

QUICK TIPS

Anytime you plan to have a party, meeting, speaker, ticket sale, or any other event, here are some things you need to know.....

BEGIN by checking with the staff at the Student Involvement & Leadership Center (SILC), 400 Kansas Union, 785-864-4861. If you need University Events Committee Approval, they will show you how to complete the form.

ALWAYS plan your events at least two weeks in advance. Many items, such as assistance from KU Police, require prior arrangements before Events Committee Approval.

The UNIVERSITY EVENTS COMMITTEE meets every week when classes are in session on Wednesday at 3:30 p.m. Events request forms must be turned in by Noon on Tuesday to SILC, 400 Kansas Union.

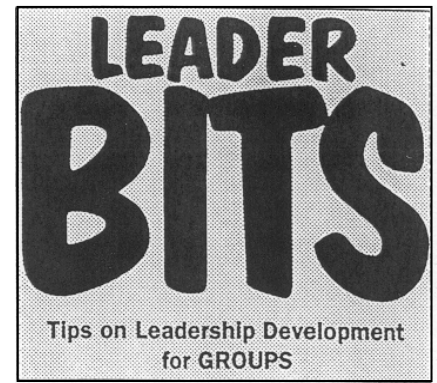
**LEADER
BITS** are available on the following topics:

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
 - Group Performance*
 - Individual Performance*
 - Meeting Evaluation*
 - Program/Event Evaluation*
- Financial Series
 - Budgeting Organization Money*
 - Corporate Sponsorship*
 - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

**LEADER
BITS** is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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The University of Kansas



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INDOOR EVENTS

(Meetings, Concerts, Parties, Films, etc.)

1. Schedule the location with the appropriate reservation clerk, **BUT REMEMBER** that simply reserving a space doesn't mean the event is approved. For rooms in the Kansas Union, call Gene Wee at 864-4651. For rooms in other academic buildings, call Room Reservations at 864-5123.
2. Using a room in almost any academic building means that you need University Events Committee (UEC) approval.
3. Using any **AUDITORIUM** at KU (including those in the Unions) means that you need University Events Committee approval.
4. Using any **RESIDENCE HALL** or part thereof must have the approval of that hall's director in addition to UEC approval.
5. Any activity on campus in which **MONEY CHANGES HANDS** (i.e. ticket sales, admission charge, donations sought) must have UEC approval.
6. Audio-visual equipment, such as projectors, will have a separate charge. Check with Media Services,
7. Lippincott, 864-3582, or Facilities & Operations, 864-4770.

OUTDOOR EVENTS

(Exhibits, Concerts, Sales, Parties, etc.)

1. **ALL OUTDOOR EVENTS** on campus need University Events Committee (UEC) approval.
2. Organizations must provide their own tables and chairs.
3. Music at outdoor events cannot be amplified on Jayhawk Boulevard, except in specific locations near the Kansas Union or Potter Pavilion. All amplified music at other locations must be approved by UEC and must be turned off by 11:00 p.m.
4. Grassy areas and lawns are nice for many events, but nothing can be staked into the ground, and in wet conditions no heavy equipment can be used.
5. Banners may be hung with UEC approval from certain campus buildings (usually the Kansas Union, Lippincott or Wescoe). Banners may not be hung from trees or lampposts.

FOOD

1. Food served at on-campus events which have open attendance (specific invitations are not needed) **MUST** come from either:
 - a. Kansas Union Food Service, or
 - b. Student Housing Food Service with permission of the Food Service supervisor.
2. Organizations sponsoring "closed potluck" events may obtain special permission from the UEC to provide their own food if all of the following criteria are met:
 - a. Members provide their own individually-prepared food.
 - b. The activity is only for organization members and their individually invited guests.
 - c. The activity is held outside the facilities of the Kansas and Burge Unions and the University Residence Halls.
 - d. No admission is charged.
 - e. Meals cooked on campus must have the supervision of the Kansas and Burge Unions or the Student Housing Department.

SELLING / SOLICITING

1. No enterprise using University facilities and grounds which results solely in financial gain or profit to an individual will be approved.
2. Any sales or solicitations must be under the sponsorship of a registered student/campus organization or University unit with a reasonable portion of the profit (usually 20%) being returned to the sponsor.
3. Any items sold by organizations must include state and local sales tax. The current rate is 6.9%.