OBJECTIVES

- 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
    - Marketing 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
PROGRAM REQUEST FORM

• [https://stritch.wufoo.com/forms/ztyxez818rp5nr/](https://stritch.wufoo.com/forms/ztyxez818rp5nr/)
BOOKING A ROOM

• [https://portal.luhs.org](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
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 (CONT.)

- 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
- CTRE*
- Nursing Quiet Study Room*

Email: ssom-studentlife@luc.edu, apoulos2@luc.edu, kthornton4@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 in. T.V. for presentations
  • Big screen w/ projector
  • Laptops
  • iPads
  • Extension cords
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 email Alia or Kia for approval.

Alcohol Policy
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

• Ask Alia or Kia to buy something on their procards

• 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!
• Ask our Marketing Dept. to create a flyer for you
  • Takes at least 2 weeks
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
• 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, Kia, or Lera)
    • Include the address to where you’d like your reimbursement check sent
  • Bring W-9 + ITEMIZED receipt to Alia or Kia
MSU REIMBURSEMENTS

- Handled through Lera Driver, MSU Treasurer
- Every group allotted $250 for the year (NOT $100)
- Get Tax Exempt Form from Lera, Alia, or Kia, we CANNOT reimburse you for taxes paid
- If spending under $250:
  - 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 $250 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 – econnor1@luc.edu
- Housekeeping
  - loyola.hsd@ableserve.com
- Ed. Tech.
  - EdTechSupport@luc.edu

**University Departments**
- **Student Life**
  - Alia Poulos, SL Coordinator – apoulos2@luc.edu
  - Kiantra Loza, SL Coordinator – kthornton4@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**
  - 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