SUTD

STUDENT ORGANISATION EVENT PROPOSAL GUIDELINES

Root Events Committee
events@ studentgov.sutd.edu.sg

Office of Student Life
studentlife@sutd.edu.sg

Updated on Jan 6, 2015

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GENERAL

WHAT IS AN EVENT?

An event is any activity organized by students for the entire SUTD population (students, staff and faculty). Activities organized by student organisations for their members (e.g. camps) are **NOT** classified as an event under our purview. The following chart describes the event initiation and conclusion.

GREAT IDEA TO START
Form a committee, group of friends or people in a club

FILL THE ONLINE FORM
Use the online template form and update the event name

LINK:
https://drive.google.com/templates?q=SUTD+event+proposal+template

COMPLETE THE EPF
Email the link file to Root Events four weeks before at
events@ studentgov.sutd.edu.sg

REJECTED
Revise EPF

APPROVAL PROCESS
Root Events and Office of Student Life will give comments and some feedbacks

LOGISTICS
Booking of venue, requesting of clubs help, and items are made two weeks in advance

APPROVED

EXECUTION
Actuate event and post-event wrap-up, financial claims. Please keep your receipts

POST EVENT MANAGEMENTS
Do not forget to clear the wastage and extra food, clean up venues, and return items

Chart 1. *Flowchart of initiating an event*

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WHO CAN START EVENTS?

All students of SUTD can initiate school-wide events. We recommend that students apply to start events as representatives of a Student Organisations. In the event that a student is not part of a Student Organisations or does not wish to represent his Student Organisations in organizing the event, Root Events will take over to represent the individual.

WHAT KIND OF ACTIVITIES ARE DISCOURAGED?

- Any activities that are deemed illegal under the law

- Movie Screenings (unless screening license is obtained) – alternatively, approach your Student Organisations Faculty Advisor as they may screen it *for educational purposes.*

- Any activities / talks that aim to propagate any political or religious agenda in an open area

FOOD AND BEVERAGES

Sales of packaged food items from licensed vendors are allowed provided that proper food storage/handling practices are followed and license is obtained. Food handlers (students) must be follow the regulations that set by NEA. It is available in their website.

Event Proposal Form

With effects from November 21, 2014. EPF is to be submitted both online and printed to Root Events. It is available here:

https://drive.google.com/templates?q=SUTD+event+proposal+template

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LOGISTICS

You may request to loan certain logistics from the school and Root Logistics only after the event has been endorsed by the Office of Student Life. Please indicate the required logistics in the EPF and our Event Executive will let you know what are the available items that you may borrow. Note that some items may be loaned out or unavailable at the time of request. It is advised that requests are sent in 2 weeks before the event to avoid disappointment. The full details of the available logistics and regulations can be found in the 2014 Student Organisations Resource Management Guidelines.

TERMS OF USE

Students will be responsible for items during the period of loan and are expected to return items in good, working condition and within the time permitted for loan. In the occasion that items loaned are defective / damaged, contact the respective departments immediately. Students will be held responsible for any missing / damaged items.

CONTACT PERSONS

Facilities   : help-facilities@sutd.edu.sg
Root Logistics : resources@studentgov.sutd.edu.sg

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PUBLICITY

GENERAL GUIDELINE

No offensive language or explicit content of any media are to use for publicising the event. If you wish to utilise the SUTD Identity please refer to the SUTD identity guidelines for conditions of use. We try to be as open as possible in approving publicity methods, but do ensure that safety is not compromised and inform us of any *interactive* publicity stunts at least a day in advance. The full detail for publicity regulations can be found in the 2014 Student Organisations Communications and Media Guidelines.

SUTD publicity guidelines website:
Find under the forms and downloads tab on http://root.sutd.edu.sg

PERMITTED METHODS OF PUBLICITY

- Poster and flyers
- Black boards
- Announcement during lectures
- Facebook groups
- SUTD Happenings
- E-mail
- Root website

CONTACT PERSON

Root Communications : communications@studentgov.sutd.edu.sg

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VENUES

All bookings of venues may only be done after the event has been endorsed by the Office of Student Life. Event organizers are expected to make bookings for the intended venue early. Please note that the submission of the Event Proposal Form does not guarantee that the facility has been booked – booking of the venue and confirmation will be done by the event organizers themselves.

Booking of all school facilities are permitted, except for the library, Student Activity Centre, laboratories, classrooms, computer labs, and fabrication labs. The booking is made by sending an email to **Facilities**.

For booking of Spacebar, please contact the **Office of Student Life** instead to obtain access to the Google calendar.

For hostel facilities, you should liase with the **Guardian** regarding bookings and hostel regulations.

Do note that for booking of the Multi-Purpose Hall, you also have to explicitly indicate the time period which you wish for the air-conditioner to be on.

CONTACT PERSONS

Facilities : help-facilities@   sutd.edu.sg
Office of Student life : studentlife@sutd.edu.sg
House Guardians : guardians@mymail.sutd.edu.sg

EXTERNAL HELP

You may wish to have your event be supported by a group of skillful photographers, emcees, or videographer. Our school has the following clubs to cater to these requests. However, please make all requests at least **two weeks** in advance.

Photography Circle
The photographers will help take pictures throughout the event. The request form can be found on the **SUTD** family facebook page, under the *file* tab.

Sound Machines
They are a group of highly skilled emcees who will spice up your event. The request form is available online.
http://tinyurl.com/soundmachines

SUTD Productions
Productions can help with the visual recording of the event and advertisement videos. Please drop an email to them if you require their assistance.

