

BEST PRACTICES GUIDE

Student Activities Board
Earlham College

revised 11/17/03

CONTENTS

Student Activities Board	
What is SAB?	2
Role of Advisor	2
Role of Convenors	2
Being a Student Representative	2
Elections	3
Meetings	3
Event's Committee	3
Conferences	3
Advertising	4
Finances	
The Budget	5
Needs for an Event	5
Buying Anything for an Event	5
Paying an Invoice	6
Planning Events	
SAB Events	7
Fall Semester Traditional Events	7
Spring Semester Traditional Events	8
Scheduling Larger Events	8
Agents	9
Picking a Date, Time, and Location	10
Diversity	10
Co-Sponsoring Events	10
Organizations Proposing Events	11
Who Else Plans Events?	11
Thinking Outside the Box	12
Artists and Performers	
Contract	13
Student Activities Contracts and Information Book	13
Artist Etiquette	14
At the Event	
Guidelines	15
Setting Up	15
Tearing Down	15
Appendix I – Constitution	16
Appendix II – Process for Planning an Event	18
Appendix III – Timeline for SAB Planning	20
Appendix IV – Sample Offer	25
Appendix V – Sample Contract	26
Appendix VI – Sample Sound Permit	28
Appendix VII – Sample Vender Letter	29

STUDENT ACTIVITIES BOARD

What is SAB?

- **Student Government.** SAB is a part of Student Government. At least one convenor must sit in on the meetings and be SAB's voice. They meet once a week for about two hours.
- **Our Events.** SAB sponsors and co-sponsors events for the student body. We try to have every student come to at least one of our events each semester. Events can be entertainment, comedy, poetry, music, games, lectures, etc.
- **Budget.** Our budget is made of half Student Organization monies and Half Student Activities Office monies.
- **Advisor.** There is an Advisor for SAB. He/she will be the Director of Student Activities or their appointee.
- **Constitution.** A constitution must be revised at least every two years. Please refer to Appendix I.
- **Members.** SAB is made up of Convenors, an Equipment Manager, a Publicity Manager, a Secretary, Students at Large, and members.

Role of the Advisor:

- **Abby Miller.** Abby is the direct advisor of SAB and the Assistant Director of Student Activities. She meets with the convenors and SAB as a whole weekly. After the contract has been signed she usually takes it from there. She reserves hotel rooms at the Holiday Inn and vehicles at Security. She is there to answer questions and give ideas. Whatever you need her to do, she will do it.
- **Rich Dornberger.** Rich is the overall Director for Student Activities as such he advises Abby and SAB when needed. Rich is the only person allowed to sign contracts.

Role of the Convenors:

- **Convenors.** Being convenor means that you plan and facilitate all meetings and need to be at events for a contact person. The convenor is someone that represents the students well and is very mature and responsible. The convenors meet once a week with Abby to discuss SAB's agenda and any issues that might arise. It is their responsibility to recruit and train students. It is also their responsibility to create a diverse program. Remember Abby and Rich are the advisors and the greatest tools for success.

Being a Student Representative:

- **SAB Members.** Members of SAB are representatives for the entire student body. They need to be mature and act professional around other professionals. They need to come to SAB meetings and help out setting up/tearing down for an event. They also propose artists for the SAB schedule.

Elections:

- **To Have a Role on SAB.** To be either Convenor, Business Manager, Publicity Manager, or Student Representative you have to be elected during Student Government's elections in the fall semester.
- **Year Served.** The year for your position starts in January and runs through December.

- **Responsibilities.** Responsibilities are listed in the Constitution, Appendix I.

Meetings:

- **Pick a Time to Meet.** At the retreat in the beginning of the semester SAB needs to find a time that works for most members. Then they need to stick with it for the rest of the semester.
- **Find Others to Join.** Advertise when and where SAB meets and that everyone is invited to join. SAB should also have a table at the Involvement Fair the first week of the fall semester promoting their organization.
- **Convenors Meet First.** Convenors need to meet with each other before meeting with the entire SAB so they can make an agenda and talk about issues before they have to talk with the group. Some small decisions can be made just by the convenors.
- **The Meeting.** At the meeting make sure that the Convenors, Secretary, and Advisor have a copy of the agenda. Make sure to start the meeting somewhat on time so members aren't there for more than one hour. Go through all the bullet points and make the important decisions.
- **Use Consensus.** Make sure to use consensus when deciding on an event or any other issue. Give members a chance to speak up if they don't agree with the decision.

Event's Committee:

- **SAB's Role.** SAB needs to have 1 member on the Event's Committee; preferably a Convenor. This role is important in that they have to be the voice of the student body and let the faculty members on the committee know how students feel about events. They meet once a week for about an hour.

Conferences:

- **NACA.** We are located in the Mid-America region for agencies. In the fall there is a Mid-America Regional Conference. In the spring there is a National Conference. SAB definitely goes to the National Conference held in the spring. SAB should consider going to the Regional Conference. The Conference is paid by SAB budgeted monies.
- **Other Conferences.** SAB should consider looking into conferences to send members to. This is a way to see what artists, entertainers, comedians, etc are performing. You can also meet agents, network with other schools, and bring back a lot of information to SAB.

