

Caltech Letters Event Planning Guide

This serves as a handy guide to planning a Caltech Letters social event. These tasks should be completed sequentially. In the ideal case, 1, 2, and 3 would be completed at least 2 weeks ahead of the event date.

- 1) Pick a date, time, and venue for the event.** Think about the weather / level of darkness during the event, as well as other requirements of the event, and pick a venue accordingly. For example, in the winter it gets dark early, so you will want to pick a venue that has lighting options; it could be cold or rainy, so you may want an indoor location; alcohol is not allowed in Hameetman; if you want chairs and tables, you will need a space with level ground; etc. Some venues that have been used with success in the past for either Caltech Letters or GSC events are Beckman courtyard (Jackson, Richard B. (Rick) <rickj@caltech.edu>), Keck Institute for Space Studies courtyard (Judd, Michele A <michele.a.judd@jpl.nasa.gov>), the garden behind Bridge, SFL amphitheater, Dabney Garden (Lu, Cecilia <cecilia@caltech.edu>), the common rooms at the Cats, and Morgan Library, but there are also plenty of other spaces to explore, so feel free to be creative!
- 2) Reserve the chosen venue.** You will need to contact the person who administers the space/building to reserve it. It may require some digging to figure out who that person is. If you are unable to figure out via Google search who runs the reservations for that spot, you could either scout out the closest administrative office to the venue to ask someone in person, or email the option/department administrator with closest ties to the spot. (For example, to inquire about a spot in Annenberg, you could email the CMS admin.) At the very least, they should be able to point you in the right direction.
- 3) Register the event with the Grad Office [at this link](#).** Once you have the venue confirmed, you will need to register the event with the institute ONLY if the event has alcohol and more than 15 people attending or will not have alcohol and over 50 people attending. The guidelines are listed on the website. (If the link is broken, search Caltech Student Affairs Event Registration.) During this registration, you will indicate whether or not you will be serving alcohol, and provide the account to charge for bartenders if so. It will cost ~\$130 because they can only charge for 5 hours minimum. After registering, you will have to meet with Sue Chiarchiaro for ~15 minutes to go over everything. If there will be alcohol, this should be done by a grad student to make sure things go smoothly.
- 4) Request tables and trash cans through AiM. (1 week ahead)** Login to your Access account and go to the AiM Customer Portal. Choose Events / Event Request and in the subsequent form, provide the date/time/venue details for the event. In the Description

box, write how many tables and trash cans you will need. You will need to provide the PTA for this as well, but for this you need to do a PTA Transfer request:

Instructions: <http://ore.caltech.edu/clubs/club-forms>

Form: http://ore.caltech.edu/documents/7409/PTA_Transfer_Club_Request.pdf

- 5) Advertise. (1-2 weeks ahead)** Once you receive the event approval from the Grad Office, you can start advertising. You can make a flier to send around by email (gradstudents@caltech.edu, departmental lists, Caltech Letters mailing list, <https://gsc.caltech.edu/calendar/>) as well as print out to post around campus. This needs to be approved by Sue as well. You could also consider making a Facebook event. Also send emails to post docs using this form the Sunday before your event: <https://docs.google.com/forms/d/e/1FAIpQLSfRPzhvIA7-GJlAuPdqvA2XLb28RIZPKGYjX4s8ly7gZlr06w/viewform>
- 6) Shop for/gather supplies. (Few days before/day of)** The week of the event, you should shop for/gather the supplies you will need at the event. Examples include food (vegetarian/vegan options, salty, sweet), drinks (alcoholic, non-alcoholic, water), paper products (cups, forks, plates, napkins), coolers, wine bottle opener, tablecloths, portable speaker, and so on. You should also gather the Caltech Letters banner if you plan to use it and other themed supplies, like stickers and business cards. On the day of, you should have a plan to get ice, if you think you'll need it. Drink bins and water jug can be borrowed from GSC - email social chair (Alex Buser).
- 7) After the event is over:** record amounts of leftover food/drinks, approximate turn out, make sure to forward the AIM work order to the clubs@caltech.edu. If the funding comes from GSC, you need to get reimbursed for everything. Once you receive a bill/invoice, request a disbursement of your GSC funds into your Caltech Letters account. The form to fill out for reimbursement is here: <https://airtable.com/shr8Dpw3yhboy5teX>. If there was a bartender, make sure to fill out their time sheet and return it to Kirsten Gilbard by the next business day. Add everything to the google drive financial folder (under misc) - new folder for the event with receipts and a google sheet tracking the expenses.