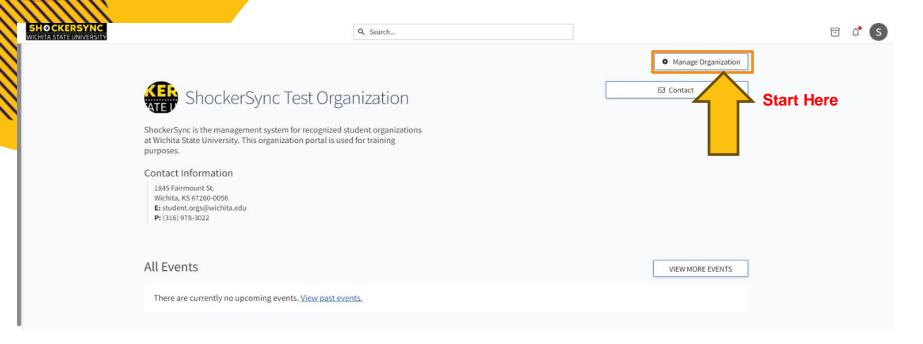
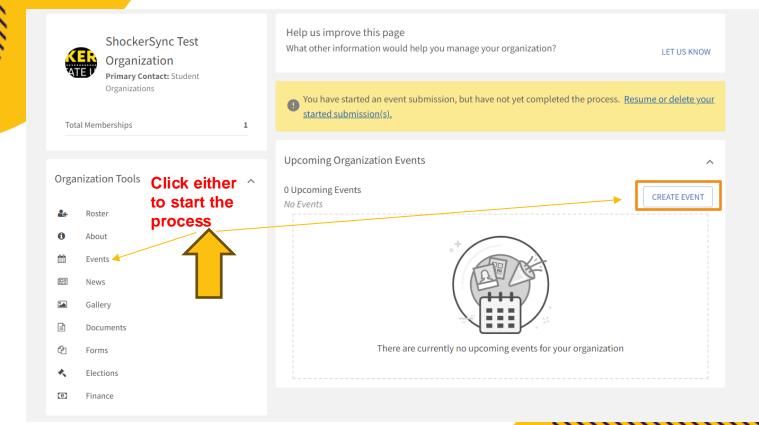
# EVENT PLANNING On ShockerSync

