How to Promote and Fund a Successful Event!

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Agenda

- Icebreaker
- Media Outlets available to you
- Overview of ASUSF Funding
- Different Funding options
- Superfund template example
- Questions
USFtv
Graphics Center

UC 4th OPEN HOUSE
Monday, September 20th
5-7pm

Come visit the student organizations, offices, and resources of the newly renovated University Center 4th Floor! Free food, giveaways, and prizes.

Enter to win raffle prizes:
- Flip Video
- iPod Touch
- iPod Shuffle
- LG Incept Phone
- USF Sweatshirts
- Tickets to College Players' Fall Musical
- "The Wild Party"
- Tickets to CAB’s FallFest Concert
Bon Appetit Catering

Welcome to Online Catering

These menus have been designed to assist you in event planning. However, every function is unique and we will be very happy to create a customized menu for your event, large or small. Please contact our catering staff for assistance.

Login:

EMAIL:  PASSWORD: 

Don't have an account? Click Register to create your personal account.

View Catering:  

View Menu in PDF Format!
Welcome to the University of San Francisco's event scheduling and services website. This site serves as a comprehensive resource for events and conferences at the University of San Francisco. Please choose the link that most represents you as a client.

Administrative & Faculty Departments
Student Organizations
External Organizations
Summer Conference Clients

Outside Conference Facilities
Funding!
Brief Overview of ASUSF Funding

- Student activity fee
- Why it matters to you
Where to Start?

• Plan!

• Break down the components of your event, for example:
  - Food
  - Entertainment
  - Decorations
  - Publicity

• Figure out whether you need these items from Superfund, Club Funding, or whether you can fundraise for them.
Club Funding

• Used for internal development of a club.
• Granted through the Peer Advising Team (PAT)
• Must submit proposal on Orgsync through SLE’s portal 6 weeks in advance.
Superfund

• Used for events
• Must submit form through Senate’s Orgsync portal 6 weeks in advance (password to join is “Senate”).
• Granted through the Superfund Committee.
Which one do I need?

• Do you need funds to help develop your club internally? If so, Club Funding.

• Do you need funds to host an event for students outside your organization? If so, Superfund.
Superfund Information at a Glance
Superfund additional items

• Any proposal over $5,000 needs to be submitted 12 weeks in advance.

• In addition to the Orgsync proposal you need:
  ❖ Calendar guide
  ❖ Budget
  ❖ Supporting Documents, such as room confirmation, etc.
Calendar Guide

- Used to show to the Committee how you will stay on task.
- Be detailed!
Budget

• Excel file (template available at: http://www.usfca.edu/asusf/ under “Superfund”.

• Includes all necessary categories needed for a successful event.

• Be sure to use market research to get accurate quotes.

• Must use Bon Appetit; 50% discount in fall, 33% in spring.
Budget Tips

• USF Preferred Vendors:
  ❖ Social Imprints - T-Shirts
• Copy Mill - Posters & Flyers:
  ❖ $.65 per 11x17 poster
  ❖ $.33 per 8.5x11 flyer=4 handouts.
• Bookstore. Balloons=$1 per balloon.
• Office Depot
Budget Tips cont:

- **Entertainment:**
  - Be sure to confirm date/time with artist or speaker. Try and get lowest quote. Use campus DJs ($40/hr).

- **Decorations:**
  - Use market research to ensure accurate decoration costs. Bring this research to the Committee.
Fundraising Ideas

- Flexi Donations (form available from SLE)
- Collaboration with departments for raffle prizes, sponsorship, etc.
- Off campus restaurant events
Examples

• Superfund template.xls
Questions?