. (See *Lead Time for Scheduling*, pg. 17). Below is the Student Center room specifications and capacities. This should be helpful in deciding on the appropriate space for your event.

STUDENT CENTER Room Specifications & Capacities NR = Not Recommended

ROOM#	DIMENSIONS	SQ. FT	THEATER STYLE	CONF. STYLE
Ballrooms A, B, C	48' x 120'	5760	400	NR
Ballroom A	48' x 63'	3024	200	40
Ballroom B	48'x 31'	1488	100	30
Ballroom C	48' x 23'	1104	75	30
Meeting Rooms 411, 412, 413, 414	35' x 58'	2000	120	60
Meeting Room 411	16' x 36'	576	30	24
Meeting Room 412	20'x 36'	720	50	24
Meeting Room 413/14	20' x 36'	720	40	24
Meeting Room 413	18' x 20'	360	24	12
Meeting Room 414	18' x 20'	360	24	12
Meeting Room 415	11'6" x 19'	220	—	12
Meeting Room 416 & 418	11'6" x 19'	230	—	12
Meeting Room 417	15'6" x 45'6"	710	50	30
Meeting Room 419	24' x 48'6"	1172	75	30
Cafeteria A, B, C	—	—	—	NR/For Testing 150
Cafeteria A	—	—	NR	NR/For Testing 110
Cafeteria B	20' x 40'	800	75	40/For Testing 20
Cafeteria C	20' x 40'	800	75	40/For Testing 20
Cafeteria B & C	40' x 40'	1600	150	40/For Testing 20
Formal Dining Room	48' x 31'	1488	140	40

STUDENT CENTER ANNEX Room Specifications and Capacities

ROOM #	DIMENSIONS	SQ. FT.	THEATER STYLE	CONF. STYLE
Annex 126 Upper Level	59' x 59'	3481	100	40
Lower Level	28'x 35'	980		
Annex 205	28'4" x 31'6"	904	NR	Class Rm. Style-30
Annex 206 & 207	27'6" x 31'6"	884	NR	Class Rm. Style-44
Annex 209	31'6" x 15'6"	488	NR	Class Rm. Style-30

Academic Buildings/Theaters

Although most facilities at Montclair State University are designed for academic purpose, space is available for use by student groups. If you are interested in using an academic building or theater for your program, set-up an appointment with the Center for Student Involvement to discuss the feasibility.

The University Hall 7th Floor Conference Center is available on a limited basis for the following rates: (ranges depending on number of attendees and needs of event):

2008: \$298-\$466
2009: \$384-\$516

Please note that requests for this space cannot be submitted earlier than 90 days before event date. Please contact the Center for Student Involvement for more information.

Organizations utilizing Arts & Cultural Programming or College of the Arts (ACP/CART) facilities (i.e. Memorial Auditorium, Amphitheater) may be required to provide a labor deposit. A labor estimate is done for each event individually at the time the "Facility Reservation Form" is created. This is based on the type of event, technical needs and requirements of similar past events. If there are additional labor needs beyond the estimated amount, an invoice will still be sent to the organization after the event for those additional costs. For example: an event that is estimated to need 4 technicians working an 8 hour shift, at the \$28/hour current rate, an \$896 deposit may be required. Requests for these events are to be made with CSI.

Campus Grounds (outside events)

The Associate Director of Student Center Programs schedules outdoor events. Prior to scheduling the outdoor event, a function request must be submitted to the Center for Student Involvement and approved by the Director of CSI. For outdoor events, additional fees may be charged for overtime and labor. For more information about using outside location for special events, stop by the Center for Student Involvement.

USAGE OF ROOMS AND FACILITIES

ROOM CONDITION AND CANCELLATION POLICY

All groups, organizations, departments and outside clients who use the Student Center facilities must adhere to the policies and procedures that are set forth when holding a program or event. When an event or program is completed, the organizers of said event or program must leave the room the way they found it. In the case of Pot Luck Dinners—where food is not catered by Food Service, the food must be disposed of in a proper manner. Student groups that do not clean or police themselves will incur the following penalties and charges:

First Offense: The group will be charged a fee.

Second Offense: A charge + Loss of privileges for six (6) months.

Third Offense: A charge + Loss of privileges for a full academic year.

Penalties must be paid within ten (10) business days. Violating groups and organizations that already have reservations or want to reserve a room will have these privileges suspended until payment is received. If payment is not received within the ten (10) business days, all privileges and reservations will be cancelled.

Payments and Penalties for Designated Areas

Cafeteria A, B, or C or the Rathskeller=\$50.00; Cafeteria B & C=\$100.00;
Cafeteria A, B & C combined=\$150.00

Student Center Formal Dining Room=\$100.00

Ballrooms A, B, or C=\$50.00; Ballrooms A & B; \$100.00;
Ballrooms A, B, and C=\$150.00

Fourth Floor Meeting Rooms, SC 104, and Annex Classrooms=\$25.00 per room.

Room Cancellation Policy

Student organizations canceling their Ballroom, Dining Room, or Ratt reservation for an event or program must give the Center for Student Involvement at least one (1) month notice.

Organizations that cancel their Ballroom, Dining Room, or Ratt dates less than one month in advance will not be allowed to submit room requests for the following semester until one (1) month after requests are first submitted.

For **non-Ballroom events**, give as much notice as possible to the Center for Student Involvement, due to staffing and promotional concerns.

LEAD TIME FOR SCHEDULING

It is important to take into account when planning your programming how much time it will take to schedule space and services. The following is a guideline to help you with your planning. Please note, the more involved your program is, the more time you will need:

<u>Department</u>	<u>Lead Time</u>	<u>Cancel</u>	<u>Services</u>
University Police	10 working days	1 day	MSU Police, Security
SC Info Desk	5 working days	1day	PA system, overhead projectors, easels
Food Service	7 working days	1 week	bag lunches, refreshments, coffee, buffet, dinner set-up
Technology Solutions	14 working days	2 days	Variety of A/V services, portable sound systems
Campus Recreation	10 working days	1 day	Lifeguard (required for any pool parties)
Memorial Auditorium	1 month	1 week	All tech and design services, house managers
Maintenance	14 working days	2 days	Tables and chairs, garbage cans, set-ups and clean-up
CSI	10 working days - 1 month (depending on event)	2 days	Room reservation, program advisement
Scheduling	3 working days	1day	Room reservation for general meetings, table requests, bake sales, marquee request

Note: All of the above services must be approved through the Center for Student Involvement and then reserved through the Scheduling Office by CSI. All changes/cancellations to existing service contracts must also be arranged through the Center for Student Involvement.

Outside vendors of technology solutions (e.g. D.J., Lighting Co., VCR taping) must be indicated on the facility contract and approved by Office of Student Center Programming and CSI prior to their use during student programming. The Center for Student Involvement must be informed of the A/V power needs.

OTHER AVAILABLE ON-CAMPUS SERVICES

Dining Services

Dining Services administration office is located in the Student Center Cafeteria on the 2nd floor. They can provide a variety of catering services ranging from picnics to receptions and in many styles of service (waited, buffet, banquet, etc.). For functions requiring special exceptions such as POT LUCK, student organizations must speak to the Center for Student Involvement. State and local regulations require extensive planning. An approval for Pot Luck events is required ahead of time from the Office of Student Center Programs. (See *Food Regulation, pg. 30*)

All food service requests in the Student Center must be stated on the facility contract and approved through the Director of CSI and Associate Director of the Student Center Programs. At the completion of scheduling you will have 2 contracts, one with Dining Services and if applicable, one with the Student Center for the facility.

Technology solutions

Student Center Technology Solutions

The Student Center has a limited supply of technology solutions. The scope of service includes both in house and portable public address systems, overhead projectors, portable screens and in a few rooms, tape playback or radio. Please speak with the Center for Student Involvement for specific information.

PA sound systems are available in the following meeting rooms:

- Ballroom and Formal Dining Room, on the lobby level
- 411-14 and 419 on the 4th floor
- Rathskellar on the 1st floor

Affixed televisions and VCRs are available in rooms 411, 417, 419 and annex classrooms.

Use of the Student Center technology solutions is provided on a set-up and drop-off basis. There is no assigned media technician to operate the equipment. The group/user is responsible for the condition and return of the equipment contracted. It is expected that the contract representative notify Student Center staff at either the Information Desk or Main Office when they have any questions and/or when they are done.

Flag Raising

There are two flagpoles available on campus. Campus groups interested in flying a flag can do so by meeting with a staff member in the Center for Student Involvement to discuss the details of the flag raising ceremony. Afterwards a reservation form can be completed with the Center for Student Involvement. (See *Flagstaff Regulation, pg. 36*)

University Police

1. Request service—The request for police coverage must be submitted 10 business days prior to the date of the event. This allows sufficient time for University Police to make appropriate assignments. Failure to submit the paperwork within the 10 business day deadline will result in the cancellation of the event. (*Please see Appendix D.*) At the time of the request, the primary organization will be emailed an estimate of police costs. Remember that this is an estimate and the actual invoice amount may change based on your actual event.

