Activity: Speed Networking
Make 10 New Connections in 10 Minutes!

Meet new people

Get to know someone and their role in their organization

Discuss what you do in your organization and/or an upcoming event

Create ways to collaborate with that individual or their organization

Exchange contact information

Plan a meeting with new contact
• Director – Anthony L. LaViscount
• Associate Director for Leadership & Programing – Christina A. Pascucci
• Assistant Director for Diversity & Inclusion – TBD
• Coordinator for Evening & Weekend Activities and Commuter Relations – Amber L. Danku
• Coordinator for Fraternities & Sororities and Student Programming – Brittany Quinlan
• Administrative Assistant – Carie Hernandez
New Process for All Student Organizations

All events, meetings, and tables must be registered

Events & Meetings via Student Organization Event Registration Form

Tables via Student Organization Tabling Request Form

All forms and resources available: njit.edu, Campus Life tab, Student Activities and Organizations tab

Use correct form

Forms & resources will be live and available on website by end of day 10/23/17
Take time to plan; the sooner the better

Late planning leads to poorer quality events and rushed promo

Strong planning leads to stronger events!

Utilize our Student Organizations Event Planning Checklist!
New Process Details

Monthly due date for ALL requests - 10th of the month prior to the month in which the event/tabling will take place (11:59 PM is cut off time)

(Examples: All December event & tabling requests are due by November 10, All January due by December 10)

Student Life will respond on or by 15th of month (with approvals, denials, questions, and alternatives)

Check 25Live (NJIT’s Events Calendar) before requesting date/time/location – http://r25livepr1.njit.edu/calendar/
Advertising

Do NOT create and distribute advertisements until you receive an official approval from Student Life

DO:

Broaden your advertising ideas!

Be creative!

Utilize multiple methods: Fliers, Posters, Social Media, Word of Mouth, Emails, YouTube, Tabling, Handouts, Costumes, “Sandwich Boards,” etc
AFTER Request is Approved, but 14 Days in Advance of Event Date:

Setups & Furniture Borrowing to LaTosha.Wilson@njit.edu & copy Brittany.Quinlan@njit.edu or Amber.L.Danku@njit.edu for Pub/Game Room
(Campus Spaces Templates - https://campuscenter.njit.edu/services/Space-Templates.php)

Catering & Catering Waiver Form to Thorin (TAiello@GourmetDiningLLC.com) & copy Brittany.Quinlan@njit.edu or Amber.L.Danku@njit.edu for Pub/Game Room

Public Safety/Security Needed (Office of Student Life will help with coordination)

Contracts to Office of Student Life - Campus Center 485

Equipment (see “Equipment” slide, page 10)
These TUITs are hard to come by so guard them well.

‘A ROUND TUIT’

This is an indispensable item. It will help you to become a much more efficient worker. For years now we have heard people say ‘I’ll do this when I get a round tuit’. Now that you have A Round Tuit of your very own, many things that have needed to be accomplished will be done.
Equipment

Media & Technology Support Services (MTSS, previously called ITMS) - Equipment Request Form:  [https://mtss-request.njit.edu/ers/main/home](https://mtss-request.njit.edu/ers/main/home)


Pub & Student Life Office – Already included on Event Registration & Tabling Request Google Forms

*OR* Outside Vendor, *which requires an Invoice, Contract, Purchase Order*

Side Note:  Don’t “borrow” things without permission!
Resources

Room Diagrams

Catering Waiver Form

Additional resources as we recognize them

Resources will be available on website!
Introduction of Pre-Scheduling

By November 10 or December 10, you may also submit your Spring 2018 requests for Pre-Scheduling!!

To start, all orgs are limited to pre-scheduling 3 events

Submit meeting spaces for Spring 2018 ASAP

No Org Meetings can take place during Common Hours the first 2–3 weeks of the semester outside of the CC (exception: Asking Residence Life to use their lounge spaces)

Academic spaces during Common Hour will be reviewed and approved once hold is lifted (Patience is needed as this is decided by the Registrar’s Office)
Section 1: Requester Info – Org Name, Requester’s Name, Requester's Role/Title, Cell # (Email is collected automatically)

Section 2: Event Information – Event Name, Description, Type, Requested Date & Time, Alternate Date & Time, Time Needed for Setup & Cleanup

Section 3: Additional Meeting Room Info OR Section 4: Additional Programming Space Info – Preferred Location (Building & Room#), Alternate Location, Details Regarding the Room, Single or Recurring (Weekly/Bi-Weekly/Monthly), Estimated Attendance, Additional information

Section 5: Acknowledgement
Section 1: Requester Info – Org Name, Requester’s Name, Requester’s Role/Title, Cell # (Email is collected automatically)

Section 2: Event Information – Number of Tables, Reason for Tabling, Requested Location, Fundraising, Requested Date & Time Frame (9AM–3PM or 3PM–7PM), Alternative Date & Time Frame, Additional information

Section 3: Acknowledgement
Once approved for the month, monthly calendar will be made and circulated campus wide!

- Posters printed to display
- Student Life Website
- Student Life Social Media (use on Student Org. Social Media too)
- Email to all Students
- TVs in ResLife (other locations as available)
Questions and/or Concerns?
Important Upcoming Dates

Tues, 10/31/17: Student Life & Organizations Trick or Treating!

Fri, 11/10/17: WEC Ribbon Cutting Ceremony!

Sat, 11/11/17: 1st BB Game @ the WEC & Pep Rally!

Tues, 11/14/17: Diversity Dining Etiquette! (Must register in advance)

Sun, 11/19/17: Open House! (Need 20–25 orgs to tabling)

Sun, 01/21/18: Student Organization Workshop - Spring 2018 (3:00–5:00pm)
Important Upcoming Dates - Continued

Spring 2018 Student Organizations Fairs!

1. Wednesday, 01/17/18 (2:30-4:00pm) - Meet the Greeks
2. Friday, 01/19/18 (11:30am-1:00pm) - All interest-based & recreational orgs
3. Wednesday, 01/24/18 (2:30-4:00pm) - Academic & Professional orgs
4. Friday, 01/26/18 (11:30am-1:00pm) - Cultural & Spiritual orgs

***As long as you registered your Student Organization for the year, you do not need to register for the Student Organization Fairs!!! :)***

Not yet registered? Submit here:
https://docs.google.com/forms/d/e/1FAIpQLSe4zkaqqmcKtv4fBtiMF8v117eOk1g6RcM1Aq7JrEpExUowzow/viewform
April 9-14, 2018 - Spring Week 2018 - Start planning what your org will do!! See Christina to discuss ideas and ways to collaborate! :)

April 16-20, 2018 - Greek Week AND #StayOnCampusStayConnectedWeek!

May 2 or 3 - Highlander Awards!