

UPPER QUADS BASH GUIDEBOOK

Ithaca College Residential Life- Triple H & BRT

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Introduction

Welcome to the Upper Quads Bash Guidebook all information that was collected through emails, meetings, previous knowledge gained by putting on this event and anything else that could be used in future years was included in this guidebook. I hope that it helps you in putting on this tradition event. The history of the event began in early March of 2015, with an idea from the Triple H Special Events Action Team. Through talking with the BRT Special Events Action Team and joined forces to create the Upper Quads Bash Planning Committee. This group of 10 RAs and 2 RDs were the spearheads of all aspects of the event that took place on April 24th, 2015. During this entire process it will be very important to make sure that all ideas and thoughts are included within all of the events and planning go into this event as the RAs that are working on this event all are on the same level even if some do more work than others.

There is a very high need for professionalism not only within the RA position but also within the planning of this event. Normally teams/groups will have a leader, in this case the leader for this group should be the one that is the point person for the event, they know everything about it, the in and outs, and can answer any questions that anyone might have. That being said the group and the leader especially will be meeting with many campus offices and high standing people to clear insurance, and coordinate event efforts through the many campus offices. Make sure that in all emails, face-to-face, and phone conversations you are holding you and your team in the best light possible. Use your RD or group as a way to pass ideas and double check anything that you might think could stir the pot.

As a few starting notes we encourage you to get started in planning this **at least** 5 weeks before the event, this is the very latest that you should begin planning as many things can change and go wrong and you need to make sure that you have time to accommodate for it. This guidebook covers a lot of information and may not have all of the information you are looking for in one place, I encourage you to read the whole thing through first since there may be items that require earlier action than others. We have included the different paths that we took, even if we did not use them in the end. We have also included some ideas that we had but were not able to do due to budget, or timing issues. Some of these ideas were explored but then abandoned, so there may be base work already included within this guidebook. I hope that all of the information that has been provided helps you for future years. Please don't forget to add your own information that you collect and add it to this to ensure that the Upper Quads Bash stays a great event for years to come. A flash drive has been included within this guidebook with all of the files and documents used and created, as well as all email communication for the 2015 Upper Quads Bash. If you have any questions about the event, or guidebook that you need answered feel free to email me at gschult1@ithaca.edu.

Sincerely,

Griffin Schultz, Upper Quads Bash Planning Committee Co-Chair 2015

Timeline for 2015 Upper Quads Bash

This is a rough estimate of when began planning and secured some of the items for the event for the 2015-year.

Early March 2015- Original Idea Proposed

Thoughts of having competition games between Triple H and BRT, found that having an end of the year celebration would work better and could attract more people.

Spring Break 2015- Obtained Pricing Quotes and Meet w/ Campus Offices

Got quotes for inflatables from Bobby K Entertainment, and Dougherty's Party Services.

Bobby K- was unable to do the event because so many of their staff would already be working other events on our date, they would allow us to rent from them but only if we spent \$2,000 or more. Dougherty's Party Services- gave great quote, but was not cleared through college insurance policies. During this time you should also meet people from the Office of Risk Management, Environmental Health and Safety, Public Safety, Facilities Electrics, and CCES.

Start of 4th Block- Start Weekly Meetings

To make sure that everyone was free during these meetings they were held either before or after staff meetings. These meetings will flux greatly in time depending on updates for the group, make sure that everyone understands that this is a very large event and requires a lot of time put into it. With these meetings you must also divide up tasks early on.

3 Weeks Before Event- Release First Advertisements

Just a quick ad that shows the name of the event and the date will do, since much of the event might still not be confirmed.

Department Meeting Before Event- Event Presentation

Make a quick presentation to the all department meeting, to make sure that all RAs know about the event and can also tell their residents about it.

Staff Meeting Before Event- Brief Staffs

Meet with the Triple H and BRT staffs during staff meeting to make sure that everyone knows what is happening for the event.

3 Days Before Event- Final Advertisements Released

Make sure that by this point all ads have been released to residents.

Day Before Event- Send Out Specific Duties

Send out the list of duties that explains what people working at each station will be doing, to all RAs working the event along with the schedule of who is working what.

Day of Event- Ensure Event Runs Smoothly

3pm-7pm: Inflatables, Lawn Games, Cotton Candy 3pm-6pm: Photo Booth

7pm-9pm: Firepit w/ S'mores 9pm-onwards: Movie on the Quad

This is the all hands on deck time that everyone from staff will be working make sure that people are where they are suppose to be.

Event Planning

All of the items that are listed are items that we talked about or had at the 2015 Upper Quads Bash, by no means is this the only activities that should be considered, but these do lead as a stepping stone if you wish to continue or build upon these events.

Inflatables

For the 2015 Upper Quads Bash the inflatables were the toughest part of the event to pull off as well as the most expensive. You will need to provide the various offices you are working with, a map of where everything will be located for the event. For this aspect to be successful the event had to pass through the Office of Risk Management. Risk Management then has to review the insurance and contracts to ensure that they meet the college guidelines and that everything is legal. This process can vary greatly depending on if the vendor has already worked with the college. With this processing it should take Risk Management about 2-5 business days to review the event for meeting. You need to submit the event online at this link as well as the link that insurance policies must meet in order to be cleared by Risk Management:

<http://www.ithaca.edu/riskmanagement/events/>

<http://www.ithaca.edu/riskmanagement/insurance/>

Listed beneath is the sample event form and all information used to fill it out:

Sample Risk Management Form

To conduct a risk assessment on a proposed event, please complete the form below. Your responses should be comprehensive and descriptive, which will expedite the process. Risk Management and Public Safety will review your event and contact you to discuss it further.

The amount of time required to review a proposed event varies depending on the nature of the event. Students must have their professor or adviser approve the proposed event prior to submitting this form to the Office of Risk Management & Public Safety. When asked to explain your risk management plan below, examples to keep in mind are how you plan to mitigate injuries, supervision for event, # of volunteers, how you plan on keeping a controlled environment, will a Public Safety staff member be present (for on-campus events), have you discussed your emergency protocol with Safety, inclement weather plan, provide map of area to be used, pedestrian safety plan, are regular meetings occurring with your planning group prior to event, communication plan among group planners during the event to maintain safety, etc.

