**PROJECT: D.S.A.**

**You Plan It…You Do It… We Cover It…**

**AT BucFest!**

***The Department of Student Activities (DSA) is the primary student programming office and annually produces and/or sponsors over 100 events in the Fall and Spring semesters ranging from live bands, fashion shows, comedy, local trips, BucFest, movies, and more. This semester DSA has done it again, bringing another fresh innovative idea to the table that has everyone talking: Project: D.S.A. You Plan It… You Do It… We Cover It… allows any student, group of friends or recognized organization at Barry University to Plan Their Own Event at BucFest!!! Imagine always wanting to do something big at Barry…well now DSA is going to make it happen!!!!!!!!***

***Your event will be featured at BucFest between March 16-18 amongst the other amazing events going on! The theme for BucFest is “Unleash the Madness!” Do you have what it takes?!***

***Funding???? That’s normally the big question on everyone’s mind. Who’s going to pay for this??? Well the answer is simple……The Department of Student Activities. The Department has taken the initiative once again to fund your event ……so ALL EXPENSES ARE COVERED!!!!!!\****

***We hope that this DSA directive appeals to you and pushes you to take part. We are excited to have your participation with new diverse and quality events for the university community.***

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**PROJECT: D.S.A.**

**You Plan It…You Do It… We Cover It…**

Application

(Please type. No handwritten copies will be accepted)

Type: [ ]  Individual [ ] Group [ ] Recognized Organization

Contact Information

 **Name Phone E-mail**

Main Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Contacts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Event Information

**Name of event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Date of event\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Alternate Date\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BucFest Dates and times available

 -Tuesday 3/15 after 5PM

 -Wednesday 3/16 Before 8PM

 -Thursday 3/17 Before 8PM

 -Friday 3/18 Between 4PM-8PM, or after 10PM

**Proposed Beginning Time:** \_\_\_\_\_\_\_\_\_\_\_\_ **Proposed Ending Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Alternate location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Set up time:** \_\_\_\_\_\_\_\_\_\_\_ **Break down time:** \_\_\_\_\_\_\_\_\_\_\_\_

**Estimated number of people you expect to attend:** \_\_\_\_\_\_\_\_

**Will alcohol be served?\*** **Yes**\_\_\_\_ **No** \_\_\_\_ **Will food be served?\*** **Yes**\_\_\_\_ **No**\_\_\_\_

**Please answer the following questions on a separate typed sheet of paper.**

* **Brief description of proposed event (Limit 75-100 words)**
* **What’s your target audience?**
* **What publicity tools do you intend to use?**
* **What kind of manual assistance would you need for this event?**
* **How many people would you need?**

Timeline & Process

Applications Due: February 20th, 2011 by 5:00 pm

(All completed applications e-mailed to jleyland@mail.barry.edu with PROJECT:DSA in the Subject line. Application and Signed Rules Sheet must be attached.)

Committee review of applications: February 21st& 22nd, 2011

Finalists from applications notified: February 23rd, 2011

Presentations by Finalists and 3 Winners Announced: February 24th, 2011

(Presenters must bring 50 people that support your project to the presentation)

Voting on 3 proposed events: February 25th, 2011 – March 2nd, 2011

(This will be done by the students on the student web)

ANNOUNCED WINNER: March 4th, 2011 by 12 pm posted on student web and the campus information channel

The winner has to sign all the necessary forms in Student Activities by March 4, 2011 by 4:00 pm

Criteria for Application Judging

**Creativity/ Originality**

**Potential Success**

**Overall Presentation**

**How To Plan**

**For A**

**Huge Event**

**During BucFest**

**101**

When planning events and projects, it will be helpful to create a "work plan." This document will cover details of the planning process and designate responsibility for different tasks. Taking the time to make one at the outset will help you as an individual or group or organization stay collected and focused. This document will also address issues that you as the planner should keep in mind while planning your event.

**Here's what to include on your work plan:**

1. A brief description of the event.
2. Dates for the planning period.
3. Date(s) for the event.
4. Goals (broad things you are working toward - this event is part of that work).
5. Objectives (concrete things that this specific project will accomplish by its end).
6. Strategies/steps for planning the event. Be detailed and specific!
7. How this event benefits Barry students in keeping up with the theme of “Unleash the Madness!”
8. Dates for each step of the planning process to be completed by - and stick to them!
9. Indication of who is responsible for each step. Delegate and spread leadership.
10. List of materials and cost information from proposed vendors that will be needed for the event and who is responsible for them.

**Picking an event and location date**

Being a sponsored event, location is pretty much up for grabs. Depending on the event though, you would want to choose the appropriate room. Auditoriums (such as the Broad) and classrooms are a great place to bring a speaker, or host workshops, while theaters are better for videos or movies. Depending on the nature of your event, you might want to even look into using outdoor facilities.

 Because this event is happening during BucFest this year, your event will be featured on Wednesday-3/16/11, Thursday-3/17/11, or Friday-3/18/11, depending on the time and nature of the event that you are proposing. We will take your request under consideration and work with you to fit the event as close as possible into the proposed time period!

**Publicizing an event**

 When coming to any event the major key is publicity, publicity and publicity! You can put in all the time and raise all the money in the world, but if no one knows about the event, attendance will be low. If you plan on inviting the public to an event, it is a good idea to publicize the event as much as possible and make use of every available publicity resource.

**Wrap it up**

Now that your work plan is in place, location and date is considered and your publicity route is decided……LET’S HAVE THE EVENT!!!!!!!!!!

**Rules and Regulations**

1. The event must take place on Barry’s Main Campus and should be open to all Barry Students.
2. The event must be in compliance with Barry University rules and regulations contained in the Student Handbook, local, state, and federal laws.
3. Any profit coming from the event will all be given in to the Department of Student Activities and all money has to be accounted for.
4. Flyers may not be posted on glass windows, pillars, walls, painted surfaces, floors, tabletops or steps. Bulletin boards and kiosks are available for posting.
5. All promotional items other than flyers (posters, table-tents, floor signs, banners, display, etc.) must receive written approval from the Interim Director of Student Activities prior to posting.
6. Event planners shall neither drink alcoholic beverages nor consume any controlled substance before, during or after the event while on the Barry University campus or in any facility controlled by Barry. Violation may result in referral to Barry University Judicial process, and/or law enforcement authorities. Event and its planners shall adhere to the policies of BARRY UNIVERSITY, and the laws of MIAMI-DADE COUNTY, and the STATE OF FLORIDA.
7. BARRY UNIVERSITY is committed to enhancing the quality of life of all people and therefore discourages performances which promotes degradation of anyone based on race, sex, ethnicity, sexual preference, religion or that glorifies violence.
8. Indemnification: Artist(s) shall indemnify, defend and save harmless BARRY UNIVERSITY, its agents and employees, from all liability, loss, costs, claims, damages, and expenses, including attorney fees, arising or claimed to have arisen out of personal injuries or death, or property damage or loss, sustained by Artist(s) as a result of negligence on the part of PURCHASER'S staff or others, or by others as a result of Artist's own negligence or intentional acts, during Artist's participation in this engagement (including travel to and from the engagement site)
9. The Department of Student Activities (DSA) has the right to change the terms of this contract at any point in the planning of this event.

*I have read and fully understand all the rules and regulations presented by the Department of Student Activities and I intend to fully adhere and comply with them.*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you have any additional questions, please contact the Department of Student Activities at (305) 899-3961. Or feel free to stop by.*