

# How to organize an event at PSR

## Who can organize events on campus and use PSR facilities for free?

According to PSR regulation:

- (a) The event must be organized by a member of the PSR community (students, faculty, staff, trustee, but *excluding* alums who are not currently a student, faculty, staff or trustee).
- (b) The event must be offered for free to the PSR community. Organizers may ask for donations only if the social cause is congruent with PSR's values, and if it is explicitly stated in the flyer: "'X amount' donation is requested for 'social cause X', but no one is turned away for lack of funds.'" Requested donations for personal income are absolutely not allowed.
- (c) If the event is (1) not for free to the PSR community, or (2) asking for donations that is not coherent with PSR's values, or (3) organized by individuals/organization who are not part of PSR (this includes PSR alums who are neither students, faculty, staff or trustee), the organizer needs to read the sheet entitled "Application for Use of Pacific School of Religion Buildings", accessible at the PSR front desk (contact Steven Peele at [speelee@psr.edu](mailto:speelee@psr.edu)). PSR Facilities department has tightened up its protocols of use of PSR buildings by outside groups (individuals), especially on liability insurance: "All groups must carry liability insurance while on PSR property. If your group has its own insurance, it must add PSR for the day/time of the event as an 'additional insured' for \$1,000,000."

## Give yourself enough time

Give yourself enough time to organize an event. Announcing your event to the community at the last minute will not work. Organizing events are opportunities to put your community organizing skills to test. Organizing a small event by yourself can work, especially if you're expecting very few people. But if you are thinking of a big event, it will work better if you have other people to help you out.

**STEPS:** (1) Network with people 1-1 (classes, dining hall, on the quad), spread the word, and connect with people who share the same interest. Gather their e-mails and give them a heads up on dates when you'd like to meet everybody so the group can brainstorm on the next steps of organizing. (2) E-mail the weekly calendar student staff, Meredith Jackson, at [weeklycalendar@psr.edu](mailto:weeklycalendar@psr.edu) (deadline is on Wednesday at midnight for the following week's weekly calendar). Create an e-blurb and email to Meredith to include in the weekly calendar. This blurb should have lines inviting students to participate and then RSVP back to you.

## Grant money for PSR student-led events

*2 steps:*

- (a) Fill out the "PSR Student Group Registration form" available as an attachment in the "Student Groups and Events" under the Community Office webpage in the PSR website. A printed copy is also available on the bulletin board outside the Community Life Office (across the business office at the 2<sup>nd</sup> floor). Drop your completed forms either at the PSR front desk for the Community Life Office mailbox, or at the Community Life Office. You become an official student group when the Community Life Office or the CAPSR council e-mails you a confirmation message.
- (b) For financial support for big events (\$200 max), please print out a copy of the "Student Group Grant Request" form at <http://www.psr.edu/community-association-psr> (in pdf file); then complete the form. Drop off your form at the PSR front desk to be dropped the CAPSR Council mailbox. To get reimbursed for smaller community building events (\$75), please keep your receipt and drop your receipt off at the CAPSR mailbox at the front desk, with your name, and an explanation of what the cost is for. *Remember, you need to be an official PSR student group in order to get reimbursed.*

## STEPS

- (1) **Question to ask:** "Would I like to host or sponsor the event by myself?" If your answer is **yes**, proceed with step #3. If **no**, go to step #2.

### (2) **YOUR SUPPORT ON ORGANIZING**

If your answer is **no**, your ally in organizing events on campus is Community Association of PSR (CAPSR is a student organization that works with Community Life Office). Since one of CAPSR's role is to organize community building events on campus, they will help you promote your event. They will give you suggestions/advice regarding which particular individuals you should contact who might be highly interested in helping you organize your event, as well as time and dates. Please e-mail CAPSR councils

“Student Group Coordinator”—see the CAPSR council’s members list at [www.psr.edu/community-association-capsr-council-2008-2009](http://www.psr.edu/community-association-capsr-council-2008-2009).

### (3) PICK A DATE

Pick a date when the community is likely available to participate or attend your event. Consider the time of the school year. For example, midterms and exams are busy times for students; Wednesdays are Field Ed days for most 2<sup>nd</sup> year M.Div. students; Tuesdays and Thursdays are usually the busy class days but these are the days when most students are on campus; etcetera.