Advertising:

- **Make the Sign.** Make a sign advertising your event at least one week in advance so there is time to get them printed and hung up. Get 75-100 copies made at Campus Services.
- **Info on the Sign.** The event name, date, day, time, location, and sponsors need to be on the sign. Pictures, a short blurb, and more information are always helpful.
- **Hang the Signs.** Hang the signs the Sunday before the event. They need to be up after the weekend's events and up a week before the upcoming event.
- **Advertising Needs.** There should be a SAGA sign in the Dining Hall and off the Runyan Desk's loft, a sign hung up all over campus. You should also email aroundtheheart@earlham.edu and the Word with a short blurb about the event. Finally,

make sure it is listed on the web calendar and make a poster advertising the event on the SAB bulletin in Runyan's basement.

FINANCES

The Budget:

- **Split it Up.** Split the budget into large events, small events, co-sponsored events, large off-campus events, small on-campus events, vehicle charges, and miscellaneous. Then from there the Convenors and Business Manager will need to figure out how much they want to spend on transportation and miscellaneous expenses before breaking it up to acts. We usually set aside \$1000 for both.
- **Who Sees The Budget.** The Convenors and the Advisor work with the budget. They make changes and add/subtract events until the budget is set. The Business Manager manages the budget to make sure we do not go into debt. The Business Manager needs to let SAB how much money we have for certain sections if members ask.
- **When In Debt.** When in debt SAB either needs to cut some events or extra money, do a fundraiser, or find more co-sponsorship to make up for that debt. It is most important to get out of debt as soon as possible.

Needs for an Event:

- **Rider.** On an artist's rider there might be a list of food, snack, drinks, etc that they request. If they request something that is not available in Richmond, you just need to cross it off on the rider before it is signed. Alcohol must be crossed off the list. Most items can be bought at any grocery store.
- **Candy.** For some events you might want candy for all students. For example, at the Drive In Movie "The Goonies" we had Baby Ruth candy bars to throw out. You can find bulk candy on the internet. You can buy it with the credit card with Rich's approval.
- **Drinks.** You might also want drinks for your events. The cheapest drinks can be found at WalMart; they're Sam's Choice 2-liters are about \$.50 apiece.
- **Water.** Water bottles for the performers are cheapest if you buy them in bulk and just get the requested amount for each event.

Buying Anything for an Event:

- **Reimbursement.** After purchasing your items, give Abby the receipt. She will give out a Reimbursement form and attach the receipt. You then go to the Cashier's Office in the basement of Carpenter (hours Mon-Fri 9:30am – 2:30pm) and give them that form. They will reimburse you and give you a receipt. That receipt needs to go back to Abby.
- **Petty Cash.** If you want to get cash ahead of time, buy your items, and then return the leftover money, you will need petty cash monies. To do that, go to the Cashier's Office and fill out a Cash Advance form. They will then give you the money. After purchasing the items, take the receipts, the leftover money, and Cash Advance form back to the Cashier's Office. They will then put the leftover money back into our account. Give the receipt from that transaction to Abby for the records.
- **Purchase Order.** If you are buying an expensive item, you will need a purchase order. You will get this form from Patty Alexander at Runyan Desk. After giving her all the information needed, you will have a purchase order to buy your item.
- **Credit Card.** The Student Activities Office has a credit card. You must ask Rich Dornberger if you can use it for item bought online like airplane tickets. He or Abby will need to enter in the information. If you want to buy something at a store with the credit card, Abby or Rich must go with you.

Paying an Invoice:

- **Invoices.** When you receive invoices for hotel rooms, printing jobs, and anything else you need to have the Advisor write “ok to pay”, sign it, date it, and put the account number on it. The Advisor will then mail it to Accounting. A copy must be put in the records.

PLANNING EVENTS

SAB Events:

- **Dates.** We plan events on Friday or Saturday nights at either 7:30pm or 10pm. We try to have an event every Friday and Saturday that students are on campus. Lynn Knight and Patty Alexander have the authority to not let SAB have an event on a certain night. Some nights there are too many events going on and having one more SAB event is too much. Although sometimes we do have events on days other than the weekend or at different times.
- **Closed to the Public.** SAB events are only open to Earlham students, faculty, or staff. An open event must be approved by Rich Dornberger, Lynn Knight, and Linda Tyler.
- **Contracts.** The Director of Student Activities is the only person able to sign a contract.

Fall Semester Traditional Events:

- **Sunsplash.** This event is usually in the first month of school in the fall semester. We have found out that there is better attendance if it is during the night because of all the fall athletics and other activities. We have it outside with 1-3 bands and other activities like jello wrestling. Although jello brings bees and is a mess to clean up. Try just using the Nox gelatin in the future and dyeing it a color. All outside events need a sound permit. A sample sound permit is Appendix VI.
- **Drive In Movie.** This is a great first event of the semester. Have it outside on the Runyan/Wellness Field starting at 10pm. The Earlham Film Series will pay for the movie if SAB pays for the screen. We have used Preferred Entertainment in the past as the agency.
- **Event with Richmond Parks and Recreation.** Earlham is trying to build the bond with the Richmond community. In doing so, we have co-sponsored an event with the Parks Department. They have said that they would like suggestions from SAB in the future for events. SAB and the Events Office co-sponsor this event.
- **Bowling.** This is usually our biggest event. We try to have Bowling once a semester. It is best to have it on Fridays starting at 10pm. It is cheapest to bring our own drinks and cups. They have concession workers that will fill the glasses. Student Development also needs to be there since many students are intoxicated and all of SAB members are required to be there.
- **First Lady Rock n Roll.** Each semester there is a different First Lady to host the event. The event consists of rock bands and raffle prizes. It is a lot of fun if someone dresses up as the First Lady.
- **Zen and the Art of Pit.** Each fall semester we have had a night of hardcore bands.
- **Karaoke Night.** This event should take place during Homecoming Weekend.
- **Homecoming Dance.** This is co-sponsored with ESG held at Charlie's Coffeeshop.
- **Free Movie Night.** We usually have a night in the fall where students can go to the Dollar Cinema for free.
- **Earlham Battle of the Bands.**
- **Small On Campus Events.** In the fall we have ping pong, pool, and euchre tournaments. SAB pays for a \$20 gift certificate and Intramurals will run the event. We usually have these events the same weekend as a big event to give a night off to members.

