SSOM EVENT PLANNING
THE BASICS
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
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.
SPEAKER CLEARANCE

- Fill out this form: [https://stritch.wufoo.com/forms/m1mftytelumd1pd/](https://stritch.wufoo.com/forms/m1mftytelumd1pd/)
- Can be found on the SSOM Student Life website
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
• Include Alia or Kia’s name and email
  – Alia Poulos
  – Kiantra Loza
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, apoulos2@luc.edu, kthornton4@luc.edu
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)
SCHEDULE A ROOM

• Contact Person (At Loyola)
  • Alia Poulos
  • Kiantra Loza

• Outside Contact Email
  • apoulos2@luc.edu
  • kthornton4@luc.edu
RECURRING SCHEDULER

- Organization
  - SSOM Other
- Event Sub-Type
  - Other

EMAIL ALIA OR KIA AFTER BOOKING!

apoulos2@luc.edu
kthornton4@luc.edu
HOUSEKEEPING (ROOM SET-UP)

• Send to Alia or Kia
  – apoulos2@luc.edu
  – kthornton4@luc.edu

• **MUST be sent at least 10 calendar days prior to the event**

• 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 and send (pic on your phone is fine)
ED. TECH.

- Send to Alia or Kia
  - apoulos2@luc.edu
  - kthornton4@luc.edu
- **MUST be sent at least 10 calendar days prior to the event**
- When event is finished, please return equipment to Alia or Kia in Student Life
- Equipment Available
  - Handheld microphones
  - Lavalier microphones
  - Microphones w/ stands
  - Speakers w/ aux cord (plugging in a phone/tablet)
  - iPad w/ Pandora subscription (music)
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 email Alia or Kia for approval
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:
  – Alcohol
  – Gift cards
  – Lottery tickets/scratch-offs
  – Anything off Etsy or EBay (Amazon is okay)
MARKETING YOUR EVENT

• Ask Student Life to send out an email to all students from ssom-studentlife@luc.edu
  – Do NOT email whole classes of students from your personal or LUC account
• Create and hang posters
• Use social media, especially Facebook class groups!
• Ask our Marketing Dept. to create a poster for you
  – Takes at least 2 weeks
GETTING REIMBURSED

• All reimbursements done with a check
  – Can take ~2-5 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 MSU treasurer

• You cannot get reimbursed for:

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

*Use if you have specific questions about equipment or if you need to contact when Alia & Kia aren’t around.

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
  - Tina Calcagno, Medical Education Coordinator - tcalc@luc.edu