MSA: Event Planning FAQ

My club is hosting an event. How do I begin to organize the planning for this event?
1. Submit Event Form for approval to VP of Ops and VP of Finance
   a. Depending on audience, work with the MBA Program Services office (Sofia Dang or Nancy Escobar) on what date and time works best. See “Additional Tips” section below.
2. If approved, forward the approved request form to the MBA Program Services office (Sofia Dang or Nancy Escobar) for event space reservation.
3. If applicable, submit to Career Center for CCS posting.
4. If inviting alumni to speak or attend, notify Alumni Relations.
   a. Refer to alumni relations cheat sheet.
5. Contact VP of Communications to post event on MSA Newsletter.
   Hint: contact the Merage Marketing dept. if additional help is needed in marketing the event.

What is the process for serving alcohol at an event?
1. An alcohol permit is required for all events where alcohol will be served. To download a permit and review policies: http://www.food.uci.edu/Alcohol%20Main.php *Note the 20 business day approval timeframe
   a. Complete details of your permit request (event information section).
   b. Forward to MBA Program Services for pre-approval signatures (event location approver & approving authority).
   c. Once approved, MBA Program Services office will notify you to pick up the permit and forward to food@uci.edu to request a bartender.
2. It is University policy to have a licensed bartender serve alcohol for all events on campus with 50 or more students. Contact food@uci.edu to request a bartender. Please note the following fees associated.
   a. $35 for the set-up fee.
   b. $50 per hour for the service with a minimum of 2 hours.
   c. Plus tax, it ends up being $137.80 (for 2 hours).
   *price subject to change
3. Any event where alcohol is served requires a staff member present.
   Hint: supply your own alcohol and cups to save on costs.

How do I order catering?
1. Here is a complete list of approved caterers: http://www.food.uci.edu/catering_list.php
2. For another vendor with competitive pricing: contact lettucecater2u@yahoo.com for an estimate and menu options
   Hint: If it’s a small group of just students, clubs can provide their own snacks (i.e. pizza, cookies and soda) without additional approval.

How can I arrange parking for my guest speaker?
1. Each MSA Club can request up to two (2) Merage School parking permits per quarter for MSA Club events. Please note that parking is not guaranteed and is reserved only for guest speakers and special
guests, not students, staff or faculty. Please email the MBA Program Services office with the following information:
   a. MSA club name
   b. Full name of visitor
   c. Email
   d. Purpose
   e. Date
   f. Time

Additional tips:
1. If you plan to invite part-time and executive MBA students, please be mindful of their class schedules:
   a. For part-time MBA students (FEMBA), consider 5:30-7pm time frames, Monday-Thursday. Or, Saturday afternoons after 4:30pm for the FEMBA hybrid section. They are on campus for class 4 Saturdays per quarter, 8:30-4:30pm.
   b. For executive MBA students (EMBA & HCEMBA), consider Friday evenings after 5pm.
   c. For additional guidance regarding schedules, contact the MBA Program Services office (Sofia Dang or Nancy Escobar).

2. A staff member is required to attend your event if either of the following apply:
   a. Alcohol will be served
   b. Event location is the 3rd Floor Grand Terrace or the Colloquia Room.

3. Promoting your event:
   a. Promote at least 2 weeks in advance with a reminder the week before and the day before the event.
   b. Post on the MSA calendar
   c. Post on the MSA weekly newsletter. Email VP of Communications.
   d. If alumni invited, post on Alumni Newsletter. Contact Alumni Relations on the timeline.
   e. Remind Class Reps to announce to class. DO NOT use the section/class email distribution lists.
   f. Post on Facebook class pages
   g. Post on the hallway monitors by emailing BrightFuture@merage.uci.edu.
   h. If posting fliers, Merage Facilities ask that you use painters tape (blue tape) and only post on the designated bulletin boards or magnetic board. And add a footnote of “Post until [date].” Fliers posted anywhere else will be removed. Multiple copies may be displayed as a “take one” on the reception counter next to the SB1 lobby elevator.

4. If your event or meeting is in a Merage classroom with recording capabilities, you may manually record it for students who are unable to attend by using the podium controls. At the end of your event or meeting, turn off the recording and submit a FixIT ticket to have it posted on Mediasite. When submitting the ticket, include the date, time, classroom location and title of the event, “MSA | [Club acronym] – [Event name].”