

Office of Student Life (OSL) and Student Centers & Programming Services (SCPS) Recognized Student Organization (RSO) 2009-2010 Program Planning Process

All recognized student organizations wanting to plan an event or program on the Syracuse University campus, are required to follow a program planning process. The information outlined below will assist groups in this process and allow organizations to successfully plan, market and hold programs for the campus and surrounding community. Questions regarding the program planning process and/or programming deadlines may be asked to the organization's SCPS Coordinator and/or OSL Coordinator.

Due to the time necessary to carry out a successful program in adherence to all applicable programming associated deadlines, organizations must begin the Program Planning Process as soon as possible. The following programming deadlines apply.

Programming Associated Deadlines:

If a contract is necessary	* Six (6) weeks from the desired program date
If catering is desired	* Six (6) weeks from the desired program date
All other student organization sponsored programs	Three (3) weeks from the desired program date

*** There may be programs that will exceed 6-week process due to their complexity.**

Organizations wanting to program outside of the appropriate deadlines may request an exception to the process in a written format addressed to Dave Sargalski, and Bridget Talbot. For the criteria of what is required in this letter, please contact your SCPS or OSL Coordinator.

PROCESS FOR ORGANIZATIONS WHO DID RECEIVE SPACE VIA THE SEMESTER ROOM ALLOCATION PROCESS:

Recognized student organizations that have secured programming space via the Semester Room Allocation Process or reserved space prior to the end of the previous semester, will follow the outlined program planning process below:

1. OSL Program Contact will remind the recognized student organization representative of their room reservation, 6 weeks prior to the event date.
2. OSL Program Contact will schedule a meeting with the student representative and the appropriate SCPS Coordinator to begin the program planning process.
3. OSL Program Contact does not feel it necessary, to have a joint meeting, the OSL Program Contact will schedule a meeting with just the SCPS Coordinator to proceed with the program planning. The OSL Program Contact will be available on a consultation basis as needed.

The meeting will consist of:

1. Discussion of the program's applicability to the mission of the organization;
2. An overview of the desired program by the student representative;
3. The presentation and review of the appropriate event checklist;
4. Agreement of deadlines for accomplishing event checklist processes;
5. Discussion of potential contracting needs;
6. Scheduling of necessary follow-up meetings
7. Recognized student organization events that do not meet outlined deadlines will be cancelled.

PROCESS FOR ORGANIZATIONS WHO DID NOT RECEIVE SPACE VIA THE SEMESTER ROOM ALLOCATION PROCESS

Recognized student organizations that did not utilize the space allocation process for a program and/or organizational meeting must fill out the room reservation form with SCPS located at 228D Schine Student Center, or submit a room reservation form online, <http://scps.syr.edu/ies>

1. If the student organization representative requests a space for a **MEETING**, (a gathering of **student organization members and potential members only**) the SCPS reservation desk will check availability and schedule space. The student organization representative is responsible for picking up confirmation in the SCPS office.
2. If the student organization representative requests a space for a **PROGRAM** (a gathering that is **open to more than the current student organization membership**) to take place in the Goldstein Auditorium, Schine Underground, South Campus Skybarn, Hall of Languages 500 or one of the academic auditoriums, the SCPS reservation desk will forward the form to SCPS Assistant Director, for review. If the reservation desk attendant has questions about the program, the form will also be forwarded to SCPS Assistant Director.
3. Availability of space will be checked. In some cases, different space will be explored based on availability and/or appropriate use of space. Space will be scheduled and the form will then be forwarded to the appropriate SCPS Coordinator to work with the program:

South Campus Skybarn or Goldstein Student Center – Jordan Manwaring

All other programmable venues – Anthony Otero

The appropriate SCPS Coordinator will contact the student and the appropriate OSL Program Contact to schedule a meeting. This meeting will consist of the following:

- a. Discussion of the program's applicability to the mission of the organization;
 - b. An overview of the desired program by the student representative;
 - c. The presentation and review of the appropriate event checklist;
 - d. Agreement of deadlines for accomplishing event checklist processes;
 - e. Discussion of potential contracting needs;
 - f. Scheduling of necessary follow-up meetings.
 - g. Recognized student organization events that do not meet outlined deadlines will be cancelled.
4. If the student representative requests a room for a PROGRAM to take place in spaces **other than** the Goldstein Auditorium, Schine Underground, South Campus Skybarn, Hall of Languages 500 or one of the academic auditoriums, the SCPS reservation desk will still forward the form to SCPS Assistant Director, for review. Availability of the space requested will be checked and the form will be forward to the appropriate SCPS Coordinator.
 - a. If the event appears to have a contract involved or the SCPS Coordinator deems it necessary, they will schedule a joint meeting of SCPS, the OSL Program Contact, and the student representative.
 - b. If there is no contract and the SCPS Coordinator does not feel it necessary, the organization will meet with the SCPS Coordinator to proceed with the program planning. The OSL Program Contact will be available on a consultation basis as needed