2. Payment of services—MSU police are paid from the State overtime funds, as their authority exists only when on the university's payroll. The group contracting for their services is subsequently billed. Make payment by check payable to "Montclair State University" and forward to the Chief of Police, Montclair State University. The payment is recorded and the check is sent to the Montclair State University Business Office to reimburse the overtime account.

Invoices will be emailed to the primary sponsoring organization. All payments for services are due in its entirety two weeks after the date of invoice. Any organization or person that fails to remit payment for police services may face University action and forfeit police services in the future which may cause cancellation of future events. Event co-sponsorship implies financial responsibility. In the case of co-sponsorship, only the primary organization will be billed and it will be the responsibility of that organization to ensure that any and all bills are paid on time.

3. Determination of Rates—The overtime pay rate for MSU police is \$45 per hour per officer. Two hour minimum guarantee of wages is required. University Police and the Center for Student Involvement must be notified at least 24 hours prior to scheduled event time in the event of a cancellation. Failure to do so will result in a charge of 2 hours per officer scheduled.
4. The Center for Student Involvement can advise you on your security needs. The amount of security required will depend on the size and type of event. The following is a guideline by which security is determined.

There are four categories under which your event can be classified. They are:

- Type A:** Under 100 Montclair State University students where there is NO MONEY collected and it is a seated event.
- Type B:** Under 100 Montclair State University students as well as non-MSU students, the event is a dance or money is being collected.
- Type C:** Over 100 Montclair State University students and is a seated event.
- Type D:** Over 100 Montclair State University students as well as non-MSU students, the event is a dance and/or money is being collected.

Please note: if your event will have a DJ and/or loud music (i.e. bands/groups) or is a pool party, University Police coverage is required, regardless of the number of anticipated attendees. Events held at Memorial Auditorium will require a minimum of 5 officers.

Each category has a different security requirement. They are:

- Type A: No security
- Type B: 1 or 2 officers (depending on event)
- Type C: 1 officer per 100 guests
- Type D: 2 officers per 100 guests

University Police Event Services

Police Services: defined broadly to provide a safe atmosphere for attendees and members of the campus community. May include: verification of student status, voluntarily searching attendees for contraband, monetary escorts/safekeeping (as requested), ejecting attendees for just cause or at the request of sponsors, enforcement of all applicable NJ laws and University policy and general law enforcement services of safety and protection.

University Police officers are not responsible for lost or stolen items, injury or damage caused by attendees or sponsors. The University Police Department reserves the right to cancel all or part of any event at the request of sponsors, the Center for Student Involvement, or in the opinion of any police officer in charge of the event or campus operations at the time of the event or prior to the commencement of the event or during the event. Sponsoring party is responsible for any damages to University property or personnel that is a result of their negligence or any admission reimbursement due to cancellation of all or part of event.

Technology Solutions Center

The Montclair State University Technology Solutions Center located in University Hall, 5th Floor, takes care of all additional requests for audio-visual materials, equipment and services (see *Lead Time for Scheduling, pg. 17*). Technology Solutions Center also handles the scheduling/rental of TV/VCRs, Laptops and LCD screens for high intensity overhead projectors, etc. for the academic instructional program. The Center also provides video equipment for special events, and conferences. There may be an additional charge for these services, which will be the responsibility of the contracting organization. On and off campus organizations coordinating special events using various media must hire a media technician at an hourly cost to run the equipment and ensure that their program runs smoothly.

On request, Technology Solutions Center staff will demonstrate audio-visual techniques and design and produce custom graphic materials (transparencies, slides, etc.) This is free except for the cost of the materials.

The MSU Technology Solutions Center lends a variety of equipment to users. Equipment includes:

16 mm projector	Reel to reel tape recorder
Regular 8mm projector	Cassette recorder
Public address system	Carousel slide projector
Overheard projector	Slide/cassette tape projector
Opaque projector	Projection screen
Filmstrip projector	Record player
Filmstrip/cassette projector	Laptop Computer
Video Cameras	LCD Screen

Call 655-4242 for more updated information on the services offered by the MSU Technology Solutions Center. You must notify the Center for Student Involvement 14 working days in advance to contract any of the services listed for use in the Student Center (See *Lead Time for Scheduling, pg. 17*).

FUNDING OF STUDENT PROGRAMS

Student organization funding differs depending on the Class (I, II, III, IV). The following synopsis of the funding process comes directly from the operational manuals of the Class organizations. Copies of the operational manuals may be obtained in the SGA Office. It is important that student leaders meet with the SGA Treasurer to fully go over the appropriation process. It is also important that student leaders not only read but also become familiar with the operational manual that coincides with their class organization and have a clear understanding of the policies and procedures for which the SGA shall hold the organization accountable.

CLASS I

Class I organizations are allocated a budget for each academic year. The budget request process begins in December. It is essential that organizations not go over their allotted amounts for the semester. Doing so may result in penalties imposed by the SGA

The following is the procedure of obtaining funding for Class I events:

1. Submit a completed Pre-Event Expense Sheet (PEES) at least four weeks in advance to the SGA treasurer. Once the Treasurer has reviewed and approved the PEES, the organization will receive a copy of the approved PEES.
2. If the event requires booking of an artist or speaker, a copy of the approved PEES and contract must be submitted to the SGA Secretary. The SGA secretary will then give the contract to the SGA President for review and signature. The SGA President has seven business days to review all contracts. Once signed by the SGA President, submit the signed contract with a completed purchase requisition to the SGA Treasurer.
3. For an event that does not require a contract, a purchase requisition must be submitted to the SGA Treasurer at least seven days prior to the time of purchase. If the purchase requisition is over \$250, it must be accompanied by three competitive bids. The SGA Treasurer will review the purchase requisition and if approved, will sign. The signed yellow copy may be picked up from the SGA Bookkeeper.
4. Once the copy is picked up the organization may order only the goods and services approved by the purchase requisition. The bill or invoice must then be submitted with the yellow copy of the purchase requisition to the SGA bookkeeper who will process the check and send it to the appropriate vendor. If the check is to be picked up, an organization representative must sign for it
5. After the check has been processed, the organization's treasurer will pick up the yellow copy of the purchase requisition, which will be stamped "PAID" and the check amount, number and date will be indicated. The information will be entered into the organization's books.

CLASS II AND III

Class II's may be appropriated up to \$1,500 inclusive of the \$5,000 per year limitation. These funds are free of the matching funds requirement, provided they are used for on-campus programming only.

Class III's may be appropriated up to a total of \$1,000 per semester, inclusive of the \$1,500, free of matching fund requirement.

For both Class II and III:

1. The legislative bill and all other supporting materials must be submitted at least four weeks prior to holding the event.
2. The organization must have been chartered for one full semester, excluding the summer and winter breaks.
3. Membership minutes from three consecutive meetings must be on file with the SGA Executive Secretary
4. The organization must comply with all Class II & III Financial Policies as set down by the SGA Treasurer.

On Campus Appropriation

1. Plan your event, and estimate expenses.
2. Find legislator to sponsor the bill.
3. Attend the Appropriation Committee meeting.
4. Obtain legislative approval.
5. Meet with the SGA Treasurer concerning necessary paperwork. The Treasurer will assist in the completion of paperwork.
6. Complete contracting and purchasing processes.
7. Hold the event.
8. Submit invoices and receipts for payment and reimbursements.

CLASS IV

Class IV's, which are fraternities and sororities do not receive funding through the SGA. Funding for events for Class IV organization usually comes from membership dues or organizational sponsored fundraisers. Although Class IV organizations do not receive funding through the SGA, it is still important to be familiar with the policies and procedures Class IV's must adhere to. Copies of the Class IV operational manual may be obtained in the SGA Office.

Additional information can be obtained at the Student Government Association office, Student Center Annex Room 103.

CONDUCTING AN EFFECTIVE MEETING

Once your organization has been chartered and the leadership style explored, you will want to begin having regular meetings. The manner in which you conduct your meetings will probably be the deciding factor as to whether or not your organization is successful. You might assume that everybody within your organization has the same agenda as to what they want to accomplish. This is not necessarily the case.

Have you ever seen examples of the following at a meeting you were attending?

- During the discussion everybody starts talking at once, not listening to one another.
- People go off on tangents and discuss matters not related to the topic at hand.
- Nobody responds to a call for volunteers.
- People engage in behavior which distracts the attention of others in the group.
- Your meeting has run way past the time it was scheduled to end, and people are getting restless.

To run a successful meeting, one must do some planning. Meetings with no design tend to be long and fruitless. The information in this section offers some suggestions to help you avoid a few pitfalls associated with running a meeting.

Remember that every group has a set of conditions under which it will operate best. Be sensitive to the climate of the meeting and keep in mind that there may be times when it is necessary to change or bend the rules to accommodate the goals of your organization.

The leadership of the group has certain responsibilities to insure the success of a meeting. As you read through the following outline, keep in mind that you need to set the mood and direction of your meeting.