Date: 4/24/2015

Start Time of Event: 3:00pm

End Time of Event: 12:00am

Name of Event Organizer: Griffin Schultz

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IC Email: gschult1@ithaca.edu

Phone #: (401) 932-0819

Student/Faculty/Staff: Student

Provide name of other involved in planning this event: Josh Couce, Katharine Beaulé,

Nick Davis, La Maria McDonald, Emily Laino, Sara Yagan, Andrew McManus,

Jennifer Francisco, Elena DeLuccia, Michaelangelo Misseri, and Peggy Arcadi

Purpose of Event (please be detailed): Residential Life Program for an end of the year celebration

Is this event for academic credit: No

If for credit, provide course name: N/A

Has your advisor approved this event: Yes

On Campus or Off Campus: On Campus

Where will the event occur: Upper Quads Quad (Outside)

Explain context of event, including all activities and props/equipment/etc (please provide specific details): From 3-7pm we are hoping to have inflatables on the quad which include a Velcro Wall, a Bungee pull, and inflatable sumo suits. We are also exploring the idea of getting a snow cone and cotton candy machine from the same rental company. We will have RA's staffing all of the inflatables at all times, and will be stamping residents hands when entering the event. Lawn games from the Fitness Center will also be used during this time. We will also be asking vendors from the downtown area to donate food and gift cards to the event to raffle off. After 7pm we have been approved by EH&S for a fire pit and have s'mores during that time. At 9pm we would then transition into a movie on the inflatable movie screen that Residential Life owns.

Who owns the equipment/property/props in above question?: 3-7pm Materials:

Dougherty's Party Services and Fitness Center, 7-9pm Materials: EH&S, 9pm-onwards Materials: Residential Life & AV Tech from ITS

Have you been working with your adviser or professor to plan this event?: Yes

If on campus, which office are you working with to reserve the space/location?:

Office of Residential Life

Please share your risk management plan, as described at the top of this form: For this event we are planning on having the RA staffs from the Triple H and BRT housing clusters working (about 34 people) during the event. We will also be requesting help from the first year council groups from each of the housing clusters, which should provide us with about 10 additional people. We will be having no less than two Residential Directors at the event as well. On staff we have a RA that is a certified EMT and if injury occurs he is bound by law to assist in the situation. With the large number of Residential Life staff members we will station them throughout the event to make sure that there is one close by all activities and supervising students. We will ensure a controlled environment by only allowing a certain number of students in at a time to the event, which will control the crowds. Since this event is planned to take place near a residential area which requires easy access to fire lanes and other emergency passageways, no events will block or slow pedestrian or vehicle access to these passages. We are planning on running wires across

some walkways and will be checking with EH & S and Grounds electrics about the best location and placement of these wires. The main event planners are also going to have walkie talkies to communicate during the event to make sure that information can easily be passed around and emergencies can be handled swiftly. In case of inclement weather we will be cutting some of the events such as the firepit and will be holding the inflatables and movie screen in the Mondo and Wood Gyms in the fitness centers.

Who is your target audience (who will participate)?: Upper Quad Residents mostly, but any student that is passing by can participate in the events

of participants?: 400-600, but we are not expecting this number all at once, we are planning on having no more than 100 people at anyone time.

Age of participants: 18-22

If applicable, have you received permission from the off-campus site to hold event?:
N/A

If off-campus event, has the site provided you with any documents for the college to sign: N/A

External Company Information

Since Ithaca College does not own inflatables you need to use an outside vendor for this. The college already has a list of approved vendors that you can use, for events. Ask the RD or email Risk Management to get a copy of the list. You are able to use vendors that are not on this list but it will take 2-3 months to get them approved. The other thing is that their insurance might not clear, which is exactly what happened with Dougherty's Party Services.

Bobby K Entertainment

Bobby K Entertainment is an approved vendor with the college, but is way more expensive than other vendors in the area. Try not to use them since you can find others that will provide more for less.

Dougherty's Party Services

Dougherty's Party Services located in Syracuse, NY was the first company that we explored using. The owner of Dougherty's said that they have worked with many other colleges before and that they have never had a problem working with college insurance. We went forward with the paper work and clearing insurance for over a month. A week before the event the insurance got approved as long as Dougherty's changed a piece within their proof of insurance form. Dougherty's then told us that his insurance company would not allow that to happen, which then caused the insurance to be denied. Their quote was the cheapest, and would only be there to set everything up and break it down which meant that RAs would have to provide all of the work monitoring the inflatables, which is why the cost was so low. The original quote was just for a Velcro Wall, Sumo Suits, and a 4 Way Bungee Challenge plus a

\$50 delivery fee. The cost of this came to \$1,025. We then added the cotton candy rental and 350 servings as well which bumped the quote up to \$1,190. Dougherty's also said that they would come 2 hours before the event to set up. This company was the cheapest that we found but due to the insurance not clearing we were unable to use them. Contact info: Rick Vinal, rvinal@doughertys.net

CNY Attractions

CNY Attractions was the company that we ended up using. This company was found the Friday before the event while they were working First Year Friday. We knew this company was already on the approved vendors list since they have worked a campus event. They were very willing to work with us and provided so much help in the days before the event. This company not only had most of what we were looking for but then offered to knock their prices down since we were originally planning on working with a smaller budget. They were willing not only to communicate via email, but also phone and text, which was incredibly helpful since we only had 72 hours to finalize all aspects of the event. We ended up renting a Velcro wall, a jousting ring, an inflatable obstacle course, a cotton candy machine, and a photo booth. The final cost for everything was \$1,975. The invoices are explained below; with the real prices and then the discount he gave us. Also the photo booth was extremely popular and they offered to extend it for another hour for an additional \$100, which we took advantage of. The most popular events there were, in order, the photo booth, the jousting ring, and the obstacle course. The Velcro wall was not as popular because they would have to get in the Velcro suit, and the wall was not very sticky. There was a cotton candy machine that was purchased last year for Res Life so the cotton candy cost can be eliminated for future years, expect for the purchase of cotton candy sugar, and the paper sticks to spin the cotton candy on to.

Attraction-Price We Paid/Real Price

Velcro Wall- \$250/\$475

Jousting Ring- \$325/\$525

Obstacle Course- \$350/\$525

Cotton Candy- \$600/\$720

Photo Booth (2hrs)-\$350/\$450

Extra Booth Hour-\$100/\$150

CNY Attractions was super helpful and would recommend using them again if the budget allows it. They work with you to create the photo booth strip design so you can have a personalized version for your event, a sample has been included in this guidebook. Also listed below is the listing of activities that CNY Attractions offers, they are also looking to expand in the future and have said that if there is anything that they don't have but you are looking for they may be able to get ahold of it. They also have DJs and other non-inflatable activities that can be rented. Contact info: Mike Cirri, mike@cnyattractions.com



