PROGRAM PLANNING A-Z

Catherine Jardien, MA
Assistant Director for Student Life
• Identify steps to planning programs at Stritch
• After this session, you will be able to:
  • Plan a program/event at Stritch from start to finish
    • Book a room
    • Request Ed Tech and Housekeeping Services
    • Solicit funding
    • Order catering through Handcut Foods
    • Market through appropriate channels
GENERAL CHECKLIST

• Pick a date
• Plan your budget
• Ask for funding (if you NEED it)
• Clear any speakers
• Book a room
• Sketch room arrangement
• Decide Ed Tech needs
• Order food
• Buy supplies
• Market your event
• Get reimbursed
PROGRAM REQUEST FORM

• https://stritch.wufoo.com/forms/ztyxez818rp5nr/
ASKING FOR FUNDING

- Decide which departments are most applicable
  - Ministry
  - Medical Education (Dr. Gruener)
  - Bioethics
  - CCGH
  - Diversity
  - Student Life
- Be reasonable in your requests and expectations.
- Do not make any purchases before funding has been approved.
- Get approval for any purchases in writing to be sure you’ll be reimbursed.
- When possible, have staff use their ProCards to make purchases.
SPEAKER CLEARANCE

- Fill out this form: https://stritch.wufoo.com/forms/m1mfytte1umd1pd/
- Can be found on the SSOM Student Life website
BOOKING A ROOM

• https://portal.luhs.org
• Log in with your UVID (email)
• Click on Room Scheduler

• **Schedule a Room OR Recurring Scheduler**
  • Schedule a Room – best if you’re not sure which room you want
  • Recurring Scheduler – best if you know which room you want

• List Catherine Jardien or Curtis Kimberlin as the Loyola contact person, especially if you’re booking a large space (atrium, lecture hall, etc.).
### Recurring Scheduler

#### Multi-Date Single Room Scheduler

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Organization</td>
<td>Organization, SSOM Other</td>
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<tr>
<td>Event Name</td>
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<tr>
<td>Event Description</td>
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<tr>
<td>Start Time (hh:mm am/pm)</td>
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<td>Duration in Hours</td>
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<td>Event Type</td>
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<td>Event Sub-Type</td>
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<tr>
<td>Number of Attendees</td>
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</tr>
<tr>
<td>Room</td>
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</table>

[Check Availability]
SCHEDULE A ROOM

- **Start Date/Time**
  - The default time is the current time. Be sure to change that!

- **Resources/Requirements**
  - Don’t need to fill this out.

- **Event Organization**
  - SSOM Other
SCHEDULE A ROOM

• Room Information
  • Shows you a photo of room
  • Why isn’t the room I’m looking for listed here?
    • Building Code for SSOM is 120
      • Ex. 120-360
      • (Stritch, room 360)
ROOMS THAT STUDENT LIFE NEEDS TO BOOK

• Atrium
• Leischner (390)
• Tobin (190)
• Fitness Center Lobby
• Clinical Skills Center
• Nursing School Lawn
• CTRE*
• Nursing Quiet Study Room*

• Email: ssom-studentlife@luc.edu, cjardien@luc.edu, ckimberlin@luc.edu
FACILITIES (ROOM SET-UP)

• Things to consider
  • Do you want existing furniture to be arranged differently or new furniture to be added to the space? Or both?
  • Should existing furniture stay where it is, or be pushed to the side?
  • How many______ do you need?
  • What time do you need everything to be set up by?

• Furniture Available
  • 6 foot buffet tables
  • Folding chairs
  • Podium
  • Research presentation boards
  • Stage (White Coat Ceremony)
  • Divider

• Sketch it out
ED TECH (TECHNOLOGY)

• Equipment Available
  – Handheld microphones
  – Lavalier microphones
  – Microphones w/ stands
  – Speakers w/ aux cord (plugging in a phone/tablet)
  – iPad w/ Pandora subscription (music)
  – Streaming services
  – 55” TV for presentations
  – Big screen w/projector
  – Laptops
  – iPads
  – Extension cords
ORDERING FOOD

• We prefer that students use our in-house caterers, Handcut Foods, as much as possible