Prior to the meeting:

1. Make sure everyone involved knows when and where the meeting is to be held.
 - a. Post a notice of your meetings on bulletin boards (see Posting Policy, pg. 28)
 - b. Select a room that is physically comfortable for the number of people attending.
 - c. Remind everyone to be prompt.
2. Have the leadership of the organization meet prior to the meeting to make sure they are in agreement as to what their goals are for that meeting.
3. Have all necessary materials that you might need (pens, paper, markers, audio/visual equipment, etc.).
4. Prepare a specific agenda. By being specific, members can think about the topic before it is discussed and appropriate time can be allotted to the topic. It is recommended that the agenda should follow parliamentary procedure using Robert's Rules of Order format:
 - a. Call meeting to order
 - b. Attendance
 - c. Reading and approval of previous minutes
 - d. Officers' reports
 - e. Committee reports
 - f. Special orders – presentations specially decided to be given at this meeting.
 - g. Old business – any business left unfinished or unresolved from the last meeting
 - h. New business – the time for new ideas to be brought up and discussed
 - i. Announcements
 - j. Adjournment

During the Meeting:

There are many different ways you can run the actual meeting. Most organizations abide by some form of parliamentary procedure using Robert's Rules of Order Newly Revised. The extent to which you use parliamentary procedure depends on the goals of your organization, your organization's style, the tasks that need to be accomplished, and the environment under which your organization is operating.

Some working suggestions for people leading a meeting:

1. Allow time to greet new people, guests and members.
2. Begin and end on time.
3. Make sure everyone has a copy of the agenda.
4. Stick to the agenda.
5. Allow and encourage discussion, but be aware when it centers around a conflict of personalities. Be able to direct the conversation away from the conflict and other trivial matters.
6. Ask open-ended questions (why and how) to stimulate discussion.
7. When delegating responsibilities, set a time limit for when tasks need to be completed.
8. Provide direction for your organization, yet remain open-minded and democratic.
9. Give recognition to members who have done work for the group.

On-Going Activities

1. Check back with members who were delegated responsibilities. They may need some help or some prodding to accomplish their task.
2. Continually try to foster excitement and creativity. To be a vital organization, you must always think ahead to what your group can do next.
3. Cultivate leadership among members. An organization is only as strong as the commitment its members have to it. If one individual is running everything, people do not feel invested in the organization. Also, think about whom will keep this organization running when members are no longer students at MSU. Prepare to pass the torch!

Please feel free to contact the Center for Student Involvement for assistance in running an effective meeting.

PUBLICITY

Effective publicity should be neat, clean, attractive and readable. If it's sloppy, people won't react positively. If it's too wordy, people will ignore it. If it's poorly designed, people won't notice it.

HELPFUL HINTS

- Make publicity colorful and decorative.
- Use Big Bold Letters.
ALL CAPS IS HARD TO READ. *All italics* or *all script* is even harder to read.
- Keep it simple – not too much writing. Limit pictures and information.
- Use humor.
- Post signs at an angle so they are noticeable.
- Use catchy words/catchy titles.
- Look at it from an average viewing distance (5 feet).

I CAN'T DRAW, HOW CAN I DO PUBLICITY?

Look around for picture ideas...other posters, catalogues, comic strips, travel brochures, books, magazines, comic books, newspapers. When copying, keep in mind that black and white glossy photographs tend to reproduce well. Also keep in mind copyright laws when using other's work.

PLACARD HOLDERS

The Scheduling Office schedules the use of Placard Holders for student use as well as for departmental and conference use. All requests must be made to the scheduling office at least a week in advance. Placard holders are situated in key locations throughout the campus for advertisement and directional purposes for events scheduled on the university campus. The size of the placard is 30" x 30" with a maximum width of 1/4". Placard holders are subject to availability and can be scheduled for up to a week.

Student Organization Placard Holders are located in front of the following places: College Hall, Freeman Hall, Blanton Quad, Clove Road, Richardson Hall, Sprague Library, Quarry Road, Parking Lot 24, walkway between Calcia and Dickson Hall and behind the Student Center.

FLYER ENLARGEMENTS

For a nominal fee, you can have your flyer enlarged to a poster size at the Student Center Information Desk.

THE BOTTOM LINE

(Always include the five W's)

- WHO: who is sponsoring the event, who is invited, who is presenting, who to contact
WHAT: the name of the program and/or description of it
WHERE: location of the program (be as specific as possible)
WHEN: day, date, time
WHY: purpose of the program

IT'S BLACK AND WHITE AND...*YAWN*. TRY SOME COLOR!

Color can be associated with different feelings and emotions:

- White—clean, pure
Black—formal, elegant
Violet—tender
Purple—royalty (combine w/blue and green – mystery)
Red—revolution, excitement, fire, energy
Blue—sadness, night, coolness, tranquility
Yellow—happy, warm, optimism

Readability of colors is important too. The color contrast chart below shows the most effective color contrasts at the top of the chart with descending effectiveness. The color combinations in the bottom four lines should be avoided.

Yellow on Black	Black on Yellow
White on Black	Black on White
White on Blue	Blue on White
White on Green	Green on White
Yellow on Green	Green on Yellow
White on Purple	Purple on White
White on Red	Red on White
White on Violet	Violet on White
White on Orange	Orange on White
Orange on Black	Black on Orange
Orange on Blue	Blue on Orange
White on Light Blue	Light Blue on White
White on Navy	Navy on White
Yellow on Purple	Purple on Yellow
Light Blue on Navy	Navy on Light Blue
Red on Black	Black on Red
Green on Red	Red on Green
Green on Blue	Blue on Green

Some publicity tips from Rick Miller at www.idealzone.com

THREE BASIC RULES

1. If they don't know, they won't show.
2. If you don't tell 'em—who will?
3. You've got to have enthusiasm x 3!

MARKETING HOOKS

Attract their ATTENTION

Use style, shape, size, color, motion

Create INTEREST

Use a question, graphic, or words that hook them.

Create a DESIRE

Answer the question "What's in it for ME?"

CONVINCE them

Offer them an opportunity, option, benefit or advantage

Involve them with ACTION

Use interactive media, have them phone, pick up tickets

WORD OF MOUTH

...is one of the oldest forms of advertising

...should be designed carefully to be a part of your total campaign

...is VERY hard to control

...can be controlled and reinforced with other media

...is FREE!

TIMING IS EVERYTHING

Time Line—an essential tool

Prep Time—know how long it takes

Show Time—length of time for display

Prime Time—optimal time for promotion

Down Time—time to take it down

10%

of the VALUE of the PROGRAM is the minimum amount to apply to promote it.

GET OFF THE WALL
 This type of off beat publicity goes beyond the "poster mentality". It's the kind of publicity that people see... then talk about.

GIMMICKS AND MEDIA (ways to publicize events)

1. word of mouth
2. flyers
3. posters
4. post banners, flyers or posters upside down
5. placards holders
6. invitation in student organization and students' mailboxes
7. advertise in the Montclarion
8. web calendar
9. door hangers (like a "do not disturb" sign)
10. pre-printed balloons with the program title and date
11. buttons
12. banners
13. give away fortune cookies with programming announcements inside
14. progressive advertising
15. table tents
16. chalking
17. post publicity in the residence halls
18. spell it out on a Lite Brite and leave it blinking in a lobby or an entrance
19. pre-printed cups to give away
20. announce it on WMSC
21. place model airplanes in high-traffic areas with publicity streamers
22. laminate signs and put them in the residence hall showers
23. play music in the lobby or entrance and do your own Public Service Announcement
24. make footprints through high traffic areas that lead to the program
25. place arrows directing people to the program
26. make announcements at SGA, Greek Council and club meetings.
27. make announcements for your next program at the end of your current program
28. use a variety of colors in advertising
29. print announcement on the back of fake dollar bills and give them out
30. memo or newsletter to students
31. email students
32. make t-shirts
33. make magnets
34. life-size cardboard cut-out of a famous person with announcement
35. poster of a famous person or cartoon character with a "bubble blurb"
36. give away bookmarks with program announcements
37. make a crossword puzzle or word search with program info
38. personalized memo or invitation
39. cut out shapes or figures that have to do with the program and put announcement on the shapes
40. dress in a costume and hand out flyers
41. give away candy with program announcements attached
42. write letters to other student organizations
43. write letters to faculty asking them to announce program in class
44. place "rip it down" signs with program announcement behind it
45. ribbons imprinted with program information
46. write a poem announcing the program
47. use catchy slogan
48. finger paint signs
49. puzzle pieces – give students a piece a day
50. make paper hats with program information on them

PUBLICITY ON A SHOESTRING BUDGET? TRY THESE HINTS

- Package advertising – schedule of events for the organization
- Splash of color - you can draw or color on a black and white flyer for a little extra zip
- Different flyer arrangements
- Promote the next event(s) at an event
- Use student organization mailboxes
- Announce event at SGA meeting

Some of these ideas require prior approval from the Scheduling Office, CSI or Residential Education and Services. It is important to check campus policies before implementing these ideas. If you have questions about any of the ideas, please come to the Center for Student Involvement.