CNY ATTRACTIONS LIST OF ATTRACTIONS

JANUARY 2015

ATTRACTION	DESCRIPTION
Balloon Art	We work with you to make sure the creations and colors for our live balloon twisting are appropriate for your event. We are also available (will quote per event) for larger balloon sculptures or arches.
Caricaturist	Cartoon drawings done on the spot with hilarious results
Carnival Games	With 20+ carnival games in our inventory, we've got something for every type of event. Need prizes for the games? We can do that too! Delivery, setup, breakdown and pickup are included for events we staff (Staff rate \$30/hour/game). Additional charges for delivery apply for events we do not staff
Casino Games	We provide you with everything you need for a night of fun, action-packed, exciting casino action. We provide the tables (poker, black jack, roulette, craps), cards, chips, dealers and pit boss to give the most realistic look and feel to our casino setup. To comply with NYS gaming laws, games are played with 'fun money' and no monies change hands.
Clown	Our clown is great for more than just clowning around. Person to person entertaining, juggling, group entertaining and shows are just a few of ways we entertain you at events.
Cotton Candy	We arrive with everything needed, including staffing, to provide on demand cotton candy (in bags or on cones) for your event.
DJ	Full DJ Services
Dunk Tank	You have someone sit over a large tank of water, while your guests throw balls at a target. Strike the target and boom, the seat tips and whoever is sitting on it is dunked!
Face Painting	Our staff face painting artists are ready to create memories during your next event! Pre determined designs or free style, your preference would be our pleasure to create.
Glow Volleyball	We will transform your volleyball court into a true glow in the dark attraction. Utilizing your volleyball posts, we will install our glow in the dark net, outline the court boundary with our special glow markers and light up the entire area with our high powered black lights. We will then use our glow in the dark volleyball to provide hours of fun.
Henna Tattoos	Incredible details, fast application and long lasting
Hot Air Balloon	A tethered hot air balloon will typically rise to a height of about 50 to 70 feet. This may not sound like much, and even when you're watching from the ground it doesn't look very high. But when you're in the basket, you may be surprised at how high it feels! The ride itself lasts approximately 5 minutes, and each of our balloons can carry 3 or 4 passengers besides the pilot. This means that in a 2-hour period, we may be able to give nearly 100 people rides, per balloon--assuming the wind and weather cooperate!
Inflatable Obstacle Course	40' of climbing, crawling, dodging and sliding as two people race side by side through the course. Suitable for all ages, this will add an element of fun to any event.
Inflatable Joust	In the safety of an inflatable base, two participants wearing protective head gear battle with our soft joust rods to knock the other off their pedestal.
Inflatable Twister	It's the game we all know but super sized!
Inflatable Rock	Our 28' tall 3 position inflatable Rock Wall is not only an eye catching centerpiece

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Wall	attraction, but is also extremely fun and challenging. For full capacity, this unit requires 4 operators. We can provide operators or train yours.
Inflatables (others)	We have ~30 inflatables in our inventory
Juggling Workshops or walk around entertaining	Learn to juggle or have a roaming entertainer wow the crowd with lots of interaction with guests. Either way, having our professional juggler at events will be a sure hit.
Karaoke	We have the music that makes your heart sing and your soul dance! Make your occasion perfect with our Karaoke setup. We don't just give you the equipment, we staff the event with a high energy and personable attendant to enhance your experience!
Laser Tag	<p>Our equipment gives you the flexibility to bring laser tag anywhere. Our arena obstacles can be positioned outdoors or indoors in large areas like gymnasiums. We can easily fill an area as large as 6000 square feet with over 20 light-weight obstacles.</p> <p>You're not limited to playing laser tag at night any more. The professional grade equipment used by CNY Attractions allows for play during the day, night or anywhere in between. We can even adjust the power level of the equipment so the game is fun and challenging. Here's some of what makes our laser tag gear unique:</p> <ul style="list-style-type: none"> • Red dot scopes on every laser tag gun • Realistic weight, look and feel • Multiple sound effects let you know when you're hit and when you tag an opponent • Ranges of up to 300 yards • Single shot, burst shot or full auto • Adjustable stocks <p>The equipment allows you to play team games and scenario games. It's Call of Duty brought to life! We have flags, obstacles, medic and ammo centers. There is no limit to the unique games we can play.</p> <p>And, unlike almost all other portable systems, CNY Attractions laser tag equipment is radio controlled, so you'll receive an audio feedback every time you successfully tag an opponent.</p>
Mechanical Bull	Our mechanical bull is tough enough for the toughest he-man but still safe enough for children, too. So make your next event a bit wild.
Mini Golf	<p>Why travel when we can bring mini golf to you! Our 9 hole mini golf course is great for indoor or outdoor events all year long. Tight on space, no problem! We can customize our course to fit into any available space. Have lots of space, great! We love to mix things up to make our course both fun and unique.</p> <p>We will supply you with everything you need, and we can even take care of the setup, breakdown and running of your event. Balls, clubs, hole markers, obstacles, score cards, carpet for under and anything else that is needed. We will also work with you to design a course layout that works for your location.</p> <p>**GLOW IN THE DARK OPTION ** Let us take your mini golf event to the next level! We can supply you with everything you need for a true GLOW IN THE DARK event! We will make the tees glow, the balls glow, the holes glow and everything in between! You won't believe how much fun it is to play in the dark!</p>
Photo Booth	<p>We will work with you to create a background for the photos that matches the theme of your event and staff the photo booth for the duration. We make the event fun for all by encouraging use of the booth, demonstrating props and just overall being personable with those who will be having their photos taken.</p> <p>Here is what is included in the price:</p> <p>* Unlimited photos during the event</p>

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	<ul style="list-style-type: none"> * Props * Attendant * Prints for everyone in the booth for 2x6 photo strips * Photos printed on the spot on our high quality professional grade printer * CD of all event photos for you at the conclusion of the event * Traditional booth layout or we can remove the back if you expect larger groups to utilize the Booth
Sand Art	Exciting designs and multiple colors of sand make this a great attraction for younger kids. We supply everything that is needed as either a packaged solution or a staffed event. *Pricing depends on the number of units required and if staffed or non staffed event
Stock Car Racing	Micro-Reality Stock Car Racing is a new and exciting form of interactive entertainment. It lets you experience the THRILLS, SPILLS, and SPECTACULAR CRASHES of real Stock Car Racing on a portable, customized banked oval speedway. NOTE: THESE ARE NOT SLOT CARS!! YOU ARE IN COMPLETE CONTROL!
Sno Cones	We arrive with everything needed, including staffing, to provide on demand sno cones for your event.
Tents / Tables / Chairs	We have a large selection of tents of all sizes from basic to formal. Tables and chairs can be included as well as linens.
Water Tag	<p>You supply the water, we supply everything else for up to 20 players to enjoy a water battle like no other!</p> <p>Our water tag equipment keeps score while you soak your friends. Players join one of two teams and compete to have the least amount of water in their vests.</p> <p>We'll take care of everything... soft obstacles to hide behind, safety goggles, water tubs for reloading and, of course, the water tag gear. All we need is access to a water supply and a hose and you'll be set for hours of fun!</p> <p>It's a perfect summer time fun activity for groups of all kinds.</p>
X-Treme Formula 1 Racing Simulator	<p>Are you ready for an arcade experience like no other? Up to 8 players can race at a time in this sit down racing simulator featuring the latest technology to make every second as realistic as possible. We've taken high end force-feedback racing wheels attached them to 35" HD monitors, top of the line video game systems and our custom racing cockpits. Add it all together and each driver feels like they are actually at the track racing at 200mph!</p> <p>X-Treme Racing is a great way to bring out the competitive nature of your guests. From a crowd of 1000 to a group of 10 or anywhere in between, we'll organize everything and crown the winner of every race!</p> <p>The simulator can be set up as a 4-seat attraction, 6-seat attraction or an 8-seat attraction. The 4-seat setup requires 10' x 20' of space and can accommodate up to 50 racers an hour. The 8-seat version requires 20' x 20' of space and can accommodate up to 100 racers an hour.</p>