Spring Semester Traditional Events:

- **Springfest.** This event is usually the last event for the semester. We have 1-3 bands, inflatable games, the Champion of the Universe tournament, and vendors. The bands have been reggae, hip hop, and rock, but those types are not necessary. We had a bungee run, gladiator joust, and obstacle course inflatables. The Champion of the Universe tournament is run by Intramurals. A vendor list can be found on the computer and a sample letter is found in Appendix VII.
- **Air Guitar.** This event is held in the beginning of the spring semester. Students can sign up at Runyan Desk a few weeks in advance. Then they have to come to one of the meetings and perform their act. This makes sure that they have a good act and aren't goofing around. The event is held in Comstock at 10pm. Student Development and Faculty are the judges as well as some of the acts. Gift certificates are given to the 1st – 3rd places as \$20 per person for 1st place, \$10 for 2nd place, and \$5 for 3rd.
- **Spoken Word.** We have brought in artists such as Sonia Sanchez, Alix Olson, Nikki Giovanni, and Nicole Blackman to name a few. Students really enjoy our spoken word nights; they are usually one of our biggest events held in Goddard.
- **Roller Skating.** This event is held during Little Sibs Weekend at The Skate. Student Development needs to be there for accidents and watching student's behavior.
- **Comedy Nite.** We try to have comedy every semester. You need to be careful picking comedians because you do not want a comedian that will offend students.
- **Theme Dance.** We have had a night of 80's songs held at Charlie's Coffeeshop. Students dress up, Student Development helps out, and the music is great. We have candy necklaces, ring pops, and other 80's candy.

Scheduling Larger Events:

- **Start Early.** When planning for the semester ahead you will want to start planning in either October/November or February/March. The earlier the better. It takes a long time to finalize the events and talking to agents, so to be sure that you are done before the semester ends, you will need to start early. It is best to coincide with the Regional or National NACA conventions.
- **Refer to Appendix II and III.**
- **Process for Planning an Event.** Follow the form step by step to be prepared for proposing an event. It has a How Much Will It Cost form attached that needs to be filled out before the planning meeting. This will give SAB an idea of how much the act is and if our budget can handle it.
- **Planning Meeting.** The convenors of SAB will need to sit down and figure out the best way they see for planning the semester. After they have a few ideas, it is best to go to SAB and let them decide. I believe the best way is to have a weekend day setting aside hours to plan. Let the SAB members know when this day is so they have time to prepare. During the planning meeting let everyone present their favorite act first. They need the amount of the performance, how many hotel rooms, travel expenses, and other expenses known to give a good proposal.
- **Deciding on An Event.** At Earlham decisions are made by consensus. Everyone needs to agree before anything is passed. Those that do not agree can voice their opinions and the group either needs to change the event or drop it totally. In the past we decided on events by breaking them into genres and then picking one or two from that type of music.

Agents:

- **Definition.** The definition of an agent is someone who represents the artists' interests. They find venues for artists to perform and do all the business work for them.
- **Dealing With Agents.** When dealing with agents you always want to act professional. They are professionals so you need to speak professionally too. Remember to always identify yourself as a student representative and explain that you handle the details however all contracts must be signed by the Director of Student Activities.
- **Never Promise Anything!** Never tell an agent that you promise something to happen. They may hold it against you and it could cause huge problems if we cannot hold up our part of the deal. Always tell them that you are inquiring and do not have a final answer yet.
- **Calling for a Contract.** Once you have the venue, time, and budget finalized for a performance you may then call for a contract. This is when the deal is finalized. The contract needs to be sent to the advisor. Rich Dornberger and Abby Miller will go over the contract and make sure we can handle all the little details. If so, we sign the contract, make a copy of it, and fill out the check warrant. Abby then mails the signed contract back to the agent. A student is NEVER to sign a contract, it must always be the Director of Student Activities.
- **Offers.** Sometimes agents will ask that we send an offer for the artist that we want. A sample offer is in Appendix IV. The Advisors must approve all offers. This is equal to a verbal contract and are considered binding.
- **Contracts that we send.** Sometimes SAB needs to send contracts to artists that do not have their own contract or for other events. A sample contract is in Appendix V.
- **The Week of the Event.** Before the event you will want to contact the agent and make sure everything is good to go. Double check details and give them any information they might need. Try to get a cell phone number of the artist to contact if needed and give a number for the contact person from SAB in case of problems.
- **After the Event.** The agent should call after the event and make sure everything went alright. If you weren't happy about something then you should call the agent and let them know about it. Before you call and complain please talk with Rich and Abby. There may be unforeseen reasons that things went the way they did and we need to process it all before we complain.

