

Planning and Hosting an Event

SGA-approved clubs and organizations are encouraged to plan and hold events throughout the academic year. These events must relate to the mission and goals of their specific group (eg: Book Club organizes or attends a reading at the local bookstore.) Event must be planned in advance, and include all logistical considerations, such as a time and place, items needed, and assignments for group members. If you have questions about planning an event, please contact the Office of Student Engagement (studentengagement@mcla.edu).

****Please remember to allow yourselves plenty of time to plan, make your request, and implement your ideas.***

- Once a decision is made as to what event will be held, and what it will take to make it successful, you will need to convey your plans. You must complete and submit an “Event Request Form” to the Office of Student Engagement (OSE).
- If your event is approved you can move forward with event preparation. This will include things like booking rooms/location space, making purchases, and advertising your event.
 - Tables can be booked for clubs/organizations in the Campus Center Marketplace, the Bowman Hall 1st floor lobby, or outside on the Academic Quad. All tables will need to be reserved through **25 Live** under the [Non Classroom Space Request Form](#) at least a week in advance. *(This form can be accessed on your MCLA portal page under the "Forms" tab.*
 - Clubs and organizations may wish to hire MCLA students or vendors outside of the institution for an event. This can include roles such as DJs, speakers, poets, magicians, comedians, van drivers, and tech services. Prior to requesting services from a current MCLA student or an outside vendor, please contact the SGA Office Manager at sga@mcla.edu.
 - To purchase items or services, the club must fill out the Purchase Request Form (PRF) and have it approved at least **one week prior** to your event.
 - You are also encouraged to advertise your event by a minimum of posting flyers. Groups will create their own flyers. They will be posted on designated bulletin boards around campus by the Student Engagement staff two (2) weeks prior to an event, and no more than two (2) weeks at a time. If flyers are not submitted two (2) weeks before an event, there is no guarantee that posting will occur within your group's timeframe.

Steps to Complete the Event Request Form

*Note: To use any of the EngageMCLA electronic forms, you must download the App and register as a user on this system.

1. Log into EngageMCLA.
2. You will be on your Home Screen. Navigate to the “Groups” tab and select the group that is holding this event (must be a group in which you are an officer).
3. You will see a page of tiles. You will select the “Events” tile.

4. Select the “Create Event” button on the right of the screen.
5. Please complete and submit this form and wait for your approval or other from the Office of Student Engagement.