POSTING POLICY

Montclair State University Posting Regulation

The posting of printed literature, posters, placards and banners on campus (except in the residence halls) must be approved by stamp in the Scheduling Office (located on the fourth floor of the Student Center) or at the Center for Student Involvement. The posting of non-University related materials is limited to designated areas. Posting in the residence hall must be approved by the appropriate Residence Hall Director. Department and designated organization boards are maintained by the respective department or organization and are not available for general use. The name of the sponsoring department, group, or organization must be printed legibly on all materials. The University encourages sensitivity to all members of our diverse community in posting.

- A. Materials may be posted on campus bulletin boards and kiosk only (excluding special purpose bulletin boards specially designated by campus departments or groups). A bulletin board is defined as a tackable board surrounded on all four sides by a frame. Kiosk panels are designed for tape, not tacks and also surrounded by a frame.
- B. Tacks and staples are to be used on bulletin boards (no tape or other adhesives). Only removable tape is to be used on kiosks. Items are not to be attached to bulletin board and kiosk frames or surrounding areas.
- C. The maximum flyer/poster size for bulletin boards is 17" x 22".
- D. There is a limit of one flyer/poster per event on each bulletin board on kiosk panel.
- E. Posting of flyers/posters/banners is not permitted on windows, window treatments, painted surfaces, wall, furniture, brick, concrete, wood surfaces, buildings, light poles, trees, or campus signage.
- F. Flyers may not be left on vehicles.
- G. Door windows may not be obstructed by posting or other materials except to provide directional and scheduling information.
- H. Materials may be posted for a maximum of two weeks from date of approval. The sponsoring party is responsible for removing its postings at the end of the approved period or within 24 hours after the event, whichever comes first.
- I. Materials making reference to the use, sales, or distribution of alcohol/drugs will not be approved.
- J. Materials not stamped or incorrectly posted will be removed. The posting group may lose future posting privileges. The Student Government Association maintains posting guidelines in addition to these regulations, so student organizations need to be aware of any additional requirements or penalties.
- K. Large postings can be displayed only in placard holders located on the campus. Placard locations may be reserved for a period of seven consecutive days. All placards must be on rigid boards that fit the internal dimensions of the placard holder. Special directional placard locations for conferences and other recognized campus events may be reserved for the day(s) of the event only. All placard locations must be reserved through the Scheduling Office at least one week prior to posting and will be based on location availability. The group reserving the placard holder is responsible for the posting and removal of approved placards.

- L. The areas in front of the Student Center and between the Student Center and the Drop-In Center are open to recognized student organizations, SGA, and CSI to display placards. Placards cannot block traffic patterns or be attached to buildings or cause damage to University property.
- M. Chalking on campus is limited to recognized student organizations and is permitted only on paved walkways. Approved locations include the areas in front of the library, Student Center, Dickson, and Residence Halls. Chalking must be done in open areas, which are directly washed by rain.

Exceptions for special events and programs may be requested through the Scheduling Office for approval by the Vice President for Student Development and Campus Life. Request should include: (1) the reason an exception is requested, (2) the special material to be posted, (3) location(s) desired, and (4) time period.

Student Government Association Posting Policy

Flyers and Posters

- 1. Size
 - a. Posters – maximum 17” x 22”
 - b. Flyers – maximum 8 ½ x 11”
- 2. Circulation
 - a. One flyer per board
 - b. Two flyers or one poster per room
 - c. Four flyers or two posters on Kiosks.
 - d. Use non-department bulletin boards only. No posting on trees, light posts, building, doors glass windows, and painted surfaces.
 - e. No flyers should be placed on vehicles.
 - f. Large quantities of flyers can be left at the Student Center Information Desk.
 - g. Do not use tape on bulletin boards
 - h. Posting within residence hall must be approved by the appropriate residence hall director or posting authority.
- 3. Sponsorship
 - a. All posting should state the sponsoring organization, (i.e., sponsored by OSAU or OSAU is a Class I organization)
 - b. All posting should have date of printing.
- 4. Removal
 - a. All posters and flyers should be removed by the sponsoring organization within one month of the date of printing.

Plywood Signs and Other Non-Paper Signs

- 1. Size
 - a. 4’ x 8’ plywood or less
- 2. Location
 - a. First come, first serve basis.
 - b. Should not impede the flow of traffic or restrict pedestrians or motorists visibility.
 - c. Sign should be secured such that they are immobile, but not nailed into trees.

Student organizations that do not abide with the SGA posting policy may face penalties. See Violations and Penalties SGA Statutes Article V, Section 8 of the SGA Policies and Procedure manual. Copies may be obtained at the SGA Office.

Posting Policy for the Student Center

All distribution of printed materials (i.e. posters, flyers, etc.) must be authorized by the Scheduling Office. Flyers and posters must be stamped. Groups wishing to publicize events should speak to the Director of CSI or Associate Director of Student Center Programs prior to distributing their literature. The Student Center reserves the right to determine the location/presentation of the material. Special regulations pertaining to circulating postings in the Student Center and Annex are summarized as follows:

1. The display of materials at the Information Desk is limited to University departments and recognized campus organizations. Legitimate identification of the sponsoring organization is required.
2. Lobby easels are available to programs occurring in the Student Center two days before and the day of the program.
3. The Student Center only provides space for distribution of publications produced by the university departments and recognized campus organizations.
4. Professionally made banners can be hung from the 3rd floor balcony. Permission must be obtained from the Associate Director of Student Center Programs. If approved, the banner can be hung the day before and the day of the program.
5. One flyer per bulletin board. Student offices housed in the Student Center regulate their own bulletin boards outside their respective offices.
6. No tape or any kind of adhesives. Please use tacks on bulletin boards only. No posting on trees, building, brick, wood, glass, metal or painted surfaces.

POLICIES AND PROCEDURES

FOOD REGULATIONS

Pot Luck Meals

Potluck meals, which reflect the special talents or culinary needs or interests of particular campus organizations are an enjoyable amenity of the campus community. However, it is necessary to recognize that such occasions might involve risks for the University. Therefore, it is important to ensure that such organizations take proper responsibility for following procedures which protects University facilities and most importantly, the health and safety of participants.

Proper planning is essential for the success of this type programming. The process needs to begin within 10 business days of the event. Any group applying for permission to have a potluck meal must meet the following conditions:

1. The group must be a recognized campus organization. Outside organizations are not permitted to schedule potluck events.
2. The menu must consist of special dishes prepared at home. The use of outside caterers is not permitted. University Dining Services offers a bulk-catering menu at very reasonable prices, which is an alternative to doing a traditional potluck. If University Dining Services is used, an authorization to do a potluck is not required; food purchased from University Dining Services cannot be served in combination with homemade foods.
3. The group must provide all the necessary equipment. Equipment from University Dining Service cannot be used.
4. The group must avoid the overuse of electrical equipment. The group is responsible for all clean up and proper disposal of garbage. If cleaning is inadequate, the group may be billed for housekeeping services at overtime rates.
5. The student representative, faculty or staff, must schedule the location and complete all forms that are required to finalize the event.
6. The University reserves the right to cancel a function, beforehand or in progress, if a violation of policy occurs or if safety of persons or facilities is in any way compromised.

PROCEDURES

1. Faculty advisors to student groups should contact the Director of CSI. Officers of other campus groups and departments should contact the Associate Director of Student Center Programs. Space requests will be evaluated and instructions supplied for obtaining the temporary food license. An approval for potluck events is required from the Office Student Center Programs. In most cases, the organization will need to initially contact Student Center Programs not less than ten (10) days before the date of the event.
2. The faculty advisor/officer will be required to provide the Board of Health with a list of names and addresses for all persons preparing food for the event and a list of names and addresses of persons attending the event.
3. A copy of the temporary food license and supporting materials must be presented to the Associate Director of Student Center Programs at least two working days before the event.

BAKE SALES

Bake sales are permitted by campus organizations only. Groups wishing to hold a bake sale must:

1. Schedule the sale with the Associate Director of Student Center Programs.
2. Select foods that are generally non-perishable.
3. Handle foods in a sanitary manner and avoid health hazard.
4. The use of electric appliances is restricted to those outlets designated by Physical Plant.

OUTSIDE COOKING/BARBECUE FIRE SAFETY REQUIREMENTS

All outside cooking or open flame operations must be registered with Montclair State University Fire Safety Compliance Coordinator. A permit must be filled out 10 days prior to the event. Accompanying the permit a layout of the cooking area or open flame device, along with the means of cooking must be summated. Fire extinguishers will be provided by the Fire Safety Compliance Coordinator office. The office of Fire Safety Compliance Coordinator will inspect the setup along with the State Division of Fire Safety. There will be a charge of \$40.00 per extinguisher if they are misused or tampered with. The cooking area must be taped off to prevent injury to the guests of the event. All LPG gas cylinders must be secured and all equipment must be in good condition. The Fire Safety Compliance Coordinator has the right to stop the event if there is a safety issue that is discovered.

The Outdoor Cooking form is online at www.montclair.edu/pages/ehs/FireSafety/home.htm. All aspects of the form must be completed. Failure to do so may result in denial of permit. If you need help with the permits, please contact Robert Ferrara at ext. 5401 or fax 973-655-7837.