Picking a Date, Time, and Location for an Event:

- **Finding a Date.** SAB only does events on Fridays and Saturdays. Rarely we will do an event outside of this time, but it is allowed.
- **Shielded Events.** Departments shield events. This means that nothing else can go on at the campus until that event is over. If there is a shielded event at 7:30pm we have to start our event at 10pm. If the night is too full of either shielded events or other events, it might not be a night to have anything planned.
- **Finding a Time.** Earlham plans events at 7:30pm or 10pm. If there is a small event like a euchre tournament you might want to have that during the day rather than at night to have a better turn-out. SAB does do late night programming so it is best to start late.
- **Locations.** SAB has used Goddard, Comstock, the Coffeeshop, Orchard Room, Tazza, the Fieldhouse, Comstock Field, and The Heart for events. Think outside the box for a new location.
- **Reserving a Location.** To reserve a location for an event you need to go to Runyan Desk and speak with the reservationist or Patty Alexander. If you need to use Goddard, you will have to go through Lynn Knight first.
- **Reservation Sheet.** A reservation sheet will be sent to Abby and she will put it in the contract book.

Diversity:

- **Being Diverse in Planning.** SAB needs to offer a diverse array of events so the student body will come to at least one event a semester. SAB also needs to co-sponsor or get co-sponsorship for at least two events a month. This will strengthen the events and strengthen the relationships between organizations.
- **Shenita Piper.** Shenita is the Director of Multicultural Affairs. She plans diverse events as well as co-sponsors with SAB. Any questions SAB might have about planning diverse events should be given to Shenita.
- **Rich Dornberger.** Rich is the Director of Student Activities. He plans any events that SAB and other organizations/departments do not fulfill. He will also help you plan a diverse program.

Co-Sponsoring Events:

- **Two Events a Month.** SAB should co-sponsor or find co-sponsorship for two events a month.
- **How to Find Organizations.** SOC oversees the student organizations. If you have any questions about organizations go to them. Abby has a list of when and where student organizations meet. You will want to contact the convenor first and let them know that you would like to have a few minutes in their meeting to propose an event.
- **Don't Forget Departments.** Each department here at Earlham has money that they give for events. If their department would fit the artist or event SAB is bringing, don't forget to think about asking for co-sponsorship from them.
- **Proposing an Event.** When going to organizations you will need to have all the information for the event you are finding co-sponsorship for. Use SAB's co-sponsorship proposal form that is found on the Coffeeshop door.
- **Funds Transfer.** If an organization does give money for the event you will need to get a funds transfer form filled out. They are also found on the Coffeeshop door. Once the organization has put their info on the form, you need to give it to Abby. She will make a copy of it and send the other to Accounting.

- **Advertising.** If an organization co-sponsors an event their name needs to be on all advertising thanking them for giving money.

Organizations Proposing an Event to SAB:

- **SAB's Obligation to Student Organizations.** SAB needs to talk to student organizations about being a co-sponsor for events they want to plan. You will need to explain the process and give them the forms that are found on the Coffeeshop door.
- **Proposing to SAB.** An organization will contact either the advisor or convenor asking to have a few minutes to propose an event to SAB. They will be asked to fill out the Co-sponsorship form found on the Coffeeshop door and have it ready for the meeting.
- **At the Meeting.** Have proposals go first in the meetings. This will allow the person to leave and let SAB talk about the proposal later. A representative from the organization will go through the proposal and SAB is allowed to ask questions. Once SAB has all the information needed, tell the representative that someone will get back to them.
- **Make a Decision.** Have the Business Manager go over how much is allotted in the co-sponsorship spot in the budget. Have SAB discuss the event and make a decision if you want to co-sponsor the event and how much to give.
- **Contacting the Organization.** Someone needs to contact the organization and let them know if we would like to co-sponsor the event and how much SAB would like to give. Then you need to fill out a funds transfer form.

Who Else Plans Events?

- **Community Events.** These are bigger events held once or twice a semester. Lynn Knight in the Events Office is in charge of these events.
- **Artist and Lecture Series.** Lynn Knight is also in charge of these events but they are mostly co-sponsored with departments and organizations on campus. SAB sometimes co-sponsors these events.
- **Multicultural Events.** Shenita Piper or Lynn Knight will bring in these events. SAB might co-sponsor some too.
- **Music/Theatre Department.** This department has many concerts and plays. The first show is always shielded.

Thinking Outside the Box:

- **How to Use an Advisor.** Advisors have contacts with other schools that you can block book with. They have experience planning for events and if you ask them, they will give you new ideas or help you plan your event successfully.
- **Creating New Venues.** Comstock used to be a big ugly room. Now for SAB's events we put up a black velvet curtain, tablecloths and candles on the tables, and lights for the performances. Comstock looks completely different than it does during the day. Think of other rooms around campus that could be a great venue for events.
- **Off Campus Events.** When we have events at Charlie's Coffeeshop, students like to get off campus and be in a different atmosphere. Having events off campus at Charlies, the Bowling Alley, the Skate, and the Movie Theaters builds the relationship of Earlham and Richmond. They need the extra business and students need to get off campus.

ARTISTS AND PERFORMERS

Contract:

- **Reading the Contract.** Students DO NOT sign contracts. When reviewing the contract before it is signed, be sure to read every little word.
- **Signing the Contract.** The Director of Student Activities is the only person able to sign the contract.
- **Rider.** The rider lists the technical requirements, hotel requests, food requests, and any other requests.
- **Technical Requirements.** If the performance is in Goddard, the tech requirements need to be approved by the Director of Media Resources. If the performance is anywhere else, the tech requirements need to be approved by the Equipment Manager. All tech requirements need to be approved before a contract can be signed.
- **Hotel Requests.** If a performer requests hotel rooms call Holiday Inn (966-7511) first. Make sure when reserving a room that you get the Earlham College price. We only pay for room and tax. An invoice should be sent to us. Abby fill out the invoice and sends it to Accounting, drawer 201.
- **Food Requests.** Food requests can be for the dressing room and/or dinner. A performer most likely will ask for water, drinks, and food. If the requests are available then we need to get them for the dressing room. If they are not available in our community, you need to cross that item off the rider. SAB cannot allow any alcohol in the dressing room or give money towards alcohol. For dinner requests, either SAB members can eat with the performer or you can give money towards dinner. We usually give \$15 per person.
- **After the Contract has been signed.** Make a copy of the contract and anything else. In an envelope send the contract, directions, Earlham College's Harassment Policy and College Policies. Put the copies of the contract in the book.