• Email Dominique Peyton, the catering manager at dominiquep@handcutfoods.com

• If your event has alcohol, read the alcohol policy before requesting approval

• Email Catherine or Curtis for approval
BUYING SUPPLIES

• Get a tax exempt letter from Catherine or Curtis
  • ONLY USE IT WHEN YOU’RE BUYING SOMETHING FOR LOYOLA
  • Some places won’t accept it.
    • Hotels
    • Airlines
    • Some restaurants
• Ask Catherine or Curtis to buy something on their ProCards
• Things you can’t buy:
  • Alcohol
  • Gift cards
  • Lottery tickets/scratch-offs
  • Anything off Etsy or EBay (Amazon is okay)
MARKETING YOUR EVENT

• Email classes from your organization’s email account**
• Ask Student Life to send out an email to all students from ssom-
  studentlife@luc.edu
  • Ask Ministry, CCGH, Bioethics, etc. to send email
  • Ask Student Life to email faculty and staff
• Create and hang flyer
• Use social media, especially Facebook class groups!
• Ask our Marketing Dept. to create a poster for you
  • Takes at least 2 weeks
CLASS EMAIL LISTSERVS

• Stritch##@luc.edu (Class of 2021) = stritch21@luc.edu
  • You can only use this list from your LUC email account.

• Use for:
  • Campus events and program info
  • Student org info
  • Research opportunities
  • Academic correspondence

• Do NOT use for:
  • Commercial interests
  • Soliciting support for causes/charities not associated with the university
  • Spam
EGR/CCGH CREDIT

• Ethics Grand Rounds Credit
  • Mark Kuczewski – mkuczew@luc.edu

• Community and Global Health Credit
  • Lucia Garcia – lucgarcia@luc.edu
GETTING REIMBURSED

• All reimbursements done with a check
  • Can take ~2-6 weeks to get processed
• Things you can’t get reimbursed for
  • Taxes paid on a purchase
  • Interest charges you incur from putting something on a credit card
• MSU Reimbursements
  • Handled through Tooba Ghous (next slide)
• Non-MSU Reimbursements
  • Fill out a W-9 (found on Student Life website or email Catherine, Curtis, or Tooba)
    • Include the address where you’d like your reimbursement check sent
  • Bring W-9 + ITEMIZED receipt to Curtis
MSU REIMBURSEMENTS

• Handled through Tooba Ghous, MSU Treasurer
• Every group allotted $100 for the year
• Get tax exempt form from Tooba, Catherine, or Curtis
• You CANNOT be reimbursed for tax paid
• If spending under $100:
  • Put W-9 + ITEMIZED receipt + reimbursement request form into Tooba’s mailbox (DePorres 261)
  • Get your money ~2-6 weeks after processing
• If you already spent the first $100 and need more:
  • Fill out the additional funding request Google form (on MSU website under Resources) BEFORE your event
  • Tooba will email you with confirmation and whether MSU approved your request
  • Then AFTER your event:
    • Put W-9 + ITEMIZED receipt + reimbursement request form into Tooba’s mailbox (DePorres 261)
    • Get your money ~2-6 weeks after processing
CAMPUS CONTACT INFO

Event Planning
• Handcut Foods
  • Dominique Peyton, Catering Manager – dominiquep@handcutfoods.com
• Marketing
  • Naomi Gitlin, Executive Director of Marketing and Communication – ngitlin@luc.edu
• Housekeeping
  • Loyola.hsd@ableserve.com
• Ed Tech
  • EdTechSupport@luc.edu

University Departments
• Student Life
  • Curtis Kimberlin, SL Coordinator – ckimberlin@luc.edu
• Admissions
  • Latrice Williams, Admin. Asst. – lwilliams33@luc.edu
• Office of Diversity, Equity, and Inclusion
  • Mark Torrez, Program Manager – mtorrez@luc.edu
• Office of Bioethics
  • Robbin Hiller, Coordinator Bioethics Education – rhiller@luc.edu
• Ministry
  • Ana Koulouris, Ministry Coordinator – akoulouris@luc.edu
• Center for Community and Global Health
  • Lucia Garcia, Asst. Dir. – lucgarcia@luc.edu
• Academic Center for Excellence
  • Tina Calcagno, Medical Education Coordinator – tcalcagno@luc.edu
QUESTIONS?

• Email ssom-studentlife@luc.edu