OBJECTIVE

• 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 speakers
- Book a room
- Sketch room arrangement
- Decide Ed. Tech. needs
- Order food
- Buy supplies
- Market your event
- Get reimbursed

Applicable to MOST events
PROGRAM REQUEST FORM

- [https://stritch.wufoo.com/forms/ztyxez818rp5nr/](https://stritch.wufoo.com/forms/ztyxez818rp5nr/)
- Must be submitted for ALL events/ongoing programming by student organizations
BOOKING A ROOM

• [https://portal.luhs.org](https://portal.luhs.org)

• Log in with your UVID (email)
  - *Note* - Must be logged onto Loyola’s wifi to use

• 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
RECURRING SCHEDULER

- **Organization**
  - SSOM Other

- **Event Sub-Type**
  - Other
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 STUDENT LIFE NEEDS TO BOOK

- Atrium
- Leischner (390)
- Tobin (190)
- Fitness Center Lobby
- Clinical Skills Center
- Nursing School Lawn
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 in. T.V. for presentations
  - Big screen w/ projector
  - Webcams
  - Laptops
  - iPads
  - Extension cords
ORDERING FOOD

• We prefer that students use our in-house caterers, Handcut Foods, as much as possible
• Email Joanna Gromow, the catering manager at joannag@handcutfoods.com
• If your event has alcohol – please indicate on the program request form
• Please read LUC’s Alcohol Policy THOROUGHLY before requesting alcohol
BUYING SUPPLIES

- Get a tax exempt letter from Alia or Kia
  - ONLY USE IT WHEN YOU’RE BUYING SOMETHING FOR LOYOLA
  - Some places won’t accept it.
    - Hotels
    - Airlines
    - Some restaurants

- Things you can’t buy with university funds:
  - Alcohol
  - Gift cards
  - Lottery tickets
  - Anything from
    - Ebay
    - Etsy
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!
CLASS EMAIL LISTSERVS

- **Stritch##@luc.edu** (Class of 2021 = stritch21@luc.edu)

- **Use for:**
  - Campus events and programs 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
  - Cynthia Chaidez – cchaidez@luc.edu

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

• All reimbursements done with a check
  - Can take ~2-5 weeks to get processed

• MSU Reimbursements
  - Handled through Lera Driver (next slide)

• Non-MSU Reimbursements
  - Fill out a W-9 (found on Student Life website or email Alia)
    - Include the address to where you’d like your reimbursement check sent
  - Bring W-9 + ITEMIZED receipt to Alia
MSU REIMBURSEMENTS

• Handled through Lera Driver, MSU Treasurer
• Every group allotted $100 for the year
• Get Tax Exempt Form from Lera or Alia
  ▪ We CANNOT reimburse you for taxes paid

• If spending under $100:
  ▪ Put W-9 + ITEMIZED receipt + reimbursement request form into Lera’s mailbox (DePorres 347)
  ▪ Get your money within 2-5 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
- Lera will email you with confirmation and whether the MSU approved your request
- Then AFTER your event:
  - Put W-9 + ITEMIZED receipt + reimbursement request form into Lera’s mailbox (DePorres 347)
  - Get your money within 2-5 weeks after processing
CAMPUS CONTACT INFO.

Event Planning

- Handcut Foods
  - Joanna Gromow, Catering Manager - joannag@handcutfoods.com
- Marketing
  - Erinn Connor, Communication Specialist – econnori@luc.edu
- Housekeeping
  - loyolamaywood@millardgroup.com
- Ed. Tech.
  - EdTechSupport@luc.edu
- Security
  - Tom Murray, Director of Public Safety – tom.murray00@luhs.org
- Parking
  - John Paulus, Parking Manager – jopaulus@lumc.edu
- General Building Usage
  - Nancy Parolin, Asst. Director HSD Operations – nparolin@luc.edu

University Departments

- Student Life
  - Alia Poulos, SL Coordinator – apoulos@luc.edu
- Admissions
  - Catherine Jardien, Admissions Counselor – cjardien@luc.edu
  - Whitney Kieca, Admissions Counselor – wkieca@luc.edu
- Office of Diversity, Equity, and Inclusion
  - Mark Torrez, Program Manager – mtorrez@luc.edu
- Office of Bioethics
  - Cynthia Chaidez, Admin. Asst. - cchaidez@luc.edu
- Ministry
  - Ana Koulouris, Coordinator - akoulouris@luc.edu
  - Lauren Hackman-Brooks, Chaplain – lhackman@luc.edu
  - Ann Hillman, Chaplain – ahillman@luc.edu
- Center for Community and Global Health
  - Lucia Garcia, Asst. Director – lugarcia@luc.edu
- Academic Center for Excellence
  - Vera Schalansky, Academic Support Advisor – vschalansky@luc.edu
  - Tina Calcagno, Medical Education Coordinator - tcalcagno@luc.edu