Student Activities Contracts and Information Book:

- **Location.** The book is kept in the SAB office.
- **Contents.** The book contains all contracts and information for all events that SAB, Student Organizations, and the Student Activities Office brings to campus. It contains one year of events.
- **Quick Facts.** The first page for each event is the Quick Facts. This is a quick overview with contact information, date of event, payment, and any other needs.
- **Contract.** Copies of all contracts need to be in this book!
- **Reservation Sheet.** When you reserve a location on campus, a reservation sheet will be mailed to you. It needs to be in this book and marked when the reservation was made on the Quick Facts sheet.
- **Check Warrant.** The copy of the check warrant will be in the book too. Mark on the Quick Facts when you sent the check warrant to Accounting.

Artist Etiquette:

- **Contract.** The signed contract from both parties needs to be kept in the Student Activities Book. If it is close to the date of the event and the signed contract has not been mailed back, call the agent and get it to us.

- **Before the Event.** We cannot tell performer not to drink, but we cannot pay for them to drink. If a performer drinks too much, please refer them to the College Policies. If Security needs to be called, do so.
- **Harassment Policy and College Policies.** The performers were given a copy of Earlham's Policies. Remind them to not harass anyone while they are performing or on Earlham's campus, especially comedians.
- **During the Event.** If the performer gets out of hand, the Advisor can ask them to stop. The Advisor and Leader for that event need to call the agent quickly and let them know what happened. Do not give the check to the performer until the Advisor and Leader has talked with the agent.
- **After the Event.** We are not liable for performers after they have performed. If they get in trouble from Earlham Security or Richmond Police, we cannot do anything about it. Contact the agent and let them know what happened.

AT THE EVENT

Guidelines:

- **When the Advisor is not present at an event.**
 - The Advisor needs to let the Dean of Students, Associate Dean of Student Conduct, and the Director of Security know when the Advisor will not be at the event at least two weeks in advance. A copy of our schedule that lists the events and who will be there needs to be sent to all of the above people.
 - The Advisor has to have a Convenor present the entire time at the event.
 - The Convenor, Runyan Desk, and Security needs to have a way to contact the Advisor in case of an emergency.
 - If the Advisor was planning on being present at an event and then is not able to make it to the event, the Advisor needs to contact the Convenor, Runyan Desk, and Security.
- **What is expected of the Student Leader from SAB at any event.**
 - There needs to be a Convenor or Student Leader from SAB at every event, unless the Advisor has allowed otherwise.
 - The Leader must be at the entire event.
 - The Leader must be the contact for the artist/act.
 - If problems arise, the Leader needs to contact the Advisor promptly.
 - The Leader is responsible for clean-up.

Setting Up:

- **Responsible.** SAB is responsible for setting up and tearing down for events.
- **Time.** Set up usually takes place 2 hours before an event.
- **Stage.** If a stage is needed, either SAB or Maintenance can set it up.
- **Tables and Chairs.** We have found that setting up tables and chairs in the back of Comstock sets a nice atmosphere. And those that don't want to stand the whole time can relax.
- **Sound Equipment.** The equipment needs to be brought upstairs and set up nicely. Either the Equipment Manager or Media Resources is in charge of setting up.
- **Sound Check.** Performers like to do a sound check at least 1 hour before performance time. That means that everything needs to be set up by that time.

Tearing Down:

- **Responsible.** SAB is responsible to making the room look like it did before, if not cleaner.
- **Time.** It usually takes less time than setting up.
- **Stage.** The stage needs to be completely put back where it was found.
- **Sound Equipment.** The equipment needs to be put back into the Equipment Room nicely.

APPENDIX I

SAB Constitution:

Article I (Name)

The name of this organization is the Student Activities Board (SAB) which is the activities branch of Student Government.

Article II (Mission)

The Student Activities Board is the branch of Student Government that sponsors and co-sponsors social and cultural activities for the student body.

Article III (Membership)

In order to be a general member or hold an officer position of SAB, all candidates must show an active commitment to the SAB mission statement and the Earlham College community.

Article IV (Officers)

- Section 1: The officers shall be the Convenor(s), Business Manager/Secretary, Publicity Manager, Equipment Manager, and six Students At Large.
- Section 2: All current Earlham College students are eligible for an officer position with the exception of students on academic probation.
- Section 3: Each officer is elected for a year term. Elections will take place each Fall.
- Section 4: The Equipment Manager will be appointed by the Student Activities Board.
- Section 5: Elections of members will coincide with the official Student Government Elections. Applications for elections will be available no less than 3 weeks prior to the date of election.
- Section 6: In the case of an inconclusive election, a re-election will take place.
- Section 7: If a vacancy occurs during the term of office of any officer, a temporary officer may be appointed by the convenor(s), advisor(s) and SNC if deemed necessary

Article VI (Duties)

The Convenor(s) shall:

- Be the official representatives of SAB.
- Facilitate and supervise the overall direction of SAB programming.
- One Convenor must attend all Administrative Council and ESG meetings and retreats.
- One Convenor must attend all Event Committee meetings and retreats.
- Hold at least one planning retreat per semester.
- Meet once a week with the Advisor(s).
- Hold a SAB meeting weekly.
- Assist in the selection process of the Equipment Manager.
- Coordinate and facilitate good relations with the Security Office, the Student Development Office, and the Director of Student Activities.
- Communicate with booking agencies, review media materials and coordinate the contacting of entertainment.
- Be responsible for the planning, coordinating, executing, implementing, attending and evaluating events sponsored and co-sponsored by SAB.
- Work closely with the Advisor while contracting talent and events.
- Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus.

