



# Patrick Henry College

For Christ and for Liberty

## **PHC Faculty Sponsored and Student Organization Event Planning Guide**

When planning an event on campus many students find themselves asking, “Where do I begin?” If you are planning an event (other than a meeting, composites, initiations, solicitation tables, etc.), the Student Organization Event Planning Guide will help guide you through the event planning process on the campus of PHC.

1. Decide time, date, and location then submit a reservation on the EMS Campus Calendar System. Click [here](#) to direct you to the reservation page. If you are unsure of a specific date, compile a small list of dates that you and your speaker are available and the Scheduling and Events Coordinator will help determine which day will work best for your event.
2. Fill out form of basic information on the Event Checksheet. Click [here](#) for the checksheet. Please have faculty or staff sponsor sign the form and then give to the Scheduling and Event Coordinator. A schedule or order of events of your event needs to be attached to the event checksheet as well.
3. Once information has been submitted, the Scheduling and Events Coordinator will approve the event. At that time, you may promote/advertise the event to the campus community.
4. If Catering/food from off or on campus is needed, please submit catering form at least one week prior to event. Click [here](#) to find the on campus catering form. If you require catering from off campus, please work with the Scheduling and Events Coordinator for details and permissions.

Feel free to contact the Scheduling and Events Coordinator for further questions, [erkersey@phc.edu](mailto:erkersey@phc.edu) or come by my office, 2<sup>nd</sup> Floor of Hodel in the West Wing Suite.

\*\*For more information on the policy for using campus facilities here is the [Facility Use Policy](#).

\*\*\*Please remember as your responsibility as a student here is the [Student Honor Code](#).