Multi attraction discounts:

If your total is between \$2500 - \$3499 receive 10% discount

If your total is \$3500 or more receive 15% discount

*For more information or to book any attraction, please contact
Michael Cirri at 607-316-2237 or mike@cnyattractins.com*

Lawn Games

During the 3-7pm times while the inflatables were on the quad we also had lawn games from the fitness center, and from Res Life. Res Life has 2 sets of Kan Jam, a set of ladder ball, and various other small games all held within the Central Office. The fitness center also has Kan Jam, and corn hole sets. They might charge a security deposit to use them just to ensure that they are returned.

Res Life contact: Joelle Albertsman, jalbertsman@ithaca.edu

Fitness Center Contact: Sean Reilley, sreilley@ithaca.edu

Since the games have to be returned and the offices will be closed when the event ends make sure that you have someone in charge of returning the games to both Res Life and the Fitness Center, as this has been a problem in the past.

DJ Services

For 2015 we contacted the community director at VIC Radio, one of the on campus radio stations. The contact for this is the community director of VIC, which changes every year; the email is community@vicradio.org. They can use CCES speaker system (which costs money to rent from CCES) or they can borrow them from WICB (the other on campus radio station, which is also free). Make sure that you get in contact with them quickly so they can reserve the speakers. Make sure that you also allot for a power outlet for them to plug into. Power needs for the event will be covered more later on in the guidebook.

Food

As per Ithaca College contract with Sodexo states that, all food served at events must be catered by Sodexo. RA programs are not exempt from this but are normally overlooked because they will not be huge numbers of people, and would create hundreds of events that would require catering. Since the scope of this event is quite large it does raise flags within CCES. In addition, the large water distribution systems (called the water monster by CCES) that CCES has cannot be used unless you use catering from them as well. The best advice I can give is just to not bring it up and dance around the subject if possible. Food will be discussed more later on in the guidebook.

Fire Pit

For the time between 7-9pm we switched events and had two fire pits and s'mores. We attempted to get s'mores stuff donated whether it was through gift cards or actually materials since, the fire pit will have to be canceled and the money spent on those materials would be wasted. The contact to set up a fire pit is Tim Ryan (tryan@ithaca.edu) he is the person in charge of EH&S. You should email him first since they need to make sure that they have someone working during that time. Sundays are off limits for bonfires as per EH&S policy. Tim should then send you a copy of a fire pit request form, and fill it out to the best of your knowledge. There is one question about how far from the building is the fire pit, to answer it just put

down the minimum distance + 5 feet. EH&S does provide s'mores sticks if they have any left, or can be bought for a few bucks at the store, you need no more than 10 sticks. EH&S does have two fire pits but you will need to request to use both, and as long as they are both close to each other then you will only need one EH&S officer. Make sure to get clarification if the officer will be paid or if their cost is already covered.

Outdoor Movie

The outdoor movie on the quad requires a movie projector, the inflatable movie screen, CCES speaker system, and power to run it all. We also thought of rented the RHA popcorn machine but due to miscommunications between the planning committee and RHA we were unable to rent it. To rent the RHA popcorn machine you can contact RHA@ithaca.edu and give them the date and time you were hoping for so they can make sure that it is clear to use. The inflatable movie screen is stored in T7 and will require you to get in contact with the Area Coordinator for that area. Again make sure that you include the date that you were hoping to use it for. There is also a very minor piece of damage on the screen, as there are clips around the inflated portion there is one clip that is missing, this can be fix with heavy duty tape of some type. Also there are no stakes to hold the ropes of the screen down which will need to be bought to ensure that the screen is safety tied down. With the sound system and projector both of these items should be rented from CCES, which means that they will cost you. This cost would be estimated around \$100-150 for three hours (assuming that the movie is that long). Using this system ensures that all connections will work and that the projector will work with the sound system. The DVD player and movie can both be rented from Res Life Central Office (or the library, but make sure you have performance rights on the movie you select), again make sure you do this a few weeks in advance so you have the date locked in early. Also it could not hurt you to take out the DVD a day early and make sure that it is properly working. Since during the 2015 Upper Quads Bash it was so cold, we also moved the movie into one of the meeting rooms in Campus Center. It would be best in a Textor room but again make sure that you book early, and always have a backup plan. For the timing of the movie we were planning on having it outside and starting at 8:00-8:30pm so then people could still be at the fire pit and watch the movie. We also wanted to make sure that it was dark enough that the projector would work but that the movie would end early enough so it would not disturb many people sleeping.

Volunteers

For the event since there is need for control of so many people and to help with the risk management approval of the event, we had all 34 RAs work on this event. In addition we sent an email to all of the RDs requesting supervision at the event, they would really just be there in case anything would go wrong. For the 2015 Upper Quads Bash, we only had about 3 RDs attend, and the RD on duty was the Triple H

RD. You can also ask the Community Council member or RHA members to volunteer if Risk Management is looking for more.

Sample RD Volunteer Request Email

Hello RDs,

With the end of the year approaching Triple H and BRT are looking at an end of the year extravaganza. This event is currently slated to run from 3pm-12am out on the Upper Quads Quad. The sequence of events for the day consists of have inflatables out on the quad, then at around 7pm having a fire pit with s¹mores and at 9pm having a movie on the quad using the inflatable movie screen that Residential Life owns.

We are currently assembling approval from different offices across campus, one of which being Risk Management. Within requirements of Risk Management they do ask for how the event will be supervised and if Public Safety will be helping with control. With the cost of Public Safety and SASP officers added on to the budget, it would create an almost unascertainable amount of money for a Residential Life program. What we are asking of our staffs to help work the event through many of the physicals aspects of the event, but to strengthen and fortify our defense to Risk Management, it would be wonderful if we could have multiple RDs at the event at once. For this event we are currently estimating that we will be reaching about 600-800 students, we have worked on new innovate ways of advertising, and have begun the massive stacks of paperwork and barriers that lie before us. We hope that you will be able to attend and enjoy our event and break down some of the barriers that stand in our way of creating a great program

Thank You

From,
Triple H and BRT Special Event Action Teams

Working with CCES

Since this event is so large and does require some equipment from CCES they will also provide an event planner is will show up at the beginning and make sure that everything that CCES is providing shows up. CCES may not be able to give you an exact quote with their cost, as they will send invoices after the event. A sample CCES Event Summary is listed below, make sure that when you receive this you double check all fields to make sure that they are in line with the event.