Student ENGAGEMENT &BELONGING Wichita State University

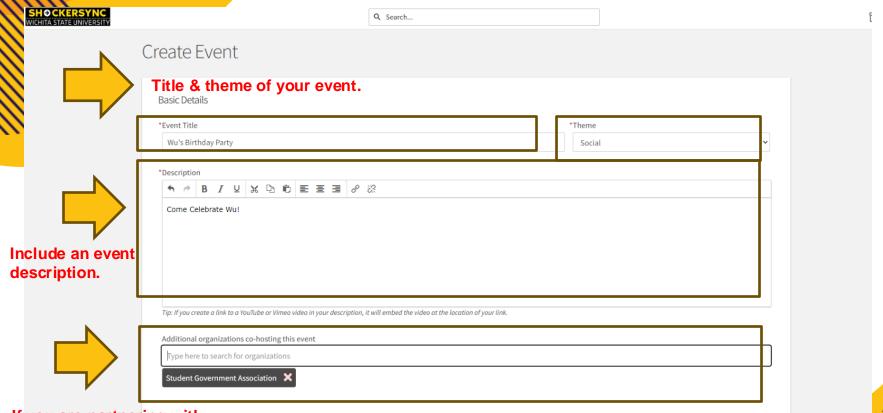
## **START HERE**



## **ADMIN PAGE**

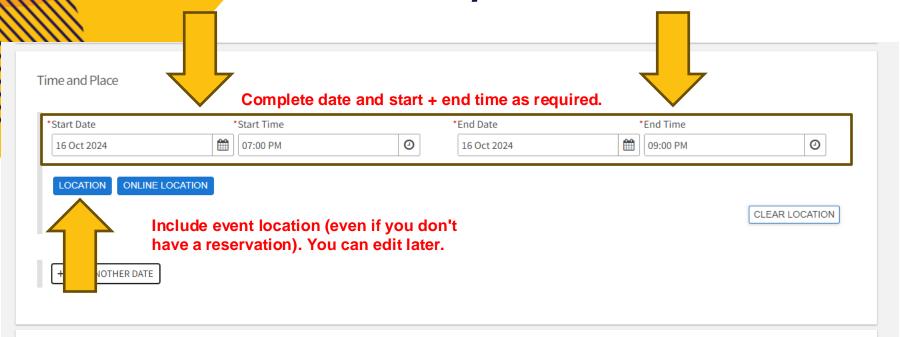


## **CREATE YOUR EVENT**

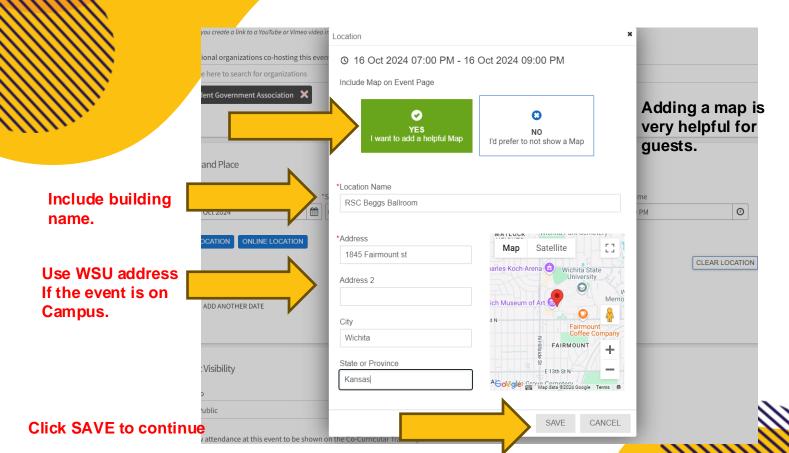


If you are partnering with another RSO, include them here.