MONEY POLICY

Student Organizations that are collecting money during an event and whom are required to deposit their profit from the function must make arrangements with either the SGA or CSI prior to the event. At any event where money is collected, the presence of a University Police Officer is required. Although the Student Center Program Coordinator Staff may accompany the police officer and the representative of the sponsoring student organization to their office in the Student Center or Annex to witness deposit, they will not become directly involved in any financial transactions or arrangements. Under no circumstance will they accept responsibility for money or deposits. Deposits should be made as soon as possible.

In the event where money is collected at a party, a member of CSI, University Police and sponsoring student organization will be present at the counting of monies to verify the amount collected (*see Party Policy, pg. 32*). The money will be placed in an envelope and sealed. The amount will be printed on the envelope and those individuals who were present for the counting of the money shall sign the envelope. The money will then be transported to the Center for Student Involvement and stored until the following business day. A member of the SGA Executive Board will then pick up the money, or a member of the Center for Student Involvement staff will deliver it, and the money will be immediately deposited with the SGA Bookkeeper.

ALCOHOL POLICY

On occasion when someone brings liquor into an area where alcohol is not permitted, the CSI Representative will inform the individual of the University's alcohol policy and present the alternative. That person has the option of leaving the facility with the alcohol or surrendering it to a staff member for disposal. However, if the person appears incoherent or inebriated, assistance from University Police and/or CSI will be sought.

SMOKING POLICY

Montclair State University is a Smoke-Free campus. No smoking is permitted inside any of the buildings.

PARTY POLICY

The following procedure and regulations may be in effect for all Type D events at the discretion of the University Chief of Police. Type D events are those student organization sponsored events where the attendance exceeds 200 guests both MSU students and non-MSU students and the event is a dance and/or money is being collected. There are two types of parties: A Type 1 Party and a Type 2 Party. This policy will apply to both types of parties, unless otherwise indicated.

Organizations may sponsor one party per year and co-sponsor one party per semester.

Attendance:

- Maximum capacity for parties:
 - Type 1 Party—400
 - Type 2 Party—200
- Maximum number of workers – 30 (must be MSU students only)
- MSU students and their guests must possess a valid college student ID or military ID. **NO DRIVERS LICENSES WILL BE ACCEPTED.**
- MSU students are permitted to have no more than two (2) guests. MSU students are RESPONSIBLE for their guests and the actions of their guests. Should a guest of an MSU student violate any policy, the MSU student will also be responsible.
- NO VISITORS will be admitted. Any non-MSU students MUST be accompanied and signed in by and MSU student.

Admission Procedures:

- Partygoers will enter into the party from the outside doors of the main cafeteria.
- All IDs will be checked by MSU POLICE – **only college student ID's and Military ID's will be accepted.** A worker from the sponsoring organization(s) must be posted outside of the door to check ID's before the student or guest gets inside the party entrance.
- Any MSU Alumni wishing to attend MUST present an Alumni ID.
- All partygoers will have to go through a metal detector.
- An MSU student with guests must accompany them at the time of entrance. An MSU student CANNOT sign in a guest after they have already entered the event.
- Guest IDs will be collected. The IDs will be placed alphabetically in a box. IDs will not be collected from MSU students.
- Once the IDs are collected, the MSU student and his/her guests shall pay the admission and receive wristbands.
- The sponsoring student organization and MSU Police have the right to be selective in the cases where a student or guest is visibly intoxicated, high, or extremely belligerent.
- No hats, headgear, uniforms, colors or organizational affinity other than college student associations in evidence will be permitted.
- Discretion will be given to University Police to determine public safety concerns that may prohibit entry. Whenever possible, these matters will be discussed at the required security meeting and posted at the entrance.
- All guests are required to park in the Red Hawk Deck.

Departure Procedures:

- A guest who wants to leave prior to the end of the party must pick up their ID, have their wristband removed and then exit the building.
- Music must be turned **OFF**, and all lights turned on at 12:45am. If there is a coat check, then music goes off and lights go on at 12:30am. NO "exit music" will be played.
- All exits are final for MSU students and guests.

Security Procedures:

- For Type 1 Parties: 10 University Police Officers are required.
- For Type 2 Parties: 5 University Police Officers are required.
- Members of the sponsoring organization must be present through the entire event.

- A member of the sponsoring organization must be the designated program coordinator and must make him/herself accessible at all times.
- Members of the sponsoring and co-sponsoring organization(s) are required to patrol the inside of the party at all times.
- Three students will be stationed inside the party on patrol. The students will not interfere with any situation that arises within the party but will inform the MSU Police immediately.
- If lighting other than the fixed ballroom lighting is being used, the level of lighting must be approved by CSI staff before doors open.
- A police officer and/or security will be stationed at the entrance.
- The MSU Party Policy will be posted.
- University Police and security will be responsible for disbursing the crowd outside the party.
- Note: The number of officers assigned for weekend parties is the number required to secure all entrances and exits.

Advertisement:

- Flyers may not be posted until a meeting has been held with CSI and University Police.
- It must be clear that the SPONSORING organization has “top” billing on all means of advertising. Co-sponsoring organization may be included on all marketing tools but only in a capacity of co-sponsor.
- **All advertisement must have administrative approval prior to printing and distribution.**
- All flyers must have the starting and ending time of the event (9 pm-1 am).
- Flyers must state that all visitors must have valid College Student IDs or Military ID’s and must be accompanied by an MSU student.
- Flyers must state no alcohol or illegal substance will be permitted in the party.
- Flyers must state MSU has the right to be selective.
- Flyers must state that all guests are required to park in the Red Hawk Deck.
- Flyers must state that no hats, headgear, uniforms, colors or organizational affinity other than college student associations in evidence will be permitted.
- If the party is advertised as a Facebook event or group, it must be only listed under the Montclair network. Weekend parties may NOT be posted under the global network.

Procedural Requirement:

- The reservation form may only be signed off by the president, vice-president or designated leader of the sponsoring organization. It must be submitted to the Center for Student Involvement at least one month prior to the party.
- Sponsoring and co-sponsoring organizations must meet with CSI and University Police at least 3 weeks prior to the party, at which time the party policy will be reviewed and a copy of the party policy signed, stating that they understand and will abide by the policy.
- Failure to meet the three-week deadline will result in the cancellation of the event and the removal of the organization and co-sponsoring organization from the next party lottery.
- A list of students who will be working the party will be submitted to CSI 24 hours prior to the event. All workers must be current MSU students.
- A member of CSI, University Police and the sponsoring student organization will be present at the counting of monies to verify the amount collected. The money will be placed in an envelope and sealed. The amount of money collected will be printed on the envelope and those individuals who were present for the counting of the money shall sign the envelope.
- All monies collected at the party will be locked in the CSI safe. All monies will be picked up by the sponsoring organization on the next business day, or as soon as possible.
- The hosting organization, as well as any co-sponsoring organizations assume responsibility for damages associated with the event inside or immediately outside the party space.
- ID boxes and guest lists will be reviewed to ensure policies have been followed. If violations are found, responsible organizations will be sanctioned.

After Parties

After parties are defined as dances that happen immediately after a scheduled event is completed. An after party occurs normally on a weekday and may go until 11:45pm. Events requesting an after party must have University Police (see *Appendix D*). The number of officers needed will be based on the following:

- Nature of the event
- History of the event
- Whether open to the public
- Whether admission is charged
- Anticipated attendance

Based on the University Police coverage policy, the average number of officers needed at an after party is 2 per every 100 people. Based on the variables listed above this may change at the discretion of University Police and the Center for Student Involvement.

After Party Policies

1. ONLY people who have attended the scheduled event may attend the after party.
2. All ID's must be checked at the door prior to entrance.
3. All participants must either have a college ID or be 18 years or older unless accompanied by a parent or guardian.
4. All students attending the event and after party must be issued a wristband, which will be provided by the Center for Student Involvement. All wristbands must be worn securely. The number of bands issued will be based on anticipated attendance, the number of officers requested, and NJ State Fire Codes. Once all bands have been issued, the capacity for the event has been met and no one else will be allowed to enter, unless they are wearing a wristband.
5. No one will be admitted once the scheduled event has concluded, regardless of the number of wristbands remaining. All unused wristbands must be returned to the Center for Student Involvement.
6. For safety purposes, one set of lights must remain on for the duration of the after party.
7. It is the responsibility of your organization to ensure that no one sneaks into the after party. If people are found inside the after party who do not have wristbands, the after party will be shut down.

Student Center Quad Sound Policy

The Student Center Quad is a common area surrounded by academic and administrative offices. There can be **no** amplification of sound during class hours. Classes are scheduled from 7:00am-11:00pm, Monday through Friday. Amplification will be permitted during the Common Hour scheduled on Wednesdays from 2:30pm-5:15pm. The level of amplification will be monitored by Student Life staff. You are expected to be courteous to the offices and activities that take place during the Common Hour. If the volume exceeds a reasonable level, you will be asked to lower it. Failure to lower the volume or raising the volume after you have been asked to lower it will result in your event being shut down.