### (4) TECH EQUIPMENTS

Consider technological equipments that you might need for your event. To reserve equipments (such as Television, VCR/DVD, sound system, etcetera), call the Media Center first before filling out the request forms to confirm that they have the particular equipment you need. Ask for Iakopo “Jake” Lan at the Media Center (phone: 510-849-8204; e-mail: [ilan@psr.edu](mailto:ilan@psr.edu)). *Ask for advice about which particular room at PSR might be best to use for particular technological equipments.*

If the Media Center has the equipment that you need, fill out the *Computer Maintenance Request* form, which is on a table right by the front desk. In the form there is a section for “Hardware requested/Software requested”—use this space to request the equipment. Submit the completed forms to a staff person at the front desk.

### (5) RESERVING A ROOM ON CAMPUS

(a) To reserve a room, fill out a *PSR Room Reservation Request* form in a table right by the front desk (or ask Steven Peele, [speelee@psr.edu](mailto:speelee@psr.edu) at the front desk).

(b) **Date & Time:** Before filling out the date and time of your event, *please make sure that your event is not in conflict or in competition with another major PSR or GTU event* by asking the front desk staff, Steven Peele (this is especially true if you would like participation from the student body). We urge you to check the events list on satchel (specifically, “Ongoing Activities” and “Upcoming Events”) in the PSR website. Another good place to see scheduled events is

<http://ems.psr.edu/virtualemslite/browseevents.aspx>. The best times to hold events is 12:30 pm to 2:00 pm on Mondays, Tuesdays and Thursdays.

(c) You will need a PSR staff or staff person to sign the “sponsor information” section. Community Life Office may sign your event if: 1. your event is open to the PSR community, and 2. the vision & values of the event is congruent with Community Life’s (e.g., community building & student support). If Community Life signs your event, your event is automatically a Community Life Office sponsored event. And if your event is financially supported by the CAPSR Council, then your event is a CAPSR event. You may indicate the group sponsoring your event in your flyer.

(d) Submit the completed forms to a staff person at the PSR front desk. After you have received a confirmation from Steven Peele that the room is reserved, you can proceed with publicizing your event.

#### **On Weekends**

We suggest that you **do not** organize events on campus on weekends (that is, hold events in Holbrook, PSR chapel, and Mudd). Due to security reasons, PSR Facility is requiring a key host fee (for key host fee info, please contact Steven Peele at [speelee@psr.edu](mailto:speelee@psr.edu)).

#### **On Use of PSR Facilities & Set Up**

If your event involves an elaborate space set-up (say, set-design decorations for shows & other special events, moving of chairs & tables) please be in conversation in advance with Terry Dyonzak (Facilities Director, [tdyonzak@psr.edu](mailto:tdyonzak@psr.edu)) in advance so you can be informed on what can be done and not be done within the PSR space (for example, legal-safety issues such as fire code hazards).

### (6) EXTRA TABLES, CHAIRS, TRASH CANS

You may need extra tables, chairs and trash cans for big events. To arrange set-up for extra tables, chairs, and trash cans, please contact Terry Dyonzak (Director of Facilities) at [tdyonzak@psr.edu](mailto:tdyonzak@psr.edu), 510 849-8254, regarding guidelines for this particular request. After you’ve gotten the info about the guidelines for this request, fill out a *PSR Maintenance Request form* also located on a table right by the front desk. Submit the completed forms to a staff person at the front desk.

## (7) RECRUIT VOLUNTEERS FOR SET-UP & CLEAN-UP

If the event you are organizing is very small (i.e., you're expecting a few people), you may not need volunteers. But if it is a big event, you're responsible for recruiting volunteers for set-up and clean-up. Recruiting volunteers is your responsibility.

- a) To recruit volunteers, ask folks you know who might be interested in your event, OR post an announcement asking for volunteers by e-mailing Lindsay Millionannouncement in the unofficial e-mail list to recruit volunteers. As said before, give yourself time—announcing your event in the last minute will not work.

