UNIVERSITY OF South Carolina SALKEHATCHIE

Event Planning

A well-executed event may appear effortless, but it is often the result of weeks of advance planning and effort. Initial planning should begin at least **12 weeks prior** to the date of the event. A timeline should be developed by the planning committee to keep all participants on track.

Complete the CAMPUS EVENT FORM found on the website. Submit this form to your direct supervisor for approval from the Dean's Cabinet.

Space Reservations

To reserve space on campus, you should check the campus calendar to see if there are conflicts, then confirm space availability with:

April Williams in Allendale (akcapers@mailbox.sc.edu)
Jennifer Breland in Walterboro (brelanjl@mailbox.sc.edu)

Once event is approved by the Dean's Cabinet, contact April Williams to add to the campus calendar.

Notify maintenance and IT if you will require their services so they can note it on their calendar. Notify the dean's office if you would like for Dean Cone to be present or participate in your event.

Confirm budget for event with your supervisor or Jessica All in the business office.

Marketing and Communications

Contact Brianna Martin using the Communications Request Form to arrange the following:
plan for promoting event, including social media and/or print materials; invitations, programs, other printing needs; pop up banners or directional signage; photography. **Make sure that someone is designated to take photos during your event.**

If you are using a caterer, there are several businesses that are already set up as vendors (see below). If your caterer is not set up as a vendor, you will need to ask the business office to send them information so they can be entered in the system, or you can pay out-of-pocket and be reimbursed. If you are serving food, complete a Food Approval.

Food Approval: Remember to select USC Salkehatchie from the drop down box on the form. This form must go to Jessica All for initialing and Dean Cone for approval. If you do not know the fund that your event will be charged to, leave blank and ask the business office to complete. If the amount is over $500.00, Margaret Carter will send to the Palmetto College office for signatures. **This form must be completed and submitted to the business office before invoices can be paid or reimbursements can be made.** You must include a list of individuals who attended the event.

If you need tablecloths, centerpieces, or dinnerware for your event, you may request it through the dean's office. You will need to complete a form (ask Margaret or Jennifer) to reserve these items **two weeks** before the event and will be responsible for returning them.

Set Up (2 weeks prior to event)
Notify maintenance (Todd Padgett padgetk@mailbox.sc.edu) with set up description, including number of tables and chairs required. Provide a diagram of the space if you would like them set up in a certain way. Ice may be requested through maintenance.

Notify IT (sadesk@mailbox.sc.edu) if you will need audio/visual equipment, including a microphone and podium. You will also need to let them know if you will require their assistance on the day of the event.

Post-event
Make sure you have planned for clean up after the event.
Return all borrowed items.
Send photos to Brianna Martin for website and social media.
Conduct a post-event review with your team to discuss overall event success, including attendance and notes for improvement.

Approved Caterers and Food Suppliers
Blaze n Buz Catering (Buzzy Bunch 803-682-4393)
Olde House (843-538-2614)
Buck's Pizza-Walterboro (843-549-1995)
Allendale IGA
Cash and Carry (Walterboro)-wholesale supplier-snacks, drinks, paper products, etc. in bulk.