

Josef Korbel Event
Planning and
Information Guide
2014-2015



UNIVERSITY *of*
DENVER

JOSEF KORBEL SCHOOL *of*
INTERNATIONAL STUDIES

Updated 5/21/2014

Josef Korbel School Event Planning Guide for Staff, Faculty and Students

In this guide:

The Importance of Events at the Josef Korbel School..... 1

Key Korbel Staff Members 1

Room Reservations 1

Korbel Room Usage Agreement..... 2

Event Preparations 3

 Catering and Alcohol 3

 Guest Speakers 4

 Working with Vendors/Third Parties 4

 Audio/Visual Equipment and Technology 5

Event Registration..... 5

Outreach and Communication 5

Reimbursement 7

Additional Resources 7

The Importance of Events at the Josef Korbel School

Events foster interaction among students, faculty, staff, alumni, donors, and members of the community to promote leadership and dialogue in the realm of international studies. This guide aims to direct Korbel students, faculty and staff in creating a seamless on-campus event to best represent the school.

Key Korbel Staff Members

Student Affairs Coordinator

Kendra Grimm, Kendra.grimm@du.edu

Director of Alumni Relations

Alicia Kirkeby, Alicia.kirkeby@du.edu

Human Resources & Operations Manager

Emily Hinga, Emily.hinga@du.edu

External Affairs Development Coordinator

Jane Bucher-McCoy, jbucher@du.edu

Room Reservations

The Korbel School – 1st and 3rd Floor Rooms The Korbel Office of Student Affairs reserves Sie 150 and Cherrington 301, 309, and 310. Please speak to the Student Affairs Coordinator (Kendra Grimm: Kendra.grimm@du.edu) to reserve these rooms. The following information is required for Korbel Room Reservations:

- Date(s) of interest
- Title of event and event speaker(s)
- Times and locations
- Expected number of attendees
- Event contact name, email and phone number
- Student group/Center/Department affiliation

The Korbel School – 2nd Floor Rooms To request a reservation for the second floor of Ben Cherrington Hall, please use the 25live platform, which is the online campus reservation system at DU. To do so, enter your Banner ID and password at: <https://25live.collegenet.com/du/>

Additional Rooms In order to book rooms outside of Korbel, please see the “Building Representative and Room Directory” <http://www.du.edu/eventplanner/faq.html> for the contact list and regulations regarding room reservations. Alternate venues include:

- The Mary Reed Renaissance Room (Capacity 40 – 80)
- Graduate School of Social Work Community Room (Capacity 200-225)
- Daniels College of Business Schneider Board Room
- Sturm Hall – Various Spaces

- Anderson Academic Commons

Korbel Room Usage Agreement

Priority Use of Space Space is available in the following order of priority: 1) Board of Trustees and Chancellor, 2) Office of the Dean, 3) Korbel School classes and other academic/program use, 4) recognized student organizations, and 5) other University programs.

Reservations Please reserve the room through the Student Affairs Coordinator at least two weeks in advance by email at Kendra.grimm@du.edu. Room reservations are granted by availability. If your event is a Student Group event, you must submit an Event Authorization Form to the Office of Student Affairs prior to reserving a room. Hard copies of this form are available in Suite 101.

Approved Hours of Usage Space in Cherrington Hall is available for evening and weekend events and must be reserved via the procedure described above. If your event falls outside of normal business hours, please be aware that the building and/or room you wish to use may be locked. If this is the case, please contact Campus Security to unlock the venue.

If your event falls within normal business hours and requires facilities or AV setup, it may be possible to request that the professor holding class in the space directly before or after your event adjust the start time or end time of the class to accommodate setup. If this will be necessary for your event, please contact the professor no later than one week prior to the event to obtain his or her approval. If it is not possible for the professor to accommodate your event's needs, it may be necessary to adjust the start or end time of your event.

Facilities If you need assistance with the classroom set-up/tear down, please submit a work-order to Facilities at least 5 days prior to your event at <http://fac-work-orders.du.edu:81/home.html>.