CONTACT PERSONS

Photography Circle	: photogcircle@club.sutd.edu.sg
Sound Machines	: soundmac@club.sutd.edu.sg
SUTD Productions	: productions@club.sutd.edu.sg

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SAFETY

Please evaluate safety considerations and potential hazards and indicate it in the EPF. Also, please take the necessary precautions for emergencies (First-Aid Kit, Ambulance Cover, Fire extinguishers etc.). Your event will only be endorsed by Student Life after an agreement has been reached with regards to safety issues and measures.

For events that involve any strenuous physical activity, please ensure that there is a student first-aider present during the event (either as the organizer or participant).

FINANCE

GENERAL GUIDELINE

Finance is an important part of any event. We highly recommend that for each event, finance is handled by its own financial committee. They should be familiar with the financial procedures. The following chart briefly describes the financial procedures, please refer to the Student Organisations Finance Guidelines on the Root website for more information.
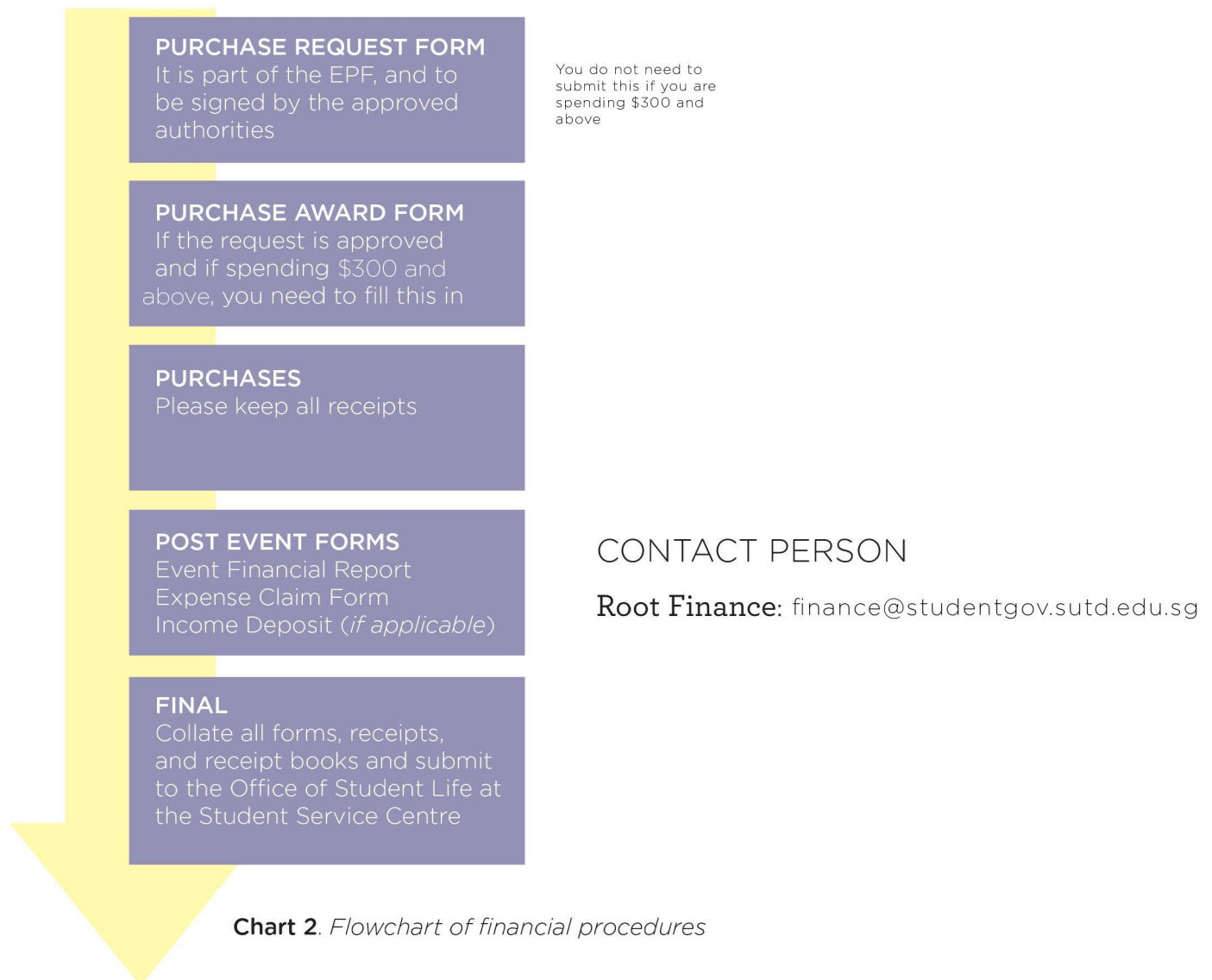
PURCHASE REQUEST FORM
It is part of the EPF, and to be signed by the approved authorities

You do not need to submit this if you are spending $300 and above

PURCHASE AWARD FORM
If the request is approved and if spending $300 and above, you need to fill this in

PURCHASES
Please keep all receipts

POST EVENT FORMS
Event Financial Report
Expense Claim Form
Income Deposit (*if applicable*)

CONTACT PERSON

Root Finance: finance@studentgov.sutd.edu.sg

FINAL
Collate all forms, receipts, and receipt books and submit to the Office of Student Life at the Student Service Centre

Chart 2. *Flowchart of financial procedures*

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EVENTS EXECUTIVES

We look forward to see SUTD students become actively involved in running events to express their ideas and passions. Our Root Executive personnel will be more than happy to discuss and assist any events proposed. We wish to inspire a proactive student body that is enthusiastic in initiating events that are novel and meaningful.

Please feel free to approach us through email at events@studentgov.sutd.edu.sg

Warmest regards,

Events @ Root

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