

PROGRAMMING AT SBU IN A NUTSHELL

EVENT LEVELS

- Level 1- High Risk Event (8 weeks or more)
 - Big name performer (musician, comedian, artist, speaker, etc)
 - Events in Pritchard Gym
 - Events in Arena
- Level 2- Large programming space; requires security (6 weeks)
 - High Profile Speaker
 - Comedian
 - Party
- Level 3- Large programming space; no Events Management (4 weeks)
 - Banquet
 - Lecture
- Level 4- Small program (2 weeks)
 - Meeting or Small Lecture
 - Literature Table

FORMS

- All forms are now online - http://studentaffairs.stonybrook.edu/sac/online_forms.shtml

RESERVING SPACE ON CAMPUS

- SAC & Union - http://studentaffairs.stonybrook.edu/sac/room_requests.shtml
- Wang Center - <https://naples.cc.sunysb.edu/Pres/wangforms.nsf/reservations>
- Tabler Arts Center - http://www.stonybrook.edu/ucolleges/ugc/ach/tabler/reservation_request_form.shtml
- Other

GOING OFF CAMPUS/OFF CAMPUS TRIPS

- Decide where to go
- Price everything out
- Meet with your Program Advisor at LEAST 2 WEEKS IN ADVANCE
- Do proper paperwork – Off Campus Trip Form

PUBLICITY & MARKETING

- Flyers
 - ALL flyers posted in the SAC or Union MUST be approved by SAC 218
 - Posting Policy
 - Bulletin boards are intended for Stony Brook University Community use only
 - All posters, flyers, and table tents must be stamped "Approved for Posting". The flyers and table tents can be approved in the Student Activities Center room 218.
 - Only recognized organizations can post flyers on bulletin boards.
 - Flyers are not to be attached in any way to wall surfaces, glass surfaces, doors, floors, traffic signs, light poles, sidewalks, or trees
 - Table tents are permitted in dining room areas. Table tents will be limited to one per table, and require approval.
 - Credit card advertisements will not be approved.
 - No advertisements for solicitation of alcohol will be approved.
 - Flyer size is not to exceed 11" x 17".
 - Date, time, and location must be confirmed prior to approval
 - Only one poster per bulletin board is allowed.
 - Information printed in any language other than English must include English translation.
 - Campus organizations are responsible for removal and disposal of material at the conclusion of their event.
 - Campus Residences Policy
 - Must be approved by RHD
 - Campus Wide Advertising (bring 40 copies to Campus Residences)

- TargetVision – Send landscape PowerPoint Slide to: SAC_TargetVision@notes.cc.sunysb.edu
- Social Media
- Tabling

GRANTS

- Search Stony Brook Website
- Weekend Life Grant (must be on Friday, Saturday, or Sunday) <http://studentaffairs.stonybrook.edu/sac/grant.shtml>
- Diversity Challenge Grant (must be a co-sponsored event) <http://studentaffairs.stonybrook.edu/oma/grant.shtml>
- Committee to Celebrate Diversity (themed by months) <http://naples.cc.sunysb.edu/Pres/divforms.nsf/event>

FUNDRAISING

- Form
- Policy
 - All fund-raising/sales must be approved by the Department of Student Union and Activities two (2) weeks prior to the date of the event. Therefore, student groups should submit requests at least two (2) weeks prior to the date of the event.
 - Only sales, services, donations and games of skill are permitted; NO GAMBLING, RAFFLES OR GAMES OF CHANCE ARE ALLOWED.
 - Co-sponsorship with private firms is not permitted unless it is authorized by the Faculty Student Association (FSA) or Auxiliary Services.
 - If a fund-raiser is earmarked for a charity or philanthropic cause, or if it will be held off campus the union, approval must be obtained from the Director for Student Activities. If revenue is expected in excess of \$500.00, approval from the Vice President for Student Affairs must also be obtained. Submit these requests at least four (4) weeks prior to the date of the event.
 - Student groups must submit a copy of receipt from the charity or philanthropy to the Assistant Director for Student Activities.
 - Student groups may fund-raise for charities/foundations if the philanthropic endeavor fits in with the purpose or mission of the group (validate legitimacy of charity).
 - Student groups must show financial accountability by submitting a letter from the charity acknowledging that they are to receive a donation from the sponsoring group.
 - IF YOU ARE USG FUNDED IN ANY WAY (SSC OR LINE BUDGET) and you spend your budget to buy supplies for the fundraiser, all cost must be returned to USG and only the profit can be donated.
 - You cannot solicit funds i.e. there must be a set location for your fundraiser.

WALK-IN HOURS

- Mondays 1-5pm
- Wednesdays 10am-2pm
- Thursday 1-5pm