Liability The University and Korbel School shall not be responsible for the loss or theft of personal property, or damage to personal property of the user or any of its employees, guests and participants during the use of the facility, buildings, properties and service of the University during the course of the event.

Risk Assessment If this is your first time planning a Korbel event, and you are concerned with risk management, please contact DU's Office of Risk Management. The website is <http://www.du.edu/risk/ra/event.html>.

Notice of Cancellation If the user no longer needs the room at the time it is reserved, the user must notify the Office of Student Affairs at either Kendra.grimm@du.edu or issta@du.edu immediately.

Fees and Charges There is no room-usage fee. The user is expected leave the room in the same condition it was in at the beginning of the event. If it is not, the user will be assessed for clean-up and/or re-set up services or damages to the facility caused by its usage. In addition, the user

is responsible for any charges from outside entities, such as catering, room set-up, custodial, parking and multimedia services.

Event Preparations

Catering and Alcohol

Catering Catering fees must be approved by a request form sent to Human Resources and the Korbel School Operations Manager. Each school has its own rules about whether or not you are required to use Sodexo (on-campus catering). Students, faculty, and staff of the Josef Korbel School do not have to use a specific catering company. However, events held in other spaces in campus, particularly the Anderson Academic Commons, require Sodexo catering and do not permit outside food and beverages. Be sure to confirm this detail when booking the room for your event.

The Student Affairs office does keep a limited supply of paper goods (plates, plastic cups & silverware, napkins) on hand for student group events. If your event is a student group event and you will need to use these items to serve food, please notify the Student Affairs office TWO WEEKS in advance so that an appropriate amount of each product can be obtained for you. If advance notice is given, Student Affairs will cover this cost for you. If no advance notice is given, the cost of paper goods will be your responsibility and will be taken from your student group budget.

Alcohol Sodexo does not provide liquor themselves but they do provide a bartender for \$100. Korbel typically uses Morgan's Liquors (303-777-3981), which provides free delivery. Employees at Morgan's Liquors can help you make appropriate alcohol selections for the food offered at your event, as well as help you determine how much alcohol to order.

Catering and Alcohol Policies The University of Denver has established guidelines for the purchase and distribution of alcohol at on-campus events for graduate students. For on-campus graduate student events using money collected from graduate student activity fees, approval to serve alcohol must be granted by the Associate Provost for Graduate Studies no later than 30 days prior to the event. The approval form is found online at http://www.du.edu/gsg/media/documents/Alcohol_Approval_Form.pdf. If the event involves an audience wider than just graduate students (faculty, staff, alumni, community members), the alcohol policy does not apply. For more information on the University of Denver's alcohol policies, see the DU Policy Manual, available online http://www.du.edu/bfa/media/documents/policy/Alcohol_Expenditur and http://www.du.edu/gsg/media/documents/Alcohol_Guidelines.pdf.

For events held in spaces that require Sodexo catering, alcohol may only be served by a licensed bartender (i.e. TIPS certified) who is an employee of the approved caterer working at the event. Events in non catering-exclusive venues that involve liquor sales (i.e. cash bar) require a Liquor License from the City and County of Denver. However, if alcohol is only served and not sold (i.e. host bar) a Liquor License is not necessary.

If you are planning on serving or selling alcohol at your on-campus event, please discuss your plans with the Korbel School Operations Manager to make sure your event meets all requirements.

Guest Speakers

Parking Contact the Office of Parking Services (303-871-3210) as soon as the event date is set so they are aware of the event and can assist with arranging parking. You may also contact their office with your department/student group budget number for parking passes for Korbel lots.

Transport Contact Palma Limo (303)-332-9187) for cars and SUVs to and from the airport and for transport to and from hotels. There's also Super Shuttle if you need a cheaper option. DU has a discount code (DU001) for use with Super Shuttle. Please schedule transport as soon as you have confirmed your speaker's needs in order to make sure our preferred vendors can accommodate your request.

