

**FACULTY OF COMMUNITY
SERVICES SOCIETY**

**EVENT
MANAGEMENT
POLICY**

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Amended September 22



The Faculty of Community Services Society Board of Directors
amended this policy on September 22nd, 2023.

Table of Contents

1.0 Definitions

1.1 Acronyms and Definitions:	P2
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2.0 Planning Events

2.1 Skeletons	P2-3
2.2 Internal Equipment :	P3
2.3 External Equipment	P3
2.4 Goal Setting	P3
2.5 Rentals and Hiring Contracts Process	P3-4
2.6 Decorations	P4

3.0 Scheduling

3.1 Student Society Calendar:	P4
3.2 Student Society Social Media:	P4
3.3 Holidays	P4
3.4 Competing Conflicts and Resolution	P4-5

4.0 Student Society Departments at Play

4.1 Board of Directors Approval:	P5
4.2 Event Waivers:	P5
4.3 Emergency Management	P5
4.4 Poster Approval:	P6

5.0 Space Bookings

5.1 Student Society Spaces	P6
5.2 Faculty of Community Services Spaces	P6
5.3 Central TorontoMet Spaces	P7
5.4 External Space Bookings	P7

1.0. Definitions

1.1. Acronyms and Definitions

1.1.1. Event: a planned public or private gathering, in the cases of mental health, social, professional development, career development, networking, and academic.

1.1.2. TMU/TorontoMet: Toronto Metropolitan University

1.1.3. SLLS: Student Life and Learning Support

1.1.4. FCS: Faculty of Community Services Dean's Office

1.1.5. FCSS: Student Society for Community Services students

1.1.6. MoA: Memorandum of Agreement

1.1.7. EDCI: Equity, Diversity, and Community Inclusion

1.1.8. ExploreTMU: Event Management Software

2.0. Planning Events

When planning an event in the Faculty of Community Services Society umbrella, this is how to do so successfully.

2.1. Skeletons

When planning an event, your first step in organizing your event is to outline what you're hoping to achieve. Being clear from the start on what you hope to achieve by organizing an event will help you differentiate your event from the 200,000 other ones out there. What your audience wants is vital to the decision to go virtual, hybrid, or in-person. A modern-day event strategy is based on choosing an event format and venue that best suits your audience. So, be sure to regularly survey and analyze the needs of your members. While planning an event is a noble feat, you need to develop goals for the event second. Getting goals locked in before you start the majority of the planning process will act as a guide for your other decisions, which streamlines the process.

2.1.1. Common goals for events include:

2.1.1.1. Increasing the visibility of your organization and creating awareness towards an issue or cause

2.1.1.2. Engaging the community to recruit more volunteers

2.1.1.3. Community Building

2.1.1.4. Networking

2.1.1.5. Interdisciplinary or interprofessional

Step three is determining an item list. What items do you need for this event? Asking the questions of whether the Student Society already owns the equipment we are looking to use. The fourth step is after figuring out if the student society has the equipment you are looking for the event. Complete a budget line item budget sheet. The student society has put a blank

symbol "-" in its place. For items you need to purchase, put the amount with tax included in the sheet.

2.2. Internal Equipment

Internal equipment shall be stored in a secure spot door locked storage room. The internal equipment shall be available through a form booking system on the student society website. When students are looking to use such equipment for an event their club must be in a collegial relationship, also known as a member club with the student society.

2.3. External Equipment

When purchasing external equipment for events using the budgetary line item sheet, never purchase the items on your own. Instead, send an email to the student society manager, The Executive Director, and the ED of Finance, and Corporate Relations letting all of them know about the event, and that items will need to be purchased soon.

2.3.1. The Executive Director should respond back to the email asking if the event needs any additional funding if it was not included in the Dean's Office budget request. This process will need to get board approval that is outlined in section 4.0 of this policy document.

2.3.2. The Student Society Manager shall be the only person to make purchases for buying new equipment for a student society event.

2.3.3. When reimbursement accidentally needs to occur the process takes 4 months.

2.3.4. When the external equipment is bought it should be stored in the locked storage closet in the student society office.

2.4. Rentals and Hiring Contracts Process

When renting equipment for an event ie: (Bouncy Castle Obstacle Course, Popcorn Machine, DJ Equipment, DJs honorariums, etc.) you will need to follow these steps outlined below in order to secure your rental or contract through the student society.

2.4.1. Step 1: Work with the third party to secure a contract that works in the student society's favor.

2.4.2. Step 2: Send the contract to the student society to look over this includes; (catering, venue costs, security, dj, etc.)

2.4.3. The student society executive and the student society manager will meet to go over these materials,

2.4.4. The student society manager and the Executive Director will then notify the Undergraduate Dean, and send it straight to Toronto Met Legal.

2.4.5. Step 3: Legal needs to give it an a-ok before the student society executive board, student society manager, and the Dean's Office may honor the contract.

2.4.6. Step 4: Pay accordingly through the student society manager or EDs credit card.

2.5. Goal Setting

When goal setting for an event you always want to start with the big picture, then work your way through the nitty gritty of detail work. Throughout the process of getting the event organized make sure to set reasonable goals for when each item should be done. For example, letting the ED Communications and Marketing know of the event 3-4 months in advance before it happens in order to create graphics, and create a communications strategy for the event. Or another example would be reaching out to student clubs 3 months before the event occurs to see if they want to take part. Goal setting reasonably is the most ideal way in planning the best event ever for this student society. You never want to be last minute with anything, or else things will always fall apart.