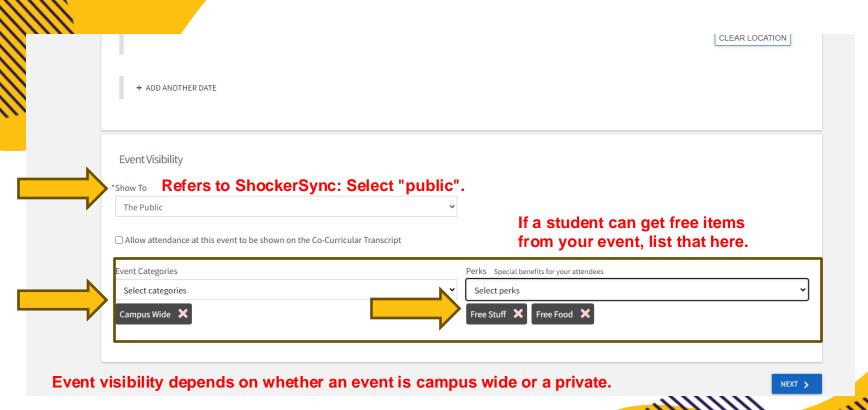
# **CONFIRM TIME, DATE & LOCATION**



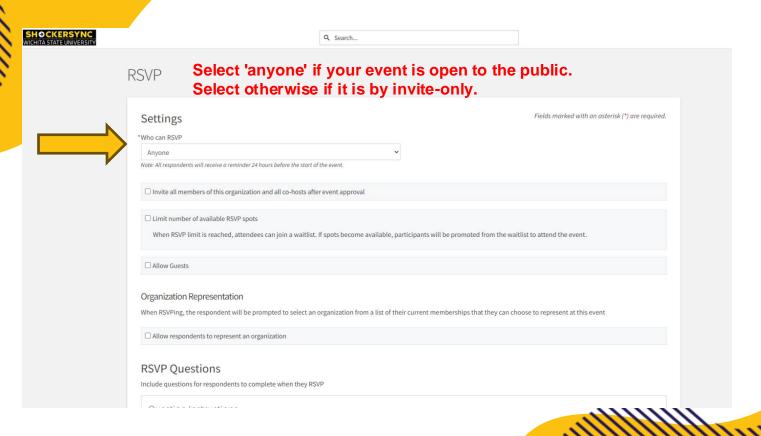
## **EVENT ADDRESS**



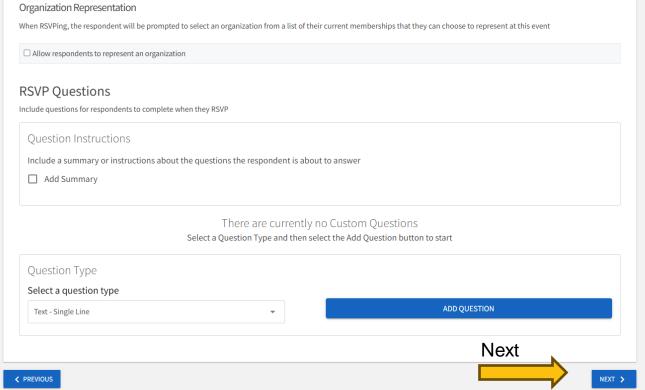
## **EVENT VISIBILITY**



## **RSVP PARTICULARS**

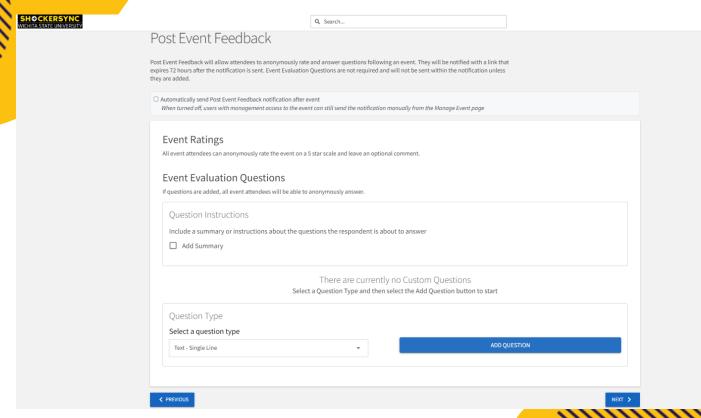


# **RSVP PARTICULARS CONT'D**



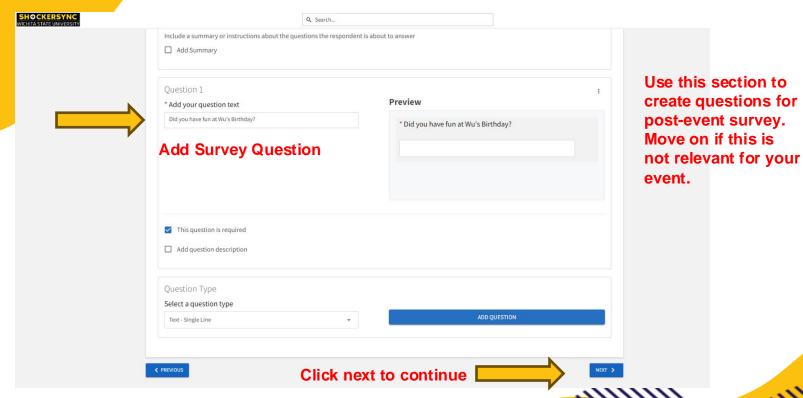
If RSVP is required for your event, you can continue to set that up on this page. Move to the next page if this is not relevant to your event.

# **POST EVENT FEEDBACK**

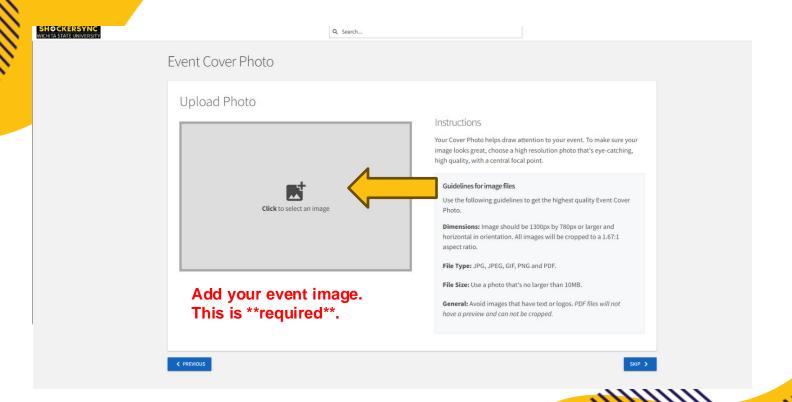


Use this section to send post-event feedback to attendees. Move on if this is not relevant for your event.