Internal Sound Policy

Any programs inside the Student Center must keep the volume of amplified sound to a reasonable level. Volume will be monitored by Student Life Staff. If appropriate levels of sound are not adhered to, the program may be shut down at the discretion of Student Life staff.

Wristbands and Stamps

The Center for Student Involvement will provide wristbands and stamps for events occurring on-campus when necessary. CSI will determine whether wristbands and/or stamps are required.

Stamps are to ensure that wristbands are not transferred. The number of wristbands given will be the capacity for that event (i.e. once the wristbands are gone, the event is considered sold out). It is the responsibility of the sponsoring organization(s) to distribute wristbands and stamps and check them at the door (s). Any stamps and unused wristbands must be returned to the Center for Student Involvement. Wristbands or stamps will not be provided for off- campus events.

Demonstration/Outdoor Assembly Regulations

Montclair State University recognizes the rights of members of the University community to freedom of assembly and speech, and strongly believes in fostering discourse and the free exchange of ideas at the University. However, as a matter of law and University policy, these rights and interests are restricted, and must be exercised on University property in a manner consistent with the mission and operation of the University and the rights of other members of the University community.

To ensure that the business of the University is carried out without disruption, the institution maintains the right to designate the areas for expressions of opinion and to determine the time and manner in which the expression occurs. Nevertheless, members as well as non-members of the University community may not exceed the bounds of appropriate expression during the course of demonstrations, by interfering with the educational activities and business of the University or with the rights of others. It is therefore desirable to re-affirm the importance of appropriate time, place and manner restrictions on demonstrations. Accordingly, and in order to provide further consistency in the application of University policies to on-campus demonstrations, the Office of the Vice President for Student Development and Campus Life is issuing the following guidelines for demonstrations on University property.

The University shall routinely and consistently apply the provisions of the student code of conduct and other relevant laws, regulations, policies and procedures to on-campus demonstrations and assemblies of persons.

The University shall take steps through appropriate procedures to hold demonstrators and other individuals accountable for actions which violate applicable laws, regulations and University policies and procedures. Such improper actions include but are not limited to:

- Material disruption of or interference with instructional activities, other University business and campus events;
- Actual or threats of physical violence, other forms of harassment, or destruction of University, other public or private property;
- Interference with entry to or exit from University facilities and unimpeded movement by individuals; and
- Interference with the rights of other members of the University community to freedom of speech and assembly, and other rights.

Demonstrations and other assemblies are limited to appropriate public forums, which do not include, among other locations, faculty and administrative offices, classrooms and other instructional facilities. Such public forums are locations, which by tradition or policy are available for public assembly and speech, such as where students have traditionally gathered to debate issues. To the extent that a public forum exists within a University building, any demonstrations within that forum shall take place during the building's normal operating hours and within established guidelines for the facility.

Outdoor assemblies and any event requiring amplification are limited to areas not adjacent to academic classroom facilities and unless specially directed to another location, will take place on the Student Center patio. Registered University organizations approved for flag raising ceremonies may hold events adjacent to the Student Center flag pole. In addition such assemblies will occur during the hours of the University free period, Wednesday from 2:30 to 5:00 PM. All other facilities and locations are strictly reserved for University sponsored events.

Where appropriate, the University will endeavor to maintain open lines of communication with demonstrators and other parties in order to provide opportunities for discussion of matters in dispute, provided that the individuals act in a manner consistent with University policy and the rights of others. However, as a general rule the University shall not negotiate with individuals who occupy any University facility, or with associated demonstrators, while any such occupation continues, and the University shall never negotiate within an occupied facility.

These guidelines are intended to support, not supplant, existing University policy. They apply to all members of the University community, including undergraduates, graduate students and employees, as well as to guests and visitors. The guidelines will be implemented as consistently as possible, recognizing that special circumstances may on rare occasions require limited and judicious deviation from the guidelines.

No student, or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views or for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of grounds and buildings will be permitted within the bounds of established guidelines. Those involved in picketing, public assemblies and/or demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

Members as well as non-members of the Montclair State University must adhere to the following guidelines prior to an on-campus demonstration and/or open-air presentation or assembly:

1. All parties must, on behalf of themselves and/or the organization they represent, obtain two documents from the Dean of Students office:
 - a. Request for Demonstration/open presentation Form
 - b. Demonstration/Open Presentation Policies and Procedures document
2. The request form must be completed in its entirety, signed and submitted to the Associate Director of the Student Center, whose office is located in the Student Center room 400, at least 48 hours before the date and time of the proposed event. The form must include all required information including:
 - a. The requested date(s) and time(s) of the event.
 - b. The planned objective of the demonstration/presentation
 - c. The materials that will be used to conduct such an event
3. The party requesting authorization for the event must schedule an appointment with the Associate Director to discuss any requirements for the event and accompanying University procedures.
4. When the request is approved, the requesting party will be notified and given written approval which must be present upon request from any University official.

Equipment Rental Policy

The following items are available for rent from the Center for Student Involvement:

- Sno Kone Machine
- Popcorn Machine
- Cotton Candy Machine
- Nacho Cheese Warmer

These items may be rented at a rate of \$25 per machine, per 4 hour rental.

In order to rent these machines the following conditions must be met:

- Request for rental must be submitted at least 10 business days prior to event.
- Equipment may not leave the Student Center.
- Supplies for each machine will not be provided. A list of materials needed for each machine and where those materials can be purchased can be obtained at the Center for Student Involvement.
- Operators must be trained to operate each machine prior to event.
- Equipment must be returned to the Center for Student Involvement clean.
- Renter is responsible for any damage to machine and the cost of any repairs or replacement.
- Any damage must be reported immediately to the Center for Student Involvement.
- Each renter is limited to one (1) rental per machine during a semester.
- Upon approval, renter must sign contract with Center for Student Involvement acknowledging conditions for rental.
- All equipment must be returned to the Center for Student Involvement by the following business day, unless other arrangements have been made.
- Requests granted will be granted on a first come first serve basis.
- The replacement cost for each machine is as follows:
 - Cotton Candy Machine—\$750/machine, \$200/bubble
 - Popcorn Machine—\$600
 - Sno Kone Machine—\$820
 - Nacho Cheese Warmer—\$310

FLAGSTAFF REGULATIONS

There are five flagstuffs on the campus of Montclair State University designated for the display of the American flag. The only other flag that may reside on these stiffs is the POW/MIA flag always flown below the American Flag. American flags may be left on the staff 24 hours a day as long as artificial lighting is provided during non-sun lit hours.

There are two other flag stiffs located next to University Police on either side of the American Flag flagstaff at that location. These stiffs permanently display the New Jersey state flag and the POW/MIA flags respectively. The POW/MIA flag may be replaced with the University flag when available and the POW/MIA flag may be flown on the same staff as the American Flag as above. In addition there are two flagstuffs on the east side of the Student Center located on either side of the American Flag flagstaff in that area. The shorter staff next to the Student Center may be used for the New Jersey state flag and University flag respectively. The University may relinquish the use of these two stiffs to flag shaped banners to signify University-recognized “days”, “weeks”, and/or “months”. Examples of these University-recognized occasions include: African-American Heritage Month, Latin American Heritage Month, Women’s History Month, National Gay Pride Week, Equal Opportunity and Affirmative Action Day and special campus festivals. Only special banners directly related to recognized university departments and/or organizations will be permitted. Banners require the approval of the University for display on university flagstaff. These banners may have the name of the recognized organization or department, logo and the name of Montclair State University (the use of Montclair State University is not required). The logo or wording on the banner may not violate university policy or depict modes of injury or humiliation of others. The use of special banners is limited solely to celebrate the diverse life of the members of Montclair State University community. Flagstuffs may not be used to display flags of other states, territories, and nations or for the expression of political views or religious beliefs. The top of flags or banners on these stiffs must always be lower than the adjacent American flag.

The American flag is flown at full-staff at all times except on the following occasions:

- National holidays commemorated with the lowering of the flag.
- Federal notification of an event requiring the lowering of the flag.
- Gubernatorial notification of an event requiring the lowering of the flag.

- University President's notification of an event requiring the lowering of the flag.

The etiquette of lowering, raising, and disposing of damaged flags rests with University Police. The acquisition of flags for each location will remain with the respective departments presently responsible for those flags. The duration for lowering the American or the University flag for an immediate death is from time of notification to internment unless otherwise specified in the original notification. The University President will authorize the lowering of the University flag in honor of a Montclair State University member who has died. The duration of half-staff for the University flag will be the same as for the American Flag. All notification will be directed to University Police who will fulfill these duties. For notification provided through federal or state sources, University Police will immediately notify both the Office of the University President and the Vice President for Student Development and Campus Life. At the time of lowering of the American Flag to half-staff, all adjacent flags will be lowered to remain lower than the American Flag.

The University's Flag Regulation operates in concert with United States flag laws and regulations as contained in Public Law and amendments. The federal law and amendments are addendum to this regulation.