2.6. Decorations

All decorations shall be purchased by either the ED Finance and Corporate Relations, The Executive Director, or the student society manager. Decorations for events shall be stored in the locked walk in student society storage closet room. Decorations should reflect the student society, so work with the ED Communications and Marketing with your events committee for the best results. All decorations for FCSS clubs shall be stored in their storage units, lockers, or closets.

Large decorations such as lamp posts, trees, scenery props, theming shall be rented, unless there is more than one usage attended per year.

3.0. Scheduling

All scheduling for FCSS events shall work through these four areas before getting approved when not included in the initial budget request. FCSS course union clubs, and clubs should avoid putting events on the same day as FCSS events.

3.1. Student Society Calendar:

The student society calendar is where all student society events are posted. Make sure to check the calendar to see if any other student society event is occurring on the same date. Instead of choosing a later or earlier time if there is a student society event on the same date, avoid putting that event on the same date. The new date should be consulted with the FCSS Executive Board, and especially the ED Communications and Marketing. The calendar on the website and in-person should be updated promptly when approved for the new scheduled date.

3.2. Student Society Social Media:

For all in house student society events all graphics shall only be made by the ED Communication and Marketing's committee. Event notice must be given three to four months in advance, and when the actual date is chosen, the ED Communication and Marketing shall be

notified as soon as possible. Social media posts shall be under the discretion of the ED Communications and Marketing for student society events.

3.3. Holidays

The ED Events, Culture and Wellness, Admin and Operations, and the ED Academic shall try to work around significant religious holidays such as Rosh Hashanah, Easter, Christmas, Eid, Hanukkah, Kwanzaa, Lunar New Year etc. Check out the holiday significant dates calendar before scheduling a major event on or off campus.

3.4. Competing Conflicts and Resolution

When there are multiple student society events scheduled for the same day, the event that was submitted through the initial budget request always trumps the other events. Furthermore when there are course union events scheduled at the same time as a student society event. The student society is able to ask the course union to move the event so students from that particular program are able to attend both events.

4.0. Student Society Departments at Play

When planning a new event, or seeking more funding for an in-house student society event, there are many student society departments at play. You never want to treat an event as your own event. Instead treat the event as a collegial collaborative effort on all fronts.

4.1. Board of Directors Approval:

When seeking additional funding for an event that has already been approved you shall go in front of the board in a motion to seek additional funds for the event. Explain to the board why you need more funding for this event. The board must vote in order to grant your event the additional funding. When seeking funding for a new event that was not included on the budget request the ED seeking funds shall create a presentation to board, describe what the event is, and how it will benefit the FCSS undergraduate membership. Plus how it follows our EDCI and Sustainability Policy. Similar to seeking more funds the board will then have a vote whether to give you the funding needed for the event.

4.2. Event Waivers:

Event waivers shall be needed only when there's:

- 4.2.1. Physical activity
- 4.2.2. Water
- 4.2.3. Fire
- 4.2.4. Food
- 4.2.5. Internal/External transportation
- 4.2.6. Bouncy, carnival games

4.7.7. External venues

Event waivers shall go over and outline exactly what's happening during the event. Check the Executive Drive for examples from the FOSC.

4.3. Emergency Management

Always indicate where the closest hospital is for your event. Make sure to always have the following for an event.

- 4.3.1. Hospital location nearby.
- 4.3.2. Emergency Plan for hold and secures, and fires.
- 4.3.3. Emergency exits clearly listed with a map on how to exit the facility.
- 4.3.4. Making sure each item is safe to use on the skin, or consume.
- 4.3.5. Having the Toronto Met Security phone numbers card on hand.
- 4.3.6 Always having at least one University staff present for larger events.
- 4.3.7. Waste management clean-up plan

4.4. Poster Approval:

All posters for events shall get approval from either the ED Administration and Operations or The Executive Director of the student society. This includes FCSS course union events, and FCSS clubs, interests, and affiliated groups. Posters from groups belonging to FCSS shall be taken down accordingly if they did not go through our internal process within the Daphne Cockwell Health Sciences Complex, Sally Horsfall Eaton Centre Studies in Community Health, and Eric Palin Hall ground floor. Furthermore at the end of each Month in the Daphne Cockwell Health Sciences Complex, SHE/EPH the ED Administration and Operations with the ED Communications and Marketing shall sweep through the floors and take down posters.

5.0 Space Bookings

ExploreTMU is the university's event management tool. This tool is used to keep track of the events within our cost centre to make sure they happen safely, securely, and done properly. All events whether big or small, on campus or not.. Shall need to get approved on this system before the event is allowed to occur on campus. An email to Toronto Met Security also must occur before any on campus event happens. The forms for ExploreTMU are very long, so please do the ExploreTMU form first before anything else when scheduling and planning an event.

5.1 Student Society Spaces

For all student society spaces the ED Administration and Operations must know beforehand to make note of that in the weekly timetables for student society spaces. The event must be approved on ExploreTMU to proceed.

5.2 Faculty of Community Services Spaces

For all Faculty of Community Services spaces they have to be booked through the Dean's Office, and the individual schools through email. All events booked this way must still be approved on ExploreTMU to proceed.

5.3 Central TorontoMet Spaces

For central spaces and classrooms they have to be booked onExploreTMU. The event must be approved on ExploreTMU to proceed.

5.4 External Space Bookings

For all external space booking the contracts must be sent first to the Faculty of Community Services Society at fcssociety@torontomu.ca and to the student society manager to look over. The next step is for the student society manager or The Executive Director to send it to the Associate Dean, and through Toronto Met Legal for contract amendments, liability coverage, and final say. All external space bookings **must** be submitted onExploreTMU, and go through each process listed above, plus be approved on ExploreTMU to proceed.