Stress Less: Planning Your "Big Event"

Jill Finch

(she/her) Involvement Coordinator



XAVIER

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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.

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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 <u>finchj1@xavier.edu</u> 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

4 Registration								
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	510	0 ~			
Kavier 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	520	0 ~			
					Register			



Questions?

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