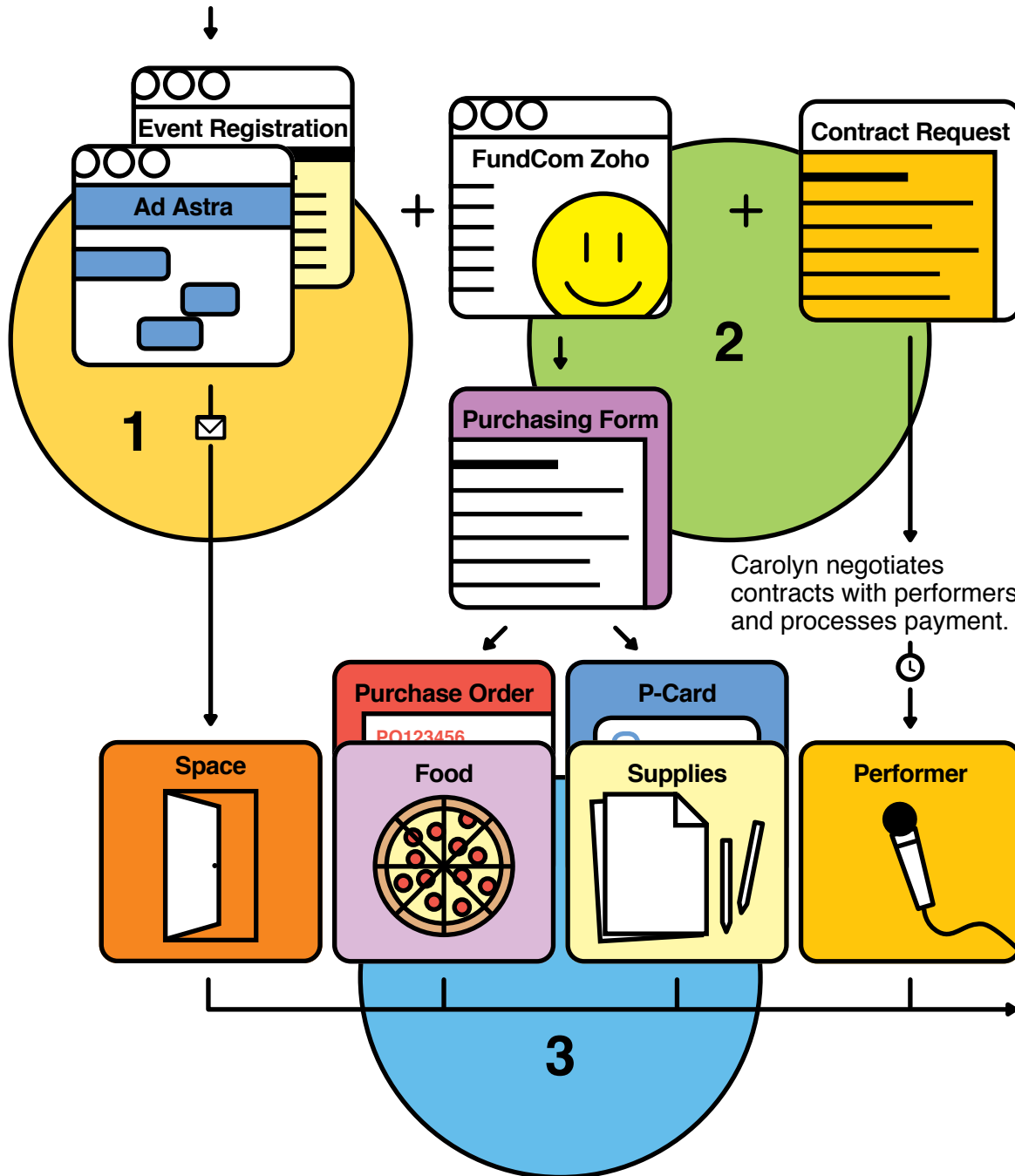


How to: Plan an Event

Start here.



1. Reserve a space. Is your event on campus? You need to reserve a space. Most on campus event spaces (FPH, the Prescott Tavern, and the Red Barn) are reserved through **adastra.hampshire.edu**. If you need to reserve a different space on campus, use the **CLA Event Registration Form**, which you can find at hamp.it/erfinfo. You should receive an email from event services when your space is reserved and you're waiting for CLA approval. Make sure to reserve your space at least two weeks in advance to leave time for the rest of the event planning process!

2. Get funding. The first step is always to submit a request to FundCom through Zoho at least **two weeks** before your event. Select event request from the list at the left and fill it out. If you're requesting more than \$250, or paying a performer, make sure to submit the request at least two weeks in advance. Once your funding has been approved by FundCom, head to CLA and fill out purchasing forms to use it. Check the back of this sheet for more information. If your event involves paying a performer, fill out a **Contract Request** form at the CLA Office and give it to Carolyn at least two weeks before your event.

3. Event time! If you used a PO, don't forget to return the purchasing form and an itemized receipt to the FundCom Paperwork Mailbox in CLA.

Finish!

How to: Purchase Goods & Services

The purchasing form is the best way to use money given to your group by FundCom. You can find one to fill out in the CLA Office.



Purchase Order

A PO is the easiest way to pay for food for your group. You don't have to front any money, and you have a wide variety of vendors to choose from. To use a PO, first fill out the purchasing form up to the receipt submission section and submit it to the FundCom Paperwork mailbox in the CLA Office at least 4-5 days before your event or meeting. Check your student group mailbox about 2-3 days before your event or meeting for your purchase order.

Use the purchase order or the red PO number on it to order your food. Make sure to get an original itemized receipt, and to keep the purchasing form. After your event or meeting, fill out the receipt submission section of the purchasing form, and return it with the itemized receipt to the FundCom Paperwork mailbox at CLA.

You can use a PO at Atkins, Black Sheep, Crazy Noodles, El Comalito, Fresh Side, Moti, Sibies, and Whole Foods. You can also use a PO to order from Delivery Express - just make sure to **put Delivery Express as the vendor**, not who you're ordering from through Delivery Express. Delivery Express vendors include Amherst Chinese, Antonio's, Arise Pizzeria, Arizona Pizza Company, Baku's, Bistro 63 at the Monkey Bar Grill, Bueno y Sano, Chili's, College Pizza, Crazy Noodles, Cushman Market & Café, Ginger Garden, GoBerry, Hillside Pizza, Judie's, Just Doggin' It, La Veracruzana, The Lone Wolf, Mission Cantina, Oriental Flavor, Panda East, Paradise of India, Pasta e Basta, The Pub, Rafter's, Subway, and The White Hut.

Purchasing Card

A P-Card is basically a college credit card. You can request to use this to buy stuff online, at stores that don't take a purchase order, or to pay for things like lodging and trip expenses. To use a P-Card, fill out the purchasing form and make an appointment with CLA staff to make the purchase.

Mixed Nuts Transfer

This allows you to buy snacks and food from Mixed Nuts for your group by directly transferring money from your group's account. You will need two additional signers and your student group's account number, which you can find on Hampedia.