Lodging and travel costs

- Faculty-requested speakers – Contact Emily Hinga or Kendra Grimm.
- Student Groups – If your group is bringing in an outside speaker and you need to make hotel or travel reservations, please speak with Kendra Grimm in the Office of Student Affairs as soon as possible to make arrangements.

Guest Wireless Access Request guest wireless access from University Technology Services at <https://taurus.cair.du.edu/uts/networks/networkGuestForm.html>.

Campus Safety It is highly encouraged to contact DU's Campus Safety to notify them in advance of events with well-known and/or controversial speakers/discussions. They can be reached at 303.871.2334.

Working with Vendors/Third Parties

Whenever you are working with a new third party for services (rentals, catering, hotel, transportation) always request a certificate of insurance using the [COI Request from 3rd party form](#) based on the [Insurance Standard Terms & Conditions](#). Some vendors, including those named specifically in this event planning guide, are already established within the DU system, making this step unnecessary. If you are unsure if your vendor already has a contract with DU, please contact the Korbel School Operations Manager.

Audio/Visual Equipment and Technology

Josef Korbel School equipment All staff responsible for events must be trained in utilization of equipment, microphone and other logistical items by a representative from the Office of Student Affairs.

Additional Audio/Visual Equipment and Technology Contact [Event Media Support](#) (Campus Events) at the Anderson Academic Commons at 303.871.6060. **Please note:** Campus Events needs at least one to two weeks of notice before any event. Remember that different technology services have different pricing. Event Media Support will use the appropriate office budget for the event. Coordinate with Event Media Support for post-event media utilization – video, podcasts.

Event Registration

Tracking RSVPs and attendees for your event is strongly encouraged. DU Purchasing often requires lists of attendees for events that use staff member's Purchasing Cards, and this information may be required from any student group at any time, according to DU's internal auditing policies. Maintaining lists of RSVPs, broken down by affiliation with the school (faculty, student, community member), is therefore part of event planning best practices. You may use your personal email address for RSVPs and track attendees via Excel.

iModules DU uses iModules, an event registration system. Access to iModules requires training via University Advancement. If you would like to use iModules to track attendees for your event, contact the External Affairs Development Coordinator to discuss the possibility of an iModules-registered staff member assisting with your event. If you hold numerous events and want to establish your own iModules account, contact Erica Wood, Alumni Relations, 303.871.3286, Erica.wood@du.edu for information on iModules training.

Outreach and Communication

Korbel Event Calendar

The first step when deciding on a date/time/location for an event is to check the Josef Korbel School calendar. If all events are posted in this central location it will alleviate overlap and will (ideally) result in greater attendance at all events. Staff has access to this shared calendar, and faculty and students should put their events on the calendar through the Office of Student Affairs.

Josef Korbel School Calendar

If you click "view all events" on the Josef Korbel School website, it will direct you to the Korbel student-wide calendar. To submit an event, click the "Submit Event" button on the top right corner of the Korbel Calendar. Fill in the relevant information and click "Add." To edit the title formatting or send event notifications, click the "Style" and/or "Email" tabs at the top of the page BEFORE clicking "Add." All events that are added to the calendar are automatically pulled into the news feed on the Josef Korbel School homepage.

The Office of Student Affairs handles promotion of events to current students through the weekly student newsletter, hard copy posters, electronic flyers and the student list serve. The first step is to submit a Korbel Quick Event Submission Form electronically. This form can be found on the Student Affairs portfolio page under the Korbel Quick tab.