The Business Manager/Secretary shall:

- Maintain financial records.

- Communicate with booking agencies, review media materials and coordinate the contacting of entertainment.
- Maintain the office in a neat and orderly fashion.
- Update and revise all SAB documents.
- Send minutes from SAB meetings to SAB members by email the day after the meeting.
- Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus.

The Publicity Manager shall:

- In consultation with the other officers, plan, organize, coordinate and execute all promotions of SAB.
- Keep an adequate stock of publicity supplies in the SAB office.
- Establish and enforce appropriate deadlines for information submission.
- Maintain the office in a neat and orderly fashion.
- Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus.

The Equipment Manager(s) shall:

- Regularly inventory all SAB equipment.
- Submit a written inventory to the Advisor and Convenors at least once per semester.
- Work closely with the Director of Instructional Media and Technology.
- Report immediately any misplaced, damaged, lost, or stolen equipment to the Student Activities Office and Campus Security.
- Work with other campus constituencies in co-sponsorship for equipment needs.
- Maintain the sound equipment room in a neat and orderly fashion.
- Hold two training sessions each semester for sound equipment and lights.
- Develop a working manual for sound and light equipment.

The Students at Large shall:

- Communicate with booking agencies, review media materials and coordinate the contacting of entertainment.
- Be responsible for the planning, coordinating, executing, implementing, attending and evaluating events sponsored and co-sponsored by SAB.
- Perform whatever duties are required for the function of the event.
- Work closely with the Advisor while contracting talent and events.
- Maintain the office in a neat and orderly fashion.
- Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus.
- Conduct a survey once a semester

All Board Members shall:

- Provide a channel through which non-SAB members may receive assistance to co-sponsorship events with SAB (i.e., all aspects of organization prior to SAB review, monetary and/or otherwise).
- Be responsible to help run events, frequently.
- Attend meetings consistently.

Grounds for Removal:

- The officer is not fulfilling his/her assigned duties or are abusing privileges.
- The officer has been directly and clearly confronted by the Convenor and/or other officers regarding his/her performance and the performance has not improved.
- The officer has received a written statement from the Convenor regarding his/her performance and the performance has not improved.

Process for Removal once grounds have been established:

- Any member of SAB may, with prior notice to the Convenor, recommend removal of an officer during a private meeting with the Advisor and Convenor. The Director of Student Activities will be informed immediately.
- In the case that the Convenor is recommended for removal, the Board shall select a student member by consensus to preside over the removal proceedings. The President of Student Government must be consulted prior to this procedure.
- The officer in question will have a discussion with the officers and Advisor.
- The officers shall meet in closed session, without the officer in question, to review the case and render a decision by consensus. A quorum of 4 must be present in order to reach consensus.

Article VII (Finances): The Director of Student Activities will give SAB their budget. Half of the budget is made from Student Activities monies and the other half is from the Student Organizations Council.

Article IX (Advisor): The SAB Advisor shall be the Director or Assistant Director of Student Activities and Runyan Center.

Article X (By-Laws): SAB may adopt by-laws to specifically outline implementation of the constitution by consensus of the Advisors and Convenors after one weeks notice.

Article XI (Amendments):

- Section 1. Any member of SAB may propose amendment to this constitution.
- Section 2. Consensus of the Convenors, after one weeks notice, is required to approve an amendment.

Article XII (Constitution Revision): It is recommended that this constitution be reviewed and revised once a year.

APPENDIX II

Process for Planning an Event:

1. Research acts that you are interested in. For now, only research up to three.
2. Find the agent for the act – stay away from middlemen or large agencies because they charge too much. But if you can't find their agent and only have bigger agencies let me know because they may be good (ie Fleming Agency).
3. Call the agent and tell them that you are only inquiring, that this is not a promise or commitment. NEVER PROMISE anything to an agent until the contract is signed.
4. What you need to find out from the agent
 - dates available (only do shows on Friday and Saturday nights)
 - if they are going to be in our region (will be cheaper for us)
 - how much they are (if block booking and if an individual show)
 - if they need hotel
 - if they need food
 - if they need transportation (and where are they coming from)
 - sound specks (can we handle their requirements?)
 - can they send us a promotional packet and CD
5. Give the agent my info rather than yours. Have everything sent to me.
Abby Miller
Assistant Director of Student Activities
801 National Road West, #35
Richmond, IN 47374
Phone: 765-983-1659
Fax: 765-983-1641
Email: milleab@earlham.edu
6. Fill out the How Much Will It Cost form for our meeting.
7. Go through the student organizations book and write down which organizations you think could co-sponsor the event.
8. Bring the form along with the promotional packet to the planning meeting. You will need to have this form completed to propose an act.

If you would like to me help you with your first call or dealing with the agent, just let me know and I'd be glad to help you out.