COAT CHECK POLICY AND PROCEDURE

Use of Student Center Dining Room

The Student Center is responsible for making sure that the coat check policy and procedures are properly followed. For safety reasons the following guidelines must be adhered to:

The Student Center Dining Room (SCDR) can be used as a coat check area during an event. The contract should indicate that the SCDR is scheduled for coat check. No furniture is to be moved inside the SCDR except for the check-in/check-out table. Only the coat racks provided by the Student Center should be used for hanging coats. No food or beverages should be brought into the Student Center Dining Room.

The front/main entrance of the SCDR should be utilized for checking in coats. The side exit door in the west hallway and the two side exit doors leading to Ballroom C should remain unobstructed throughout the event. **No entry will be permitted into the Ballrooms from the SCDR and vice versa.**

The east side exit doors which connect Ballroom C to the SCDR should be utilized for checking out coats. The checking out of coats should begin at least 15 minutes before the concluding time of the event. At that time, the side exit door in the west hallway, the main SCDR entrance and the west side exit doors connecting Ballroom C to the SCDR should remain unobstructed.

The Student Center and Center for Student Involvement are absolved of any liability due to loss/damage/theft of all personal property stored and managed by the event organizers during the coat check procedure.

DECORATING POLICY

Decorating in the Student Center facilities can take place under the following conditions:

1. Proper approvals are to be obtained from the Scheduling Office in the Student Center.
2. In accordance with contract regulations, organizations will leave room in original, good condition and will clean up all decorations at the conclusion of the event.
3. The organization will comply with all safety and fire regulations in effect at the time of the program.

Guidelines to follow:

1. No decorations are to be hung or draped from lights or electrical fixtures.
2. Exit signs must not be obstructed in any fashion.
3. Spotlights, smoke machines, or strobes may not be used without special permission from the Director of the Student Center.

4. Nails, tacks, tape or glue may not be used on any surface of the Student Center.
5. Lit candles are not permitted anywhere in the Student Center.
6. Where use of twine or rope is approved, all decorations on wall, floor, and ceiling must be secure so as not to create a hazardous or dangerous situation.
7. Chairs and furniture must not be used for decorating purposes. A ladder may be requested by placing a work order with Physical Plant ahead of time.
8. All decorations (i.e., balloons etc.) must be removed from room at conclusion of the event. Please note that it is illegal to release balloons outdoors.
9. All decorating will be monitored, inspected and subjected to approval for safety purposes by Student Center staff.

If you have any questions or special requests, please contact the Office of the Student Center ten days prior to the event. **Any infraction of the above may result in further administrative action or additional fees charged to the organization.**

VAN REQUEST POLICY

On occasion, the Department of Intercollegiate Athletics rents vans to other university departments for transporting people to and from programs and activities related to university business. The use of any van is contingent upon its availability. Athletic department teams, coaches, and personnel have first priority in van use. The decision whether to loan a vehicle for a specific request lies with the Department of Intercollegiate Athletics. In the event of a breakdown or other emergency situation, the Department of Intercollegiate Athletics reserves the right to cancel a scheduled van. Every effort will be made to provide 24 hours notice.

In order to reserve a van for use, a van request form must be completed, signed and returned to the Department of Intercollegiate Athletics. This form must be received two weeks prior to the requested date of use. Vans may only be driven by licensed drivers who are employees of the university. Each driver must have a motor vehicle abstract run on their driver's license before they can be authorized to drive. The license check is conducted through the office of the Vice President for Finance and Treasurer.

Division of Student Development and Campus Life groups or departments wishing to use a van must coordinate the request through the Director of CSI.

Vans can carry a maximum of 9 passengers + driver. Trips are limited to in state, one-day travel ONLY. Picking up and dropping off the van and keys is the responsibility of the driver. It is the responsibility of the department using the van to provide gasoline and pay for all tolls. Vans should be returned in a clean condition and with a full tank of gas. A \$75.00 cleaning fee will be assessed if vans are left in a dirty, littered condition. PLEASE NOTE: a driver-training program will soon be implemented and will be mandatory for all drivers.

DAILY USE FEE: A \$75.00 daily use fee will be charged for each van used.

FIRE SAFETY

All New Jersey fire codes are applicable to all programs within the Student Center. Particular attention must be paid to fire code capacities and to ensure that entrances/exits are not blocked by any material, furniture or people. It is the responsibility of the sponsoring organization to ensure that doorways are not blocked in any way throughout the duration of the event.

ROCK POLICY

The word "rock" as it refers to organizations governed by the Student Government Association shall be defined as any painted or unpainted large rock structure or "stand alone" boulder of any size. This includes all natural and man-made formations.

All rocks are considered and shall remain the property of Montclair State University. All access to aforementioned rocks is solely at the permission of the University.

As per the University Senate motion #96014 of September 18, 1996, the No Rock Paint Zone is as follows: 'a line running east-west from McEachern Building between Mallory and Richardson,

in front of the Student Center, between Partridge and the Student Center and through Lot 14 (now excavated) would signify a “No Paint Zone” to the south. This “No Paint Zone” is essentially the academic core. Painted rocks that are currently in this area will be removed or returned to their natural state.’

Any organization wishing to paint or otherwise alter the state of any rock on campus or in the surrounding environs must apply to the Center for Student Involvement prior to ANY actions. Organizations may not “tag” rocks prior to consulting with the Center for Student Involvement. If the organization has a Class IV status, then they must also apply to the Advisor for Class IV organizations. Each organization must complete a form detailing the location of the requested rock and how the rock will be altered. All alterations must be within University Student Conduct Code and must not be derogatory to groups or individuals.

Once permission is given to an organization, the rock requested should be painted **not** tagged. If an organization needs to tag its designated rock for identification purposes, it must then be painted within seven (7) days of the tagging.

Any organization wishing to alter any rock on campus or its environs must be in good standing with the University and the Student Government Association.

Organizations will only be allowed to alter rocks on campus after a representative from the Center for Student Involvement has accompanied an executive board member of the applying organization to inspect the rock in question. If the rock is eligible to be altered, the organization may proceed.

A previously altered rock is only eligible to be painted if the previous organization’s charter has been expired for more than 5 calendar years.

The University, represented by the Center for Student Involvement, reserves the right to prohibit certain rocks from being altered either because of their location, aesthetic qualities, or history. Their decision shall be final in all such matters.

Any organizations violating this policy will be subject to the loss of University privileges and status as determined by the Office of the Dean of Students.

CSI Resource Center

Beyond this handbook, there are many more resources available at the Center for Student Involvement. Stop by and check out the following:

Handouts

- 125 and counting (inexpensive programming)
- 7 steps to project planning
- Delegating
- Effective Feedback
- Goal Setting
- Group Process
- Icebreakers
- Meeting Evaluation Checklist
- Motivating
- New Member Orientation
- Officer Transitions
- Planning a Retreat
- Recruiting: Why People Join
- Teambuilding
- The Advisor Relationship

One Minute Skill Building Series

- FUNDamentals of Involvement
- Guidelines for Retaining Membership
- Keys to Creativity
- Mental Locks to Creativity
- Motivation
- Pitfalls of Meetings
- Problem Solving
- Seven Ways to Become a Good Conversationalist
- Some Needs of People in Groups (for leaders and officers to keep in mind)
- Take These Steps to Reach Your Goal
- Ten Ways of Increasing Your Chances of Motivating Others and Building Trust
- The Best Group Leaders Have...
- The Five Conflict Handling Modes
- Why Delegation Fails...

Catalogs

- Anderson's Events
- Stump's Parties
- Oriental Trading
- M&N International

Brochures/Information

- Imprint Items
- Giveaways
- Clothing
- Lecturers
- Novelty Events
- Performers
- Films
- Musicians

Magazines/Articles

- Campus Activities
- NACA Programming

These are just some of the resources available at CSI. We are always adding new items and information, so stop by often.

STUDENT LIFE

MEET THE STAFF!!!

CENTER FOR STUDENT INVOLVEMENT
Student Center Annex Rm.104
(973) 655-7818

Fatima deCarvalho, Director of CSI

Rick Brown
Director of Student Leadership Programs

Julie Fleming
Evening and Weekend Program Coordinator

Kathleen Costello, Program Scheduler

Pamela Elam, Office Coordinator

STUDENT CENTER PROGRAMS
Student Center Rm. 400
(973) 655-4411

Marsha Campbell-Young
Associate Director of Student Center
Programs

Robin Dock
Office Coordinator

WHO TO TALK TO...