## (8) REMINDERS ON NOISE & ALCOHOL

**On Noise:** If your event involves noise frequency (say, loud speakers) that might disturb the PSR residents or residents near the holy hill, we suggest that you read the Berkeley regulations on noise; please go to [www.ci.berkeley.ca.us/environmentalhealth/noise.htm](http://www.ci.berkeley.ca.us/environmentalhealth/noise.htm). If your event potentially makes “party noise”, especially if your event goes late into the night, please be aware that we are in a physically tight neighborhood and that loud noise is not welcomed by PSR residents or non-PSR neighbors who live near our block. An obvious indicator of noise becoming a problem in your event is the police knocking at your door—please do not wait to a point where this happens.

**On Alcohol:** If alcohol is present in your event, please consider ways of how to be caring or pastoral to those in recovery in our community. Two recommendations: (1) Indicate a note in your flyer specifically that while alcohol is present, there are non-alcoholic drinks available. (2) Make sure that your event has a designated “bouncer”, who will (a) speak directly with individuals who misbehave under the influence of alcohol (example, those make too much noise or are uncivil), and if necessary, ask them to leave and/or call the police. **Question to ask ourselves:** In an institution that trains leaders to lead congregations and communities, how do we embody or engage chemical abuse issues in the context of a culture where diverse forms of addiction are pervasive? If we know about someone who might have issues with alcohol or other illegal substances, please refer them to the “Circles of Care” on campus: (1) Pastoral Care Team, (2) Campus Care Network, (3) Assistant Dean of Students. See [www.psr.edu/office-community-life](http://www.psr.edu/office-community-life).

## (9) PUBLICITY

You can announce your event in different ways. Use all of them to reach as many people as you can. Follow these steps:

### (a) Create a master copy of your event's flyer

Create a nice well-designed flyer for your event stating the “who” (target audience), “what” (name of event), “when,” “where,” and “why” (a blurb stating why they should attend).

### (b) Send the flyer to Community Life Office for posting in the Weekly Calendar & printed flyers

Post your event flyer in the PSR weekly calendar by posting it PSR website internal networking tool called “satchel.” If you don't know how to post announcements on satchel, send your flyer as an attachment to Meredith Jackson at [weeklycalendar@psr.edu](mailto:weeklycalendar@psr.edu). **Reminder:** The deadline for submitting announcements for the weekly calendar through satchel is **Wednesday at 11:59 pm (before midnight)** during the week before your event. If your event is in the beginning of the week (say, Sunday, Monday, or Tuesday), send it to Meredith 2 weeks before the event. This way people get notified at least a week before your event takes place.

**Then,** ask the Administrative Assistant at the Community Life Office to copy ‘x’ number of flyers in either regular white paper or colored paper, which you will post around the campus. The Administrative Assistant will then place the flyers in your PSR mailbox.

### (c) Post your printed flyers on campus

Officially, students are not allowed to announce events by placing printed/hard copies of flyers in student mailboxes. However, you are allowed to post flyers on bulletin boards around campus. Unless it is indicated in the flyer that the event is hosted by CAPSR and/or Community Life Office, your flyer(s) will need to be stamped for approval by the staff at the front desk.

### (d) Publicity for other GTU schools

1. Send an e-flyer to Assistant Dean of Students, Donnel Miller-Mutia, at [dmiller-mutia@psr.edu](mailto:dmiller-mutia@psr.edu), and he will send it out to the Dean of Students of the other GTU schools who will then forward your e-flyer to their student e-mail lists. 2. Post printed flyers on the bulletin boards of other schools (ask their front desk staff of the school if you need approval to post your flyer in their bulletin boards).

**(e) Personal Invitation:** The best way to spread the word about your event is through word of mouth. Personally invite your friends, classmates, staff & faculty. Make a personal announcement in your classes, or perhaps during lunch at the D' Autremont dining hall.

**ON THE DAY OF YOUR EVENT:**

**a) If your event is a day-long conference or workshop**

Please provide the PSR front desk staff a copy of the schedule of your event, so they can provide questions for individuals who inquire about it.

**b) OPTIONAL: Sandwich boards to remind people on the day of the event**

Go to the front desk and ask the permission of a staff person to use the sandwich boards. If unused, they are located in the back of the front desk where the supplies are located. You may use Donnel's dry erase markers, or Delphine Hwang's (Registrar) in the Dean's Office. Sandwich boards are very effective and useful reminders for people during the day the event is taking place. Prepare the sandwich board signs the day before the event, and place them right by the bench in front of D'Autremont and the bench in front of the Mudd building no later than 10 a.m.