Sample Event Summary



ITHACA COLLEGE

Office of Campus Center and Event Services

EVENT SUMMARY

DATE: April 16, 2015

TO: Campus Center and Event Services
Dining Services
Facilities
Public Safety
Brad Buchanan
Andrew Kosinuk
Sean Reilly
Kris Slaght
Bonnie Prunty
Griffin Schultz

FROM: Mark Warfle, Assistant Director for Event Planning & Operations
Conference and Event Services

RE: Upper Quads Bash – Friday, April 24, 2015

Please read through this information and provide the services as requested. Contact our office immediately if you have any questions or concerns.

EVENT: Upper Quads Bash

EVENT DATE: Friday, April 24, 2015

EVENT TIME: 3:00pm-11:00pm

FACILITIES: Upper Quads (Fitness Center, Mondo Gym - Rain Location)

ESTIMATED
ATTENDANCE: 400.people

LIAISON PERSON: Griffin Schultz

The preferred location for this event is the Green Quad in the middle of the Upper Quads. In the event of poor weather, the Inflatables and Movie will move to the Fitness Center Mondo Gym. The fire pit will be cancelled and the other activities will be TBD

Griffin Schultz will make the weather call by 3:00 pm Thursday, April 23, 2015. Please contact the Campus Center & Event Services Office to learn of the decision.

FACILITIES AND ARRANGEMENTS REQUIRED

CAMPUS CENTER AND EVENT SERVICES: For your information and action

1. The preferred location for this event is the Green Quad in the middle of the Upper Quads. In the event of poor weather, the lawn games will move to the Fitness Center Mondo Gym. The fire pit will be cancelled and the other activities will be TBD.

Griffin Schultz will make the weather call by 3:00 pm Thursday, April 23, 2015. Please contact the Campus Center & Event Services Office to learn of the decision.

2. **SPECIAL EVENT MANAGER:**

a. Please read this event summary and be knowledgeable of all parts of this event for which you are scheduled to work. Please be prepared to meet the client and ensure that their needs are met. Please ensure that the services requested are provided as described in this event summary.

3. **THE PRODUCTION SERVICES** required for this event are as follows:

- a. Please provide a small portable sound system for the Audio for the clients movie. The projector will also be needed, they have already gotten the DVD player and movie from Res Life. They will provide power. They wish to show the movie at 8:30 pm. You will be setting up on the green space between Hilliard, Rowland, and Talcott Halls.

DINING SERVICES: For your information and action

1. There are no Dining/Catering Services required for this event.

FACILITIES: For your information and action

The preferred location for this event is the Green Quad in the middle of the Upper Quads. In the event of poor weather, the lawn games will move to the Fitness Center Mondo Gym. The fire pit will be cancelled and the other activities will be TBD.

Griffin Schultz will make the weather call by 3:00 pm Thursday, April 23, 2015. Please contact the Campus Center & Event Services Office to learn of the decision.

1. If the event is outdoors on the Upper Quads, Please provide the following set-up on the green space in the middle of the upper quads by 1:00 pm on Friday April 24th for this event (see clients diagram).
 - a. Deliver 10 - 6' tables and 25 chairs to the area between Talcott and Hilliard Halls. The client will put them in place. If the event is indoors, deliver the tables and chairs to the Mondo Gym.

Upper Quads Bash Guidebook

- b. Please provide your large electrical generator for power. Please provide your spider boxes, from the generator to the area on the diagram marked #1 and #2. Please also have power available for the cotton candy machine, the speakers will also need power which will be located by the movie screen. They will be switching out speaker systems after 7:00pm and before 8:15pm. Please provide cable ramps and use them for crossing the sidewalk on the south side of Talcott. If the event is moved to the Fitness center Mondo Gym, Please provide both of your spider boxes in the Mondo Gym.

PUBLIC SAFETY: For your information and action

The preferred location for this event is the Green Quad in the middle of the Upper Quads. In the event of poor weather, the lawn games will move to the Fitness Center Mondo Gym. The fire pit will be cancelled and the other activities will be TBD.

Griffin Schultz will make the weather call by 3:00 pm Thursday, April 23, 2015. Please contact the Campus Center & Event Services Office to learn of the decision

1. Please provide 1 - SASP member from 3:00 pm – 7:00 pm.
2. Please provide 1 EH & S officer from 6:30 pm – 9:00 pm for the Bon Fire.

GRIFFIN SCHULTZ: For your information and action

1. Please carefully review all sections of this document. Only the arrangements and services specifically stated in this event summary will be provided.
2. If changes need to be made (including catering, set up, audio visual services, etc.) please contact our office at 274-3313 no later than Monday April 20th, 2015 with the necessary information. Please do not provide this information via voice mail or e mail since the timing of receiving this information is critical for our planning and preparation. We may not be able to accommodate changes after the date stated above.
3. Please call the Office of Campus Center and Event Services by 3pm Thursday, April 23rd, 2015 with your decision for the poor weather call.

BRAD BUCHANAN: For your information.

ANDREW KOSINUK: For your information

BONNIE PRUNTY: For your information

SEAN REILLY: For your information

KRIS SLAGHT: For your information

Power Requirements

Since you will be using electrics outside, to power the inflatables, projector, and sound systems, ect. you will need to get the Office of Facilities Electrics involved. They will provide a generator for everything to be powered. They will also provide spider boxes, which run from the generator on to the quad to act as a large power strip to plug into. EH&S and Public Safety will make sure that where ever the generator is placed that it will not block any emergency egress for emergency vehicles. Some places that you can put it is the area in-between Hood and Hilliard or next to the side of Talcott. For 2015 they ended up placing the generator in front of Rowland and then ran the spider box to the center of the grassy quad area. The cost of the generator is unknown due to the fact that Facilities did not charge us for it for the 2015 Upper Quads Bash. We do think that the cost of gas and labor to operate it was ignored as a gift to us, contact the Office of Facilities to get a quick quote of how much this will cost as it may be a large part of the budget.

Budget and Account Information

The overall amount that we originally expected to spend for the entire 2015 Upper Quads Bash was around \$1,800 we made sure that we did have money incase some costs were more than expected.

Residential Life Cluster Funding

Within the budgets of Triple H and BRT the special events action team, and RAs should have their own respective budgets. Between BRT and Triple H the budgets are organized differently so the specific processes of determining the amounts remaining in the budgets should be determined by RAs in their respective clusters. So a Triple H RA should find out the amounts in Triple H and for BRT a BRT RA should find the amount. Since this event is planned for the end of the year and the budgets should be run dry to ensure to receive the funding for subsequent years, it may also be worth talking to the cluster RAs asking for an estimate on how much they are planning on spending on remaining programing to make sure that the budget is being used to the best of its ability.

