



# Stress Less: Planning Your “Big Event”

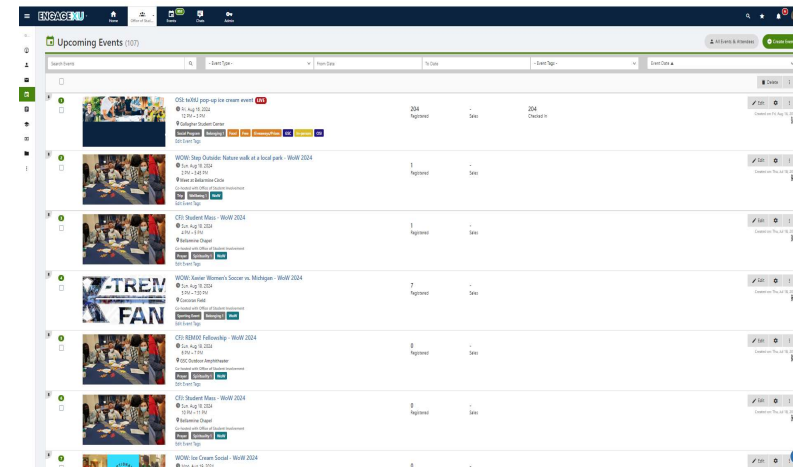
Jill Finch  
(she/her)

Involvement Coordinator



# Submit Event in Engage

- Student organizations must submit all events and activities as **Events** in EngageXU. This includes meetings.
- When submitting the event, you will automatically complete a supplemental form for your event to be approved.
- When submitting an event, please have as much **accurate detail** as possible, including confirmed spaces (if applicable) and promo/graphics.
- If you go back later and change details, the form will route for approval a second time.



# Checklist for the Big Event

- Venue
  - Do you know where you are planning on hosting your event?
- Catering
  - Does the venue you are hosting your event at allow you to bring in catering or do you need to use their preferred catering?
- Transportation
  - How are you planning on transporting students if your event is off-campus
- DJ
  - Are you planning on hiring a DJ? Will you hire a student DJ or a professional DJ?
- Photographer
  - Are you planning on hiring a student to take photos or a professional photographer?
- Entertainment
  - Are you planning on having anything extra at the event like a performer or photo booth?
- Alcohol & Security
  - Are you planning on serving alcohol? If so, have you met with the Senior Director for Student Involvement?

**PLEASE REACH OUT TO STUDENT INVOLVEMENT FOR RECOMMENDATIONS FOR ANY OF THE ABOVE**



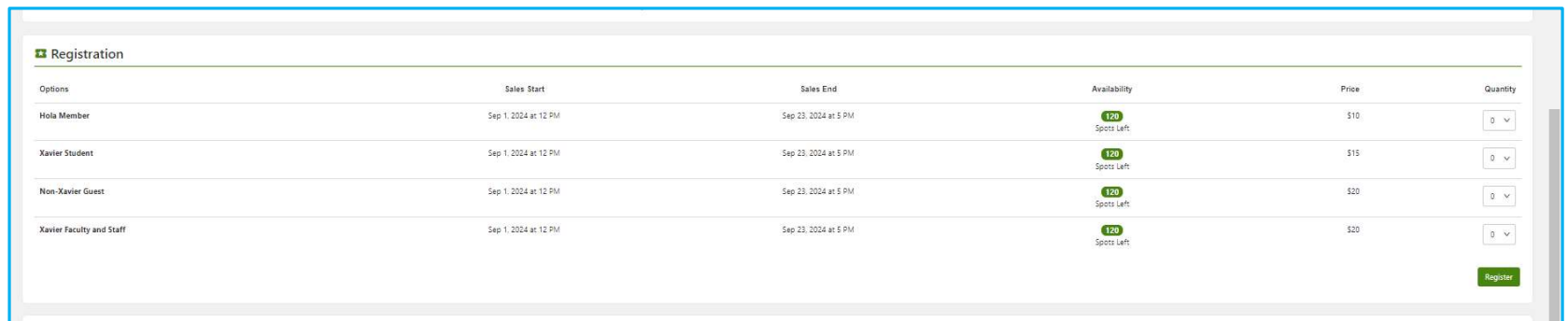
## Event Planning Meeting with OSI

- Each group planning on hosting a signature event like a gala, formal or Fashion Show should setup a meeting with OSI to go over logistics, timelines and payment procedures.
- Examples of signature events:
  - HOLA Gala
  - SNO Ball
  - Delta Sig Rose Ball
  - EcoFest
  - ASA Gala
- Reach out to Jill at [finchj1@xavier.edu](mailto:finchj1@xavier.edu) to setup a meeting



# Ticket Sales

- If you are planning on selling tickets for your big event this can be setup through EngageXU
- Tickets cannot be sold through Eventbrite or similar platforms
- Please contact Jill if you are looking to sell tickets through EngageXU



The screenshot displays the 'Registration' section of the EngageXU interface. It features a table with the following columns: Options, Sales Start, Sales End, Availability, Price, and Quantity. There are four rows of ticket options, each with a 'Register' button at the bottom right of the table.

Options	Sales Start	Sales End	Availability	Price	Quantity
Hola Member	Sep 1, 2024 at 12 PM	Sep 23, 2024 at 5 PM	120 Spots Left	\$10	0
Xavier Student	Sep 1, 2024 at 12 PM	Sep 23, 2024 at 5 PM	120 Spots Left	\$15	0
Non-Xavier Guest	Sep 1, 2024 at 12 PM	Sep 23, 2024 at 5 PM	120 Spots Left	\$20	0
Xavier Faculty and Staff	Sep 1, 2024 at 12 PM	Sep 23, 2024 at 5 PM	120 Spots Left	\$20	0





# Questions?

[finchj1@xavier.edu](mailto:finchj1@xavier.edu)