# **POST EVENT FEEDBACK CONT'D**



## **EVENT COVER IMAGE**

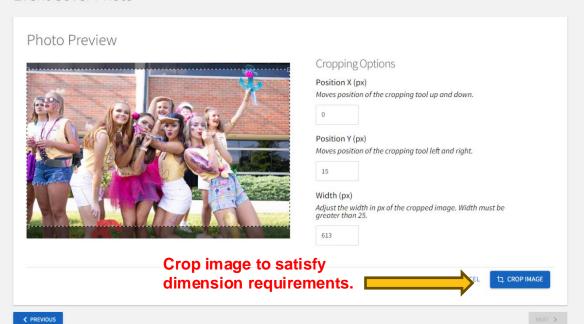


## **EVENT IMAGE CONT'D**

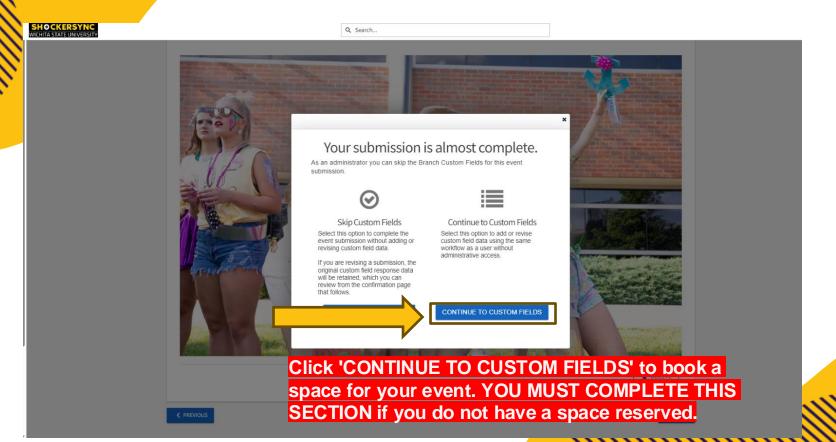
SHOCKERSYNC WICHITA STATE UNIVERSITY

Q Search...

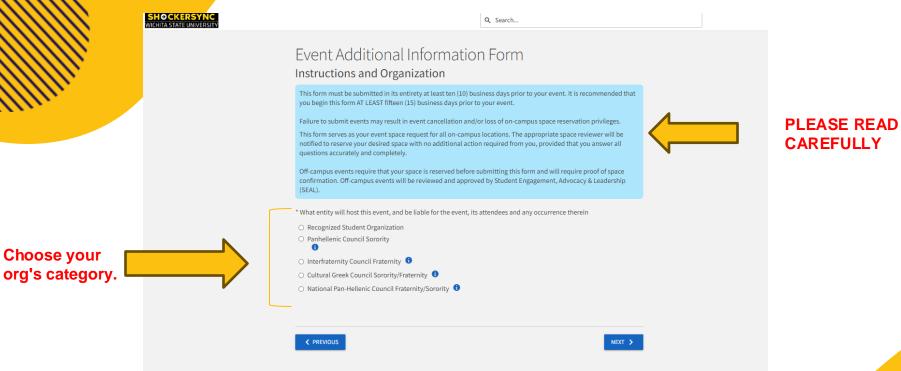
#### **Event Cover Photo**



## YOU'RE ALMOST DONE!



# **ADDITIONAL INFORMATION**



## **EVENT CONTACT PERSON**

SHOCKERSYNC WICHITA STATE UNIVERSITY Q Search... **Event Additional Information Form VERY IMPORTANT:** Contact Information The event planner is \*Event Planner Contact Name: the primary contact for your event. ONLY this individual will \*Event Planner Contact Email: be contacted by events services or should contact event \*Event Planner Contact Phone Number: services to make changes to your reservations.

## Event Additional Information Form

## Event Type/Location

\* What type of event is this?

Select your event type.

- Member Only Event (social/fun event closed to non-members)
- Organization Business Meeting
- Public Event (open to anyone to attend)
- Fundraiser
- O Tabling Event (in RSC or other locations)
- On Campus Run/Walk

Select the location for your event.

\* Where will your event be hosted?

- Rhatigan Student Center
- O CAC Theater
- O Academic Building
- O Housing & Residence Life Facility (Shocker Hall, The Flats, or the Suites)
- O Heskett Center
- O Grace Memorial Chapel
- $\bigcirc \ \, \mathsf{Shocker}\,\mathsf{Athletic}\,\mathsf{Facilities}\,(\mathsf{Charles}\,\mathsf{Koch}\,\mathsf{Arena},\mathsf{Practice}\,\mathsf{Gym},\mathsf{Champions}\,\mathsf{Club},\mathsf{Eck}\,\mathsf{Stadium},\mathsf{Cessna}\,\mathsf{Stadium})$
- O Fine Arts Venues (Duerksen Fine Arts Center, Wiedemann Hall, Wilner Auditorium)
- O Marcus Welcome Center
- Outdoor Location Grassy On-Campus Areas (click here to see a map of reservable outdoor spaces)
- Outdoor Location Athletic/Intermural Field & Outdoor Courts
- Hughes Metropolitan Complex (Click here to see space options/capacities)
- O Innovation Campus (Steve Clark YMCA, JBC, P2, etc.)
- Fraternity/Sorority Chapter Facility
- Off-Campus
- O Virtual

Select "No" if you do not have a space confirmed.