SPECIAL NOTE

For the 2015 Upper Quads Bash due to the fact of having to change inflatable vendors within 72 hours of the event and having to spend more money on them, we did have “a bit extra” money from our RDs. This did cover the extra difference that we incurred. The specifics of the budget for the 2015 Upper Quads Bash is located at the end of this guidebook.

Residential Life FYRE Funding

In addition to funding from Triple H and BRT you can also request funding from FYRE and management team. There is extra money within the Res Life budgets for programming you are able to tap into it but please remember that this money is for the entire campus and if you plan on using it you should check to make sure that you will not be pulling too much from it. To access this account you will need to get in contact with either the Director of FYRE or Associate Director of Residential Life, currently they are Jacqueline Robilotta and Ron Trunzo, respectively. Their emails are jrobilotta@ithaca.edu and rtrunzo@ithaca.edu you should get in contact with both of them at the same time to see who might be in a better position to give to the event. Make sure that if you do use this money that you invite management team, and/or the FYRE associates to the event, as a sign of appreciation, thank you notes also go a long way.

RHA Funding

Within the Residential Hall Association you are also able to request funding. This funding is treated much like the Student Activities Fund as with student clubs and orgs, so once the fund can run out depending on how many requests they see each year. With funding from RHA students clubs and orgs can request up to \$150 from them, but RAs are able to request an unlimited amount. During the 2014-2015 academic year there was a shortage of funding in the Student Activities Fund, which caused RHA to be the next place clubs and orgs would go for funding. At the time of our funding request there was under \$1,200 in mid-March, we requested \$600 for the event and we approved for the full amount. Also as a note you are not allowed to use RHA funding to rent the popcorn machine or give away items (such as prizes or raffles). To request from RHA you must submit a sample budget and funding request form and then give a power point presentation at their meeting. You must submit your sample budgets and funding request forms by Thursday by 5pm before the meeting you plan on presenting at. If the funding gets approved we made sure to include the RHA logo on the ads and other event related prints.

As an additional note there is no where within the RHA Funding Handbook or Funding Requests that says that you are not allowed to request for the same event twice. While this is not seen brightly within RHA it is possible, if the RHA fund still has money in it at the end of the year. As an example for 2015 the last day for funding requests in RHA was in mid April and there was still about \$400. To make sure that any clubs or orgs that were looking for funding still received what they needed for their events, we contacted RHA to say if there is anyone that is presenting at the meeting then leave our name off of the agenda, but if no one was going to collect on the money then add our name to the agenda. You must make sure that you still submit the forms by Thursday at 5pm.

Sample RHA Funding Request



RHA FUNDING REQUEST REQUIREMENTS

The following are requirements that must be followed in order for your organization to receive funding or co-sponsorship from the Residence Hall Association:

- The requesting organization must be recognized by Ithaca College, funded by the Student Government Association (SGA) or sponsored by Ithaca College.
- The requesting Residence Hall must have a Hall Representative within the Assembly. If the building has no Hall Representative, contact the Treasurer (or Designee) for exceptions.
- A requesting Council must have representation for the buildings that are represented.
- The requesting RA, Community Council or organization must submit a **funding request form** (below) for the event, a detailed **itemized budget proposal** (found on our website), and a PowerPoint presentation that includes the budget. In the budget report, please include all other sources of funding. We strongly encourage that you be as specific as possible.
- All materials are to be sent **electronically** to rha@ithaca.edu and are due by **5PM the Thursday** before the request will be discussed by the assembly. *Please note meeting times are given on a first come, first serve basis, with earlier meeting times given out first. The assembly will be unable to see more than 3 organizations each meeting. Any organization after the first 3 will be given a meeting time for the following Tuesday.
- You may only have a retroactive funding request under certain circumstances, and you must be approved either by the treasurer or by an executive board member taking on the role of the treasurer.
- A representative from the organization must be present at the RHA assembly meeting at which their funding request will be discussed. You should be prepared to give a presentation of what you are requesting from RHA. This will give the RHA assembly the chance to see what you are asking for more clearly and to further ask questions of and address concerns about the funding request with your representative.
- If the representative fails to attend the scheduled RHA assembly meeting, then the funding request will not be passed and the organization must present a letter to the executive board explaining why they were not

present. It will be at the discretion of the executive board to decide whether or not to review the funding request again.

If you have any questions, feel free to email us at rha@ithaca.edu



RHA FUNDING REQUEST FORM 2014-2015

*All materials are due to RHA (by electronic submission to rha@ithaca.edu) by 5PM on the Thursday before the assembly will hear the request.

*Please note meeting times are given on a first come, first serve basis, with earlier meeting times given out first. The assembly will be unable to see more than 3 organizations each meeting. Any organization after the first 3 will be given a meeting time for the following Tuesday.

Please be as specific as possible.

The name of your organization/building: HHH / BRT

Name of person submitting request: Griffin Schultz / Sara Yagan

Name of a building Hall Representative*:Matthew Blezow / Melissa Potter

*Applies to Resident Assistants and Community Councils only.

If no Hall Representative, contact Treasurer (or Designee) for exceptions.

Organization Account Number* (MUST be filled out)

***should include the 7494 sub-code, *not* the 4910 sub-code**

Prospective Program Date: 4/24 or 4/25

Estimated Attendance: 400

Contact Person (name, phone number, and email): Griffin Schultz (401) 932-0819 gschult1@ithaca.edu

The amount you are requesting and date/time of your event: \$600 at 3-11pm
4/24 or 4/25

Please explain the event, activity, or cause for which you are requesting funding:

We are looking to have an end of the year party for the upper quads. We are looking to start around 3pm and have inflatables and a BBQ during this time, after that we would have a bonfire monitored by EH&S and then have a movie out on the quad on the blow up movie screen.

What type of sponsorship would you like from RHA (ie: financial assistance, publicity assistance, etc)?

For this event we would like financial assistance on this program. Due to the size and volume of people that we are hoping for the number of residents that this would be beneficial to would expand beyond normal programing efforts.

Please list other organizations or additional sources for funding you have requested, including the amount received or requested.

So far there has been \$500 requested from both BRT and HHH. HHH has approved the funding and the request is still pending with BRT.

Please address how co-sponsorship will be beneficial to RHA, particularly to student residents on campus.

BRT and HHH will be collaborating on this event since the scale and scope of the event is to benefit all residents living within upper quads. We also hope that the size of the program will attract outside residents and can also participate within all activities provided.

Please explain how you are advertising. How will you incorporate RHA in your advertisements?