APPENDIX II – Continued

How much will it cost?

for proposal to SAB's Planning Meeting

Date of Proposal:

Your Name:

Artist:

Agent:

Agent's Phone:

Type of Music or Event:

Date Wanted for Event:

Location Desired for Event:

Cost for the artist _____

Cost for transportation _____

Cost for hotel (estimate \$70 a room) _____

Cost for food (estimate \$20 each person) _____

Cost for rider needs (food, drinks, etc. – estimate \$20) _____

Cost for advertising (estimate \$5) _____

Other costs _____

TOTAL COST OF PERFORMANCE

Organizations That Could Co-Sponsor This Event:

APPENDIX III

Timeline for SAB Planning

Semester Before The Event:

1. Try to plan your event at least one semester before for best results in planning.
2. Find an act that you are interested in.
3. Find their agent. Try to find their direct agent and stay away from middlemen or large agencies because they charge more than the direct agent will. Although if you can't find the direct agent, ask the Director or Assistant Director of Student Activities what that agency's reputation is.
4. Ask the agent when the act will be in our area; remember that we only do events on Fridays or Saturdays. Ask them how much the act is for an isolated show and how much is during a tour. You will also need to know if SAB has to pay for travel, hotel, food, etc. Finally, you will need a promotional pack containing a biography of the act and music samples. Have that sent to the Office of Student Activities. **DO NOT PROMISE ANYTHING.** You are only finding out information right now.
5. Check for space availability at Reservations at Runyan Desk with Patty Alexander. If you want your event in Goddard, you need to check with the Events Coordinator also.
6. Propose your act to SAB during one of their meetings. You will need to let them know when the act is available, how much they are, any additional costs (travel, hotel, food, etc), an estimate total cost, and let them listen to a sample of their music.
7. If SAB agrees to have this act, you will need to call the agent back and ask for a contract. This is the time to negotiate the price of the act and any other things on the contract if needed. Have the contract sent to the Office of Student Activities.
8. You will need to reserve a location with Reservations at Runyan Desk.
9. Once the contract has arrived at the Office of Student Activities the Director and Assistant Director of Student Activities will closely read the contract and will make changes if needed. The Director will then sign the contract. **NOTE:** The only person allowed to sign contracts is the Director of Student Activities.
10. When the contract has been signed, make a copy for the Student Activities Book and mail it to the agent with a map of campus, the Harassment Policy, and College Policy.
11. A check warrant needs to be filled out and have one copy made. One copy goes to Accounting and one goes into the Student Activities Book.
12. If needed reserve a plane ticket or hotel room. Make sure you have confirmations numbers. You will need them for the Event Check List.
13. Fill out the Event Check List for your event in the Student Activities Book.

14. Email the Director of Student Activities with information about your act for the Web Calendar. You will need to include the name of the event, the date, the location, and the time. You will also need a blurb about the act to attract the students to your event.
15. Email the Events Coordinator about your event. She will determine if this event needs to be a more public event. You especially need to contact her if you are having your event in Goddard.
16. Email Security details of the event. If you need security at your event, you will need to get that finalized.

Two Weeks Before The Event:

1. Contact the agent and finalize any details.
2. Check the Student Activities Book and make sure that everything has been done (location reservation and check warrant).
3. Have time scheduled to talk about your event at the SAB weekly meeting. You will need to find enough members to help set up and tear down for your event.
4. Make sure you have all the sound equipment in working order.
5. Start advertising your event. You need to have an ad in Dateline, in The Word, signs around campus, and SAGA signs.
6. Remind Security about your event.

The Week Of The Event:

1. Contact the agent and make sure they have contact information and the directions to campus. Or if you are picking the act up at the airport, get their flight information and make arrangements for picking them up. Also give the agent hotel information including the confirmation number.
2. Make sure you have enough helpers for the event. Email them reminders.
3. Get petty cash for food. You will need money for dinner and for rider needs.
4. Check with the Director or Assistant Director of Student Activities and make sure you have everything covered.
5. Make sure your advertising is up.

The Day Of The Event:

1. Make a copy of the contract for questions that might arise.
2. Send a reminder email to your helpers if you already haven't done so.
3. Pick up your act from the airport if needed.

4. Make sure you have petty cash for food and other rider expenses.
5. Make sure you have picked up all food requirements for the act's rider.
6. If the event requires a key for dressing rooms (i.e. Goddard) you will want to get those from the Director of Student Activities.

Before The Event:

1. Meet at the location of the event at least 2 hours before the event start time to set up.
2. Make sure you have the sound set up and ready to go by the sound check time.
3. Set tables, chairs, stage, lighting, backdrops, etc.
4. Make sure the dressing room is clean and ready for the act. This includes having everything from their rider laid out looking nice.
5. When the act arrives show them to their dressing room.
6. Introduce the act to the person in charge of the event in case they need anything.
7. Have the sound check happen at the scheduled time.
8. When the sound check is over, have the act hang out in the dressing room until the time of the show.
9. Try to start the event on time, or as close as you can get to on time.
10. Introduce the act. Don't forget to plug in SAB's next event and thank any co-sponsors.

After The Event:

1. Thank the act for their performance.
2. Give the act their check.
3. Give them money for dinner or make arrangements to take them out to dinner.
4. Make sure they have their hotel arrangements.
5. Have SAB members put everything away where they found it. Nice and Neat.
6. Make sure the location is cleaner than how you found it.
7. That's it for that night!

The Next Week:

1. Contact the agent to compliment, complain, etc about the act if needed.

2. Send thank-you notes if needed.
3. Write up a summary of the event and put it in the Student Activities Book.
4. Make sure all invoices are copied and sent to Accounting. Get reimbursements if needed. Make sure to make changes to the budget.
5. Anything else that may need to be done.