ATHLETICS

Fatima deCarvalho

BAKE SALE

Robin Dock/Marsha Campbell-Young

FLAG RAISING

Fatima deCarvalho

GREEK PROGRAMS

Rick Brown

POSTING

Marsha Campbell-Young/Robin Dock

PROGRAMMING

Fatima deCarvalho
Julie Fleming
Kathleen Costello

**SC CLASSROOM SCHEDULING
FOR GENERAL MEETINGS**

Marsha Campbell-Young
Robin Dock

SC DECORATING POLICY

Marsha Campbell-Young

SC INFO TABLES

Marsha Campbell- Young
Robin Dock

SOUND SYSTEM

Marsha Campbell-Young
Kathleen Costello

**UNIVERSITY POLICE EVENT
COVERAGE**

Julie Fleming

ROOM REQUESTS/SCHEDULING

Kathleen Costello

C-STORE WINDOW

Robin Dock

Appendix A

Sample Program Planning Checklist

Program Planning Checklist

	Activity	Timeline	Deadline	Follow-Up Date	Date Completed	Person in Charge	Comments
1	Develop program goals						
2	Brainstorm						
3	Decide on a general idea						
4	Delegate responsibility						
5	Develop a budget						
6	Select a date and time						
7	Submit PEES* form or bill for appropriations**						
8	Reserve facilities						
9	Secure performers						
10	Arrange technical services						
11	Room set-up arrangements						
12	Catering arrangements						
13	Begin publicity						
14	Check-in						
15	Set up						
16	EVENT!!						
17	Attendee evaluation						
18	Clean up						
19	Remove publicity						
20	Thank you notes						
21	Planner evaluation						

7. *For Class I organizations; **For Class II and III organizations

Appendix B

Sample Attendee Evaluation

Attendee Evaluation

Program Title: _____ Date: _____

Why did you attend this program? _____

Please rate the following aspects of this program: (1 being poor, 5 being excellent)

Publicity	1	2	3	4	5
Quality of Program	1	2	3	4	5
Organization of Program	1	2	3	4	5
Refreshments (if applicable)	1	2	3	4	5
Program met my expectations	1	2	3	4	5
Overall evaluation	1	2	3	4	5

Comments: _____

Are you interested in receiving information about future events? Yes No
 Are you interested in becoming a member of our organization? Yes No

If yes, please provide contact information:

Name _____ Phone _____

Email _____

Attendee Evaluation

Program Title: _____ Date: _____

Why did you attend this program? _____

Please rate the following aspects of this program: (1 being poor, 5 being excellent)

Publicity	1	2	3	4	5
Quality of Program	1	2	3	4	5
Organization of Program	1	2	3	4	5
Refreshments (if applicable)	1	2	3	4	5
Program met my expectations	1	2	3	4	5
Overall evaluation	1	2	3	4	5

Comments: _____

Are you interested in receiving information about future events? Yes No
 Are you interested in becoming a member of our organization? Yes No

If yes, please provide contact information:

Name _____ Phone _____

Email _____

Appendix C

Planner Evaluation

EVENT EVALUATION

Organization _____ Co-Sponsors _____

Program Title: _____ Program Day/Date: _____ Location: _____

Planned Start Time: _____ Actual Start Time: _____ Planned End Time: _____ Actual End Time: _____

Description of program/goals of program/were goals met (explain): _____

Attendance (anticipated): _____ Attendance (actual): _____ students _____ faculty/staff _____ public _____

Publicity: Posters _____ Flyers _____ WMSC PSA Submitted _____ Montclarion: Size AD(s) _____

Other Types of Publicity Used: _____

Setup: _____

Equipment: _____

Media: _____

Food Service: _____

Accident(s) Injury: _____

Assessment of Program: (1 being poor, 5 being excellent)

Quality of Program	1	2	3	4	5
Cooperation of Performer(s)	1	2	3	4	5
Publicity	1	2	3	4	5
Set-up	1	2	3	4	5
Audience Reaction	1	2	3	4	5
Planning Process	1	2	3	4	5
Overall Evaluation	1	2	3	4	5

What could have been done to improve the quality of the program: _____

Should the program be repeated (Explain): _____

List problems, frustrations or concerns: _____

Financial Information

Attendance

MSU Students _____ x \$ _____ = _____
 General Admission _____ x \$ _____ = _____
 Totals _____

Expenditures

Artist(s) \$ _____
 Food Service \$ _____
 Publicity \$ _____
 Decorations \$ _____
 Equipment \$ _____
 Security \$ _____
 All other \$ _____
Total \$ _____

Summary

Total Revenue \$ _____
 Total Expenditure \$ _____
 Profit (Loss) \$ _____

Briefly summarize the program: _____

Appendix D

Forms

**MONTCLAIR STATE UNIVERSITY
FUNCTION REQUEST FORM**

THIS FORM MUST BE SUBMITTED 10 BUSINESS DAYS PRIOR TO EVENT
This form is for all student events **EXCEPT** bake sales, tables, and general meetings.

Date Request Submitted: ___/___/___

Date of Event: ___/___/___ S M T W T H F S A Alternate Date(s): ___/___/___ ___/___/___

Start Time: ___ am pm End Time: ___ am pm Event Title: _____

Requesting Organization: _____ Co-Sponsoring Organization: _____

Event Coordinator: _____ Phone: _____ E-mail: _____

Detailed Description of Event:

Number of Anticipated Participants: _____ Desired Location/Building: _____ Room: _____

Alternate Location(s): _____

Organization President Event Approval Signature: _____

Set-up needed: Conference Style Theater Style Tables & Chairs Other _____

Equipment needed: Mic # _____ Karaoke Machine Screen Extension Cord Podium TV/VCR Other _____

Diagram your desired room set-up:

Class IV Advisor Approval: _____ Director of Campus Recreation Approval: _____

Director of CSI Approval: _____ Director of SC Programs Approval: _____

Vice President SDCL: _____

Montclair State University

Request for University Police Event Coverage

THIS FORM MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO EVENT

Note: The cost of the services of University Police is **\$45** per hour per officer.

Event Date ___ / ___ / ___ S M T W R F SA Date Request Submitted ___ / ___ / ___

Event Title _____ Start Time ___ am pm End Time ___ am pm

Organization _____ Co-Sponsor _____

(Note: Co-Sponsorship implies financial responsibility. Only the primary organization will be billed and will be responsible for ensuring any/all bills are paid in full.)

Event Coordinator _____ Phone _____ Email _____

Number of Anticipated Participants _____ Event Location _____

Detailed Description of Event _____

Will there be an after-party*? Y / N Anticipated after-party starting time: _____

*Please note after-parties require additional officers.

Is this event open to the public? Y / N Is there an admission charge? Y / N

Admission charge for: MSU Students \$ _____ Non-MSU Students \$ _____

Bill to:

Name _____

Address _____

Email Address _____

CANCELLATION POLICY:

University Police must be notified at least 24 hours prior to scheduled event time in the event of a cancellation. Failure to do so will result in a charge of 2 hours per officer scheduled. Contact University Police at x5222 and the Center for Student Involvement at x7818 to cancel.

Organization President's Signature _____ Date ___ / ___ / ___

Center for Student Involvement Signature _____ Date ___ / ___ / ___

For Office Use Only

Date Request Received ___ / ___ / ___ Number of Officers Assigned _____

Return this form to Julie Fleming, Student Center Room 104

Montclair State University Office of Student Activities Equipment Rental Request

THIS FORM MUST BE SUBMITTED 10 BUSINESS DAYS PRIOR TO EVENT

Date Request Submitted ___ / ___ / ___ Event Date ___ / ___ / ___ S M T W R F S A

Event Title _____ Start Time ___ am pm End Time ___ am pm

Event Location _____ Equipment needed for setup at _____ am pm

Requesting Organization _____ Phone _____

Event Coordinator _____ Email _____

Organization President Signature _____

Equipment Requested:

- Cotton Candy Machine [Replacement Cost: \$750/machine, \$200/bubble]
- Popcorn Machine [Replacement Cost: \$600/machine]
- Sno Kone Machine [Replacement Cost: \$820/machine]
- Nacho Cheese Warmer [Replacement Cost: \$310/machine]

Cost of rental is \$25 per machine per four hour rental.

Renter is responsible for any and all damages. Renter must provide all supplies needed to operate equipment. Operators must be trained to operate all equipment.

Requests granted on a first come first serve basis.

See Equipment Rental Policy for complete policy.

Bill to:

Name _____

Address _____

**Upon approval, rental agreement contract must be signed within
2 business days or approval is void.**

For Office Use Only

Approved Denied _____

Approval Expiration ___ / ___ / ___ Approved by: _____

Return this form to Julie Fleming, Student Center Room 104

REQUEST TO USE VANS
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

Name of Requesting Department: _____

Department Account No.: _____

Representative: _____

University Address: _____ University Phone: _____

Date of Request: _____

Time(s) Departure: _____ Return: _____

Destination: _____
(Please note that there is a mileage limitation on travel)

Number of Persons Traveling: _____ Number of Vans Requested: _____

Name of Driver: _____

In what capacity is the driver employed by the University? _____

Driver's License No. _____ State: _____

I have read and understand the rules governing van use and agree to follow them. I also verify that a motor vehicle abstract has been run on all driver's licenses.

Signature of Representative Date _____

Controller's Office Verification

Name/Title _____ Signature _____

Date _____

I verify that this person/group is cleared to use a vehicle.**

Signature – Fatima De Carvalho Date: _____

****After this verification, fax request to Joe Mulvaney at x 5390.**

FOR ATHLETIC DEPARTMENT USE ONLY

Holly Gera _____ Date _____

Use of Vans(s): _____ (available) _____ (not available)

Date(s): _____ Time(s): _____

Fee owed: \$ _____ Payment Received: _____