- **The Korbel Quick** This is a weekly newsletter that is emailed out to students on Friday mornings. To submit an event for the Korbel Quick, the Event Submission form needs to be turned in to Student Affairs by **the Wednesday before the date of mailing**.
- **Flyers** There are three locations to hang flyers at Korbel: the bulletin boards in both main entrances to the building and one bulletin board in the back of the Cyber Café. If you would like to hang flyers in these locations, please bring them in to the Office of Student Affairs for approval before hanging them up. You can also include flyers in staff/faculty mailboxes. Do not post flyers on doors or other locations unless pre-approved, and please consider the environment as you plan your marketing campaign. If you have already submitted a PDF copy of your flyer as part of the Event Submission Form, you need not hang up flyers yourself—Student Affairs automatically hangs three color copies of your flyers to each of the bulletin boards in this case.
- **Portfolio** The Event Submission Form (on the Student Affairs portfolio page under the Korbel Quick tab) includes a space for you to upload a copy of your event flyer. If you would like your flyer posted online to the Portfolio page, please indicate this on the form and the Student Affairs staff will post it for you.
- **Student ListServ** The Office of Student Affairs has access to a listserv containing all current MA and PhD students. If you would like to utilize this listserv, email Student Affairs your event information and an image of your flyer, and they may forward your flyer to the listserv. Student Affairs maintains discretion in forwarding your emails in this manner, and will only send out information about the same event once per week. Draft your email content and subject line accordingly.

Office of the Dean

Faculty/Staff ListServ. Send your request and event flyer and/or details to Janet Roll, Executive Assistant, janet.roll@du.edu.

Office of Korbel Admissions relies on student marketing assistants to write articles about events and faculty/staff/student/alumni profiles. We will do our best to accommodate your request, however we cannot guarantee all events will receive coverage.

- **Social Media** If you want your event featured on the Josef Korbel School Facebook page or Twitter please fill out the Korbel Quick submission form and indicate that you would like your event advertised on Facebook or Twitter and we will forward the information onto the Director of Communications.
- If you want an article written about your event, please send an email to Korbel Admissions, at least two weeks prior to your event, and include the following information: the date and time of your event, the location of your event, featured speakers or content, and RSVP information.

The Office of Graduate Admissions administers the following Social Media channels: [Facebook](#) - Public group with over 1,600 fans. [Twitter](#) - Public feed. [YouTube](#) - Public channel with over 50 Korbel-related videos. [Flickr](#) - Public channel with Korbel-related photos. [Wordpress](#) – Over 15 current Josef Korbel School blogs and an admissions student blog.

Reimbursement

At the University of Denver, reimbursements are handled by the Purchasing Department, **not** by Korbel School staff members. It is therefore crucial to follow all reimbursement guidelines in order to ensure that you will receive your funds in a timely manner.

If you use your personal debit or credit card to make purchases in the course of planning an event, you may submit those expenses for reimbursement. The Korbel School Request for Reimbursement form is available online on the Student Affairs Portfolio page, <https://portfolio.du.edu/issta>, under the JKSSIS Student Organizations section on the left side of the page near the bottom. Hard copies are also available in the Student Affairs Office in Suite 101. Once you have completed the form, attach all receipts to a separate piece of standard printer paper with clear tape. **Remember: DU will not reimburse you without an original, itemized receipt.**

It is also important to remember that DU is tax exempt. When making purchases for which you expect to be reimbursed, give the retailer or vendor the Tax Exempt Number – 98-00574. Hard copies of the tax exempt form are also available in the Student Affairs Office in Suite 101. **DU will not reimburse you for tax.**

For more information on DU's reimbursement policies, visit the Purchasing website <http://www.du.edu/purchasing/reimbursements.html>. If you have any questions about purchases made for events and reimbursements, contact the Operations Manager.

Additional Resources

DU Photographer Wayne Armstrong, Photographer 303.871.3077 Wayne.Armstrong@du.edu.

DU Videographer Jeff Haessler, 303.871.4632 jeffrey.haessler@du.edu.

Photos, logos and style guides The Josef Korbel School currently has a shared web and marketing drive which contains the following types of photos: campus, Colorado, faculty, staff, alumni, current students and events. Also found on this drive are style guides and DU/Korbel logos. If you are interested in gaining access to this drive, please contact Jason Gardner or the UTS help desk at 303.871.4700.

External Media Relations If your event will attract media attention to campus (e.g. controversial topics, large scale events, etc.), please contact the office of News and Public Affairs (NPA). Since DU is a private institution, all media must have permission from NPA prior to arriving on campus.