Contact Information:

Director of Student Activities

Rich Dornberger
dornbri@earlham.edu
983-1581 – office
965-4581 – home
977-6813 - cell

Assistant Director of Student Activities

Abby Miller
milleab@earlham.edu
983-1659 – office
983-1545 – home
969-8615 – cell

Reservations at Runyan Desk

Patty Alexander
983-1587

Events Coordinator

Lynn Knight
knighly@earlham.edu
983-1373

Office Address:

Student Activities Office
801 National Road West
Drawer 35
Richmond, IN 47374
Phone: 765-983-1316
Fax: 765-983-1641

APPENDIX IV

OFFER from Earlham College
Abby Miller
SAB Advisor
765-983-1659

Artist: Melissa Ferrick
Agency: Fleming
Agent: Amy

Date of show: 11/14/03
Venue: Goddard Auditorium
Address: Earlham College, 801 National Road West, Richmond IN 47374
Capacity: 600+, most likely 200-400 will attend

Offer: \$1300.00
+ tech + lodging + hospitality

Lodging: 3 rooms at the Holiday Inn in Richmond IN
Merchandise Deal: Melissa Ferrick will get all profit for merchandise sales
Ticket prices: this will be a closed show only to Earlham students, faculty, and staff

OFFER GOOD UNTIL: April 1, 2003

Emailed Amy 3-11-03

APPENDIX V

Abby Miller
2003
Advisor of Student Activities Board
Earlham College
801 National Road West, Drawer 35
Richmond, IN 47374
(765) 983-1659
milleab@earlham.edu

January 17,

Dear Sub-Conscious:

On behalf of the Student Activities Board of Earlham College I would like to extend an invitation to Sub-Conscious to perform on our campus on Saturday, February 15, 2003 at 10:00 p.m. EST. We are offering a flat rate of \$350.00 plus airfare, all ground transportation, hotel for one night, and one meal. The performance will be held in the Comstock Room, with a capacity of 250 people. The event will be closed to the public and free to Earlham College students, faculty and staff.

I have enclosed a contract in which you can sign and return to me. I also need the following information for planning purposes:

Time of Sound Check:

Length of Performance:

Sound Equipment Needs:

Any Other Needs:

Phone #:

Email Address:

Social Security # for tax purposes:

Airport Preference in NYC:

Time to depart preference On Saturday:

On Sunday:

Please mail both this information along with the contract to me by January 24th. If you have any questions, please do not hesitate to contact me. We look forward to seeing you on February 15th.

Sincerely,
Abby Miller
Assistant Director of Student Activities

APPENDIX V - Continued

CONTRACT

Sub-Conscious agrees to perform one set on Saturday, February 15, 2003 at Earlham College starting at 10:00pm EST in the Comstock Room.

Earlham College Student Activities Board (SAB) has contracted Breezely Brewin to also perform on January 31st.

Earlham College is not responsible for any lost or stolen items while they are on campus. SAB will provide a lounge area in the Orchard Room behind the Comstock Room for the artist's belongings.

Earlham College is not responsible for any injury or sickness, which occurs to the artist in the duration of their visit. If illness occurs prior to the performance, the artist has 48 hours before the performance to cancel.

In the case that Earlham College has to cancel, we will contact 48 hours in advance.

Earlham College agrees to pay \$350.00 for the artist's performance plus airfare, ground transportation, hotel accommodations, and one meal. Performer will be paid by a pre-processed Earlham College check immediately after the performance. Ground transportation includes transportation from and to the airport, hotel, Earlham College, and any other transportation needed. There will be a reservation for one night at a Holiday Inn or similar hotel.

Please fill out.

Sub-Conscious Information:

Full Name:

Address:

SAB Information:

Abby Miller – SAB Advisor
Earlham College
801 National Road West, #35
Richmond, IN 47374
Phone (765) 983-1659
Fax (765) 983-1641
milleab@earlham.edu

print _____ *sign* _____ *Date Signed*

Representative from Sub-Conscious

p r i n t _ _ _ _ _ *s i g n* _ _ _ _ _

_____ from Earlham College *Date*

Signed

* The only person to sign off on this contract is the Director of Student Activities.

APPENDIX VI

April 2, 2003

Abby Miller

Assistant Director of Student Activities
Student Activities Board at Earlham College
801 National Road West, Drawer 35
Richmond, IN 47374
(765) 983-1659

Members of the Board of Works and Safety
C/o Chairperson
Clerk's Office, City Building
50 North 5th Street
Richmond, IN 47374-4095

Dear Board Members,

In preparation for our Springfest event on April 26, 2003 we are applying to you for a sound permit that will allow Springfest activities and tolerate other related crowd noise. The event will occur at The Heart in the middle of campus and will begin approximately around Noon because of sound checks. The event begins at 1pm and will end approximately around 5:30pm

We will be having three bands performing (Simply Waiting, The Ark Band, and Dujeous). We will also have three inflatable games and vendors. Additionally, alcoholic beverages will not be allowed at this event.

We are working closely with the appropriate Earlham College Offices in planning this event and can assure you of the proper organization and campus support.

If you have any questions please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

Abby Miller
SAB Advisor
Assistant Director of Student Activities
(765) 983-1659

APPENDIX VII

Abby Miller
Advisor of the Student Activities Board
Earlham College
801 National Road West, Drawer 35
Richmond, IN 47374
(765) 983-1659
milleab@earlham.edu

March 31, 2003

Dear Vendor:

Springfest is an annual event held at Earlham College in