- \* Do you already have the space reserved?
- O Yes
- No

Click next to move on

## RSC AVAILABLE SPACES



Select a location for

note, availability is not

need to be flexible with

guaranteed. You will

your event. Please

your event space

requirements.

Q Search...

## Event Additional Information Form

## Rhatigan Student Center

- \* Where in the RSC would you like to host your event?
- O Meeting Room (See chart for meeting room options/capacities)
- O Beggs Ballroom
- O Information Table (1st Floor)
- East Patio
- O East Courtyard
- North Patio
- Office of Diversity & Inclusion
- O Student Engagement, Advocacy & Leadership
- O Shocker Sports Grill & Lanes

PREVIOUS

Click next to move on

NEXT

## **ACADEMIC BUILDING SPACES**

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Q Search...

Select a location for your event. Please note, availability is not guaranteed. You will need to be flexible with your event space requirements.

## **Event Additional Information Form**

## Academic Buildings

- \* Which Academic Building would you like to reserve?
- O Ablah Library
- O Ahlberg Hall
- Beggs Hall
- O Corbin Education Center
- O Devlin Hall
- O Elliot Hall
- O Engineering Building
- O Geology Building
- O Hubbard Hall
- O Jardine Hall
- O Jabara Hall
- O John Bardo Center
- O Lindquist Hall
- McKinley Hall
- O Neff Hall
- O Partnership 2 Building
- O Wallace Hall
- Woolsey Hall

next

✓ PREVIOUS

NEXT >

# **EVENT ATTENDANCE**

SHOCKERSY	
WICHITA STATE UNIVER	

Q Search...

# Event Additional Information Form Space Details

Estimate attendance

If you have an event space confirmation number, insert it here:

\*How many people do you estimate will attend this event?

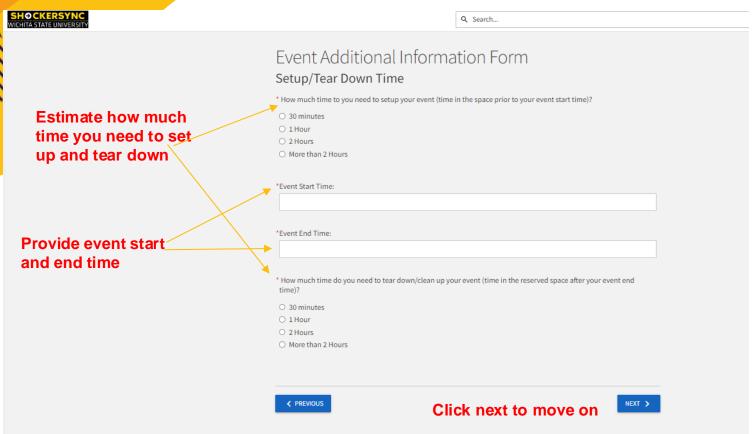
Do you have a specific space you would like to reserve for this event? If yes, enter the building name and room number below. If no, leave this blank and a room in the selected building will be selected for you based on the information you provide.

PREVIOUS

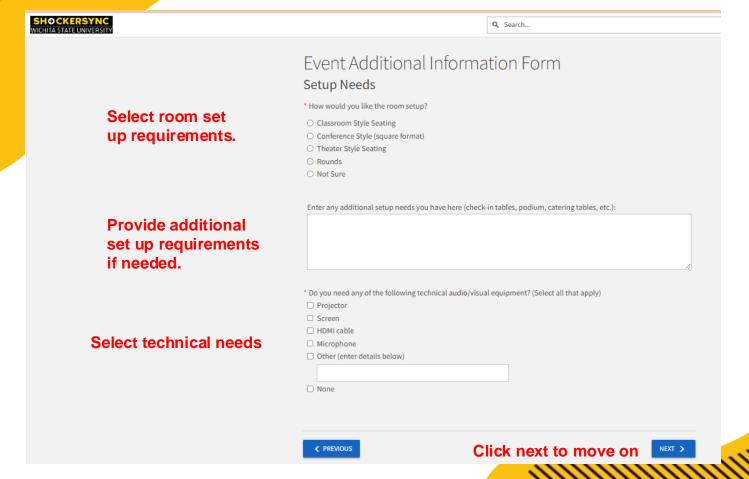
Click next to move on

NEXT >

# SETUP/TEAR DOWN



## **EVENT SET UP NEEDS**





Q Search...