We will be using classic flyers, and door to door ads, as well as lobby boards and TV screens, and have many types of these ads since each cluster will be creating its own ads and sharing them between clusters. We will be including RHA within our ads and thanking RHA during the event.

Please list any additional information you feel is important in considering this request.

This event will be able to reach all of the upper quads and can be joined by anyone else who is passing by and wants to participate. We will not be turning people away and hope to create this in a traditions event for future years. We are hoping that throughout the event we have over 400 people pass through the event, but do not expect more than 100 to be at the event at one time.

Check Payment and Outside Vendor Approval

Many vendors will ask for checks for payment of their services, to get a college check cleared and cut you should first realize that if this company has worked with the college it will take about one to two weeks for processing. If they have been worked with in the past it should only take a few business days. To get a check cut you should talk with your RD about getting a payment contract signed, this contract requires a signature from a Res Life staff member and, the vendor. Since it is a carbon copy form and can't be done through fax, you should send the payment contract in with the materials contract that was approved by Risk Management or provided by the vendor. The payment contract should be given to the Area Office Operations Assistant, so if there are any questions you have about this process that your RD is unable to answer, go to them. You are unable to start check processing until Risk Management has approved the vendor.

Advertising

Since this event is covering two different housing clusters you need to make sure that all areas are getting equal coverage. Since you will also be showing advertisements for almost a month you should create some type of logo to brand the event. Some of the sample logos that we thought about are located below. To help with this we used the system of every single RA will make one type of ad and then share them across cluster. So for example within Triple H we had one person make a print ad, a quarter sheet for doors, bathroom stall ads, painted on lounge glass, large banners in the lobbies, ect. Then for any of the ads that were digital and could be printed would be shared between Triple H and BRT. The banners and painted lounge glass were only done to the RA's respective cluster. If you get funding from RHA a way that you can convince them that they are getting something out of it is to include the RHA logo on all advertisements. Since we did have to wait to release things that we did not yet have confirmed like the inflatables, we put out an events release date one week from the event. On that date we released all of the activities that we would be having, that way people can still find out about the event and it will peak interest close to the event date.

Sample Logos



Snapchat

To try and make the event even more memorable we attempted to get a Snapchat geotag. We did submit many different versions of the logo to try and get one of them approved. In addition to the sample logos shown before there was also minor changes to the triangle shaped ones that we submitted. Snapchat is very particular in what they will accept and will not give feedback on how to fix your geotag to get it approved. We tried to submit it 15 times and never got the approval from them. We attempted to cover the entire campus, just the Upper Quad, or just half of campus as possible areas to use the geotag and none of them were approved. I would recommend keeping it as simple as possible. Also there is a requirement to keep the PNG file under 300KB, since most images will not fit this requirement use the website, <https://tinypng.com/>. Snapchat also asks for a web-optimized PNG, just ignore that since all PNG file types are optimized for web.

Here is the URL that you can use to look at the guidelines and actually submit your design, follow these guidelines precisely. In addition the second link contains the

Photoshop and Illustrator templates for sizing purposes, but does not include the buffer that you need to add. We also included one of the sample submissions from Snapchat as a guide if you wanted to see what we did, we did stretch the truth a little within these submissions.

<https://support.snapchat.com/a/geofilter-guidelines>

<https://www.snapchat.com/geofilters/tips.html>

Sample Snapchat Submission

Name: Griffin Schultz

Email: schultzgriffin@gmail.com

Description: This location is meaningful to me because it will be where the Upper Quads Bash will be taking place. It is the location where people will be using the geotag and will share it friends that also attend Ithaca College and might also want to attend the Upper Quads Bash. The location only includes the area where the event is taking place. The event is hoping to use Snapchat as a way to get more people to attend the event as a form of advertising. The event will be starting at 12 noon, and run until midnight. From 12-7pm we will be having inflatables out on the quad (Velcro wall, sumo suits, bounce houses, ect.) then from 7pm-11pm we will be having a bonfire and movies on an inflatable movie screen on the quad. We think that many people will love the event and also be using lots of social media to spread word and document the event and very few people take advantage of the geotags that Snapchat offers. The event will be on the 24th of April and will allow all campus members to participate which could be up to 10,000 people.

Notes: This event will be becoming an annual event, and with Snapchat we are hoping that it will make the event even more memorable and have friends be able to show others the great time they are having at the event.

Videos

Also to reach more residents the use of videos can help if you or fellow RAs are connected with residents on social media, or through electronic communication, such as texting or email. The video ads that were used for the 2015 Upper Quads Bash were just quick 10 second to one-minute videos that showed the date, and maybe some of the events. We had three different videos one that was a quick save the date video, one announcing the events release date, and one that had all of the events in it. These videos were mostly moving text and upbeat music or viral videos with our information edited over them. We also showed the events release video to the all staff meeting so they could get a better grip on the event if they wanted to tell residents about it.

Badges

Since the event is so large in scale and will have many people within the Upper Quads, we used badges to represent who was working on the event and who was

there participating. These badges were simple laminated sheets of paper (done by the print shop) with a lanyard. A sample badge has also been placed within this guidebook for your viewing, this was one of a sample prints so it is not laminated. The lanyards we got from Campus Pursuit as one of the campus brand ambassadors worked on the Triple H staff for 2015. If you still want lanyards OSEMA and a few other campus offices might be willing to donate a few. Also you can have RAs use their duty pouches as badges, if you are unable to find lanyards or badges. Since the planning committee did so much work on the event we also gave all of the RAs and RDs that worked on the event a "Planning Committee" badge instead of a "Volunteer" badge.

Food Donations

Since this event spans for such a long period of time and free food is a great way to get more people to the event, food should be at the event but depending on how you go about getting it could create a huge dent in the budget. As was said earlier, Sodexo's contract with the college means that they have control over all catering on campus, this includes all Residential Life programs. Most of the time these programs are overlooked since there are only a handful of people that attend, but due to the size and location of the event this will raise red flags at CCES. For 2015 we used donations from many different downtown businesses, these donations consisted of food, gift cards, and discounted prices. Start working on donations as early as you can, we did this in only two weeks for the 2015, some places will require up to 5 weeks before the event. If you do get donations confirmed early on make sure that you follow up with the companies 2 weeks before the event, and then again the day before just as a reminder and make sure that you are confirmed for the next day. We have listed the businesses that we worked with for the event, as well as what they gave us and how willing they were to donate. We have also included a sample of the letter used to request donations, this letter needs to be on Ithaca College Residential Life letterhead and in an Ithaca College envelope for some people so to be safe you should just do it for all of them. Included below is a list of all of the businesses that we attempted to contact and what they gave if anything, this list is just the businesses that we thought would be willing/beneficial for the event.