## **RISK ASSESSMENT QUESTIONS**

## Event Additional Information Form Risk Assessment

will there be more than 100 people in attendance at your event?
O Yes
O No
Will there be alcohol served at the event?
O Yes
O No
Does your event involve anything with a grill, open-fire or flame?
O Yes
O No
Will food be provided at the event?
O Yes
O No
Will you be collecting cash or credit card payments at the event?
O Yes
O No
Will this event have either an inflatable or interactive ride? If yes, a SEAL Staff member will reach out to you. Please
wait until that communication <b>before</b> signing any contract for an inflatable or interactive ride.
O Yes
O No

✓ PREVIOUS

Click next to move on NEXT >



## **EVENTS WITH FOOD**

SHOCKERSYNC WICHITA STATE UNIVERSITY Q Search... Event Additional Information Form Events with Food \*Who will be providing your food/catering? If you are providing food If you selected WSU approved catering source, what is the name of the caterer? at your event, please fill out the information \*How many tables will you need for your food/catering? Click next to move on PREVIOUS NEXT >

## **EVENT FINAL REVIEW**

SHOCKERSYNC WICHITA STATE UNIVERSITY

Q Search...

Please review your event submission. Make sure you have the correct date, time and set up needs completed.

Once you submit, any changes made after will restart the application approval process.

### Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for posting. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form. Your event will be available once it has been posted but it may take a few minutes to appear in Search Results.

#### Submission

10/7/2024 12:00 PM - 10/7/2024 1:00 PM

- Details
- Cover Photo
- ☐ Instructions and Organization
- Contact Information
- Event Type/Location
- Space Details
- □ Setup/Tear Down Time
- ☐ Setup Needs
- Risk Assessment
- ☐ Events with Food
- 🗋 Student Engagement, Advocacy & Leadership Equipment Checkout/Loan Agreement

v

□ Allow attendance at this event to be shown on the Co-Curricular Transcript

This submission will be auto-approved



CANCEL

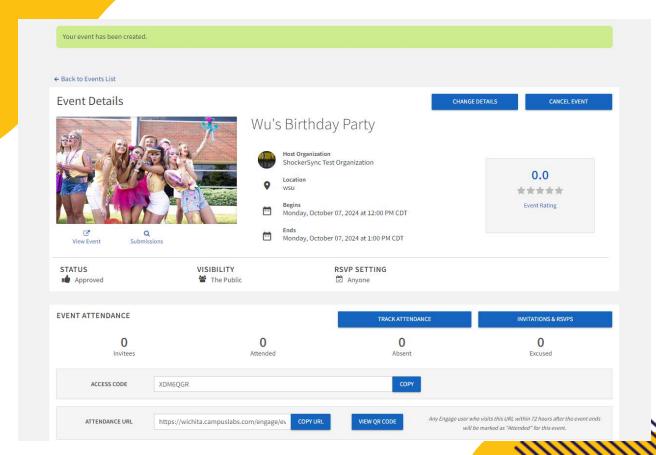
Click submit to complete the process.



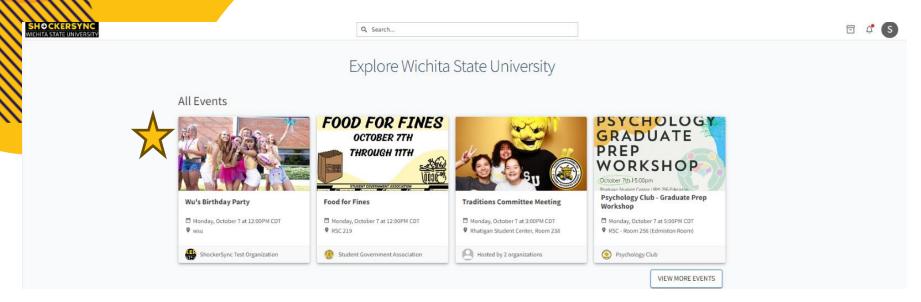


Post

## **PROCESS COMPLETED**



## TIME TO MARKET YOUR EVENT!



For additional questions, Contact student.orgs@wichita.edu