2015 Donation Information

Mark's Pizzeria: 5 sheet pizzas for free, staggered through out the afternoon, super excited to work with us and wanted to make sure to keep them in mind in the future

Domino's: 16 large pizzas for \$3 per pizza, had them picked up starting at 4pm and then 4 pizzas every 45 minutes

D.P. Dough: 2 dozen calzones cut into quarters and 2 sheets of breadsticks, very excited to help with the event

Jimmy Johns: 3 \$10 gift cards

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Moe's: Chips and dips, very willing to help with the event

Firehouse Subs: 3 \$10 gift cards

College Town Bagels: 2 \$10 gift cards

Sammy's Pizza: 2 Large pizzas, these were used to feed the staff members working during this time since they would be missing dinner

Yogurt Land: A bunch of coupons for a free 3oz

Wegmans: Attempted, requires a lot of online information and 5 weeks processing

Tops: talk to Customer Service to see if they are able to help

Wal-Mart: contact Customer Service manager to see if yearly budget allows it (the earlier you try the better change you have)

Purity: Needs a few weeks to get donation processed, unable to do so for 2015 since we only had 2 weeks

Insomnia Cookies: check in with local store, might get directed to corporate email, we ended up getting 200 cookies a few hours before the event

Rogan's: 2 sheet pizzas, donated last minute

Papa John's: unable to donate due to time constraints, and manager being out of town

Sample Donation Letter

Again make sure that you use Ithaca College Residential Life letterhead, and an Ithaca College envelope.

TOPS

Ithaca, NY

Dear Sir/ Madam:

Our names are Sara Yagan and Jen Francisco and we are Resident Assistants for first year students at Ithaca College. As RA's our goal is to create a community among our residents to provide them with support, resources, and fun filled events to create memories and bring the community together in a healthy and safe way.

As a staff, we are asking if your company would help us in reaching this goal by donating to our first annual Upper Quad's Bash. At this event, we will be welcoming students from all over campus to partake in many activities from Bouncy Houses, lawn games, music, bonfires and much more. Your donation would make this event possible and a positive reinforcement to students and to the community as a whole.

Your business will be listed among our sponsors at the event and on all our advertisements. Please feel free to contact us at syagan1@ithaca.edu or jfranci2@ithaca.edu. Thank you for your consideration.

Sincerely,
Sara Yagan
Jen Francisco

So Now What?

Now that you have put on a great event, you still have a few things that you need to do before you can close the book on this.

Thank You Cards/Emails

The most important thing is in a timely manor send out thank you cards to all of your vendors, emails to all campus officials, and staff members that you have worked with. The most important thing is to get the thank you cards to vendors to make sure that you leave them on a good note for future years. For the emails you can write them ahead of time and send them after the event is over and add anything else you want then, so then you can get those out in a timely manor.

Sample Vendor Thank You Card

(Blank Company)

Thank you so much for your generous donation; we truly appreciate everything you did to make our Upper Quads Bash a success for our residents and the Ithaca College Community. Throughout the whole day, we had around 450 residents come and partake in our numerous activities. Your donation definitely did not go unnoticed.

Yours truly,
Upper Quads Bash Planning Committee

Sample Professional Thank You Email

Hello,

I just wanted to extend a hand of gratitude to all of you for helping make the first ever Upper Quads Bash such a great success. We estimate that about 450 students passed through and participated in some aspect of the events. With such a large event it could not have been done without the constant contact and extra hours of work that you all put in. I will be assembling transition materials for next year to have the process run smoother, if there is anything that was not in the emails or meetings that we discussed that I should include please let me know and I would be more than happy to included it. Thanks again for all of the time and effort that was put into this event, the last minute changes that happened with the vendors, and for being so flexible with them, the event truly was amazing.

Thanks and have a great summer!

--

Griffin Schultz
Bachelor of Science
Television-Radio '17
Vice-President, Sophomore Class Council

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Park School Senator, Student Government Association
Resident Assistant, Hood Hall
Ithaca College

Sample Staff Thank You Email

Hello Upper Quads Res Life,

Thank you so much for your help today with our first ever Upper Quads Bash! We estimate that about 450 people attended at least one of the events that we held today. We had many residents that said that they had a great time, and that they are no longer going out tonight due to the program. We would not be able to have this great success without you guys and all the help you provided for this event. Thank you for also bearing with us on the weather today as it was not the warmest day we have had. We hope that you all enjoyed yourself in some capacity today and were able to get some food or enjoy some s'mores. Also if there is anything that you would like to mention to help us improve the event for future years please let us know.

Thanks again, and good luck with the last weeks of school!

—

Upper Quads Bash Planning Committee

Update Guidebook

Don't forget to add any information that you have gained throughout your work on the Upper Quads Bash to this guidebook. You can add it at the end of the guidebook or update it directly within the electronic document. Make sure that anything that might have changed or any information that was left out that you think would help people for future years is included in this. In addition to this paper copy all emails, and documents used and created for this event have been included on a thumb drive within this binder to make sure that you can access everything that we had access to for the 2015 Upper Quads Bash.

Upper Quads Bash Guidebook

Budget

Organization:	HHH/BRT Res Life
Name Of Program:	Upper Quad Bash
Date Of Program:	4/24/15

Item #	Item Name	Purchase Location	# of Item	Amount (Per Item)	Amount (Total)
1	Velcro Wall	CNY Attractions	1	\$250	\$250
2	Jousting Ring	CNY Attractions	1	\$325	\$325
3	Sumo Wrestling	CNY Attractions	1	\$350	\$350
4	Cotton Candy Machine	CNY Attractions	400	\$2	\$600
5	Marshmallows	Wegmans	14	\$1	\$14
6	Graham Crackers	Wegmans	12	\$3	\$38
7	Chocolate Bars	Wegmans	11	\$4	\$44
8	Gluten Free Graham Crackers	Wegmans	1	\$4	\$4
9	Vegan Marshmallows	Wegmans	1	\$4	\$4
10	Photo Booth	CNY Attractions	1	\$350	\$350
11	Extra Photo Booth Hour	CNY Attractions	1	\$100	\$100
12	Large Cheese Pizza	Domino's	8	\$3	\$22
13	Large Peperoni Pizza	Domino's	8	\$3	\$22
14	EH&S Officer	Office of Public Safety	2.5	\$40	\$100
Amounts Requested From Other Sources				Total:	\$2,224
Source	Amount	Status			
Res Life/ HHH	\$500.00	Approved	Account	Funds	Charge
Res Life/ BRT	\$500.00	Approved	Total	\$2,575	----
FYRE/ Jacqueline	\$650.00	Approved	HHH	\$1,925	\$1,875
RHA	\$600.00	Approved	BRT	\$650	\$349
HHH Emergerny	\$175.00	Approved			
BRT Emergency	\$150.00	Approved			
Total	\$2,575.00				
Note: In the status box, please enter pending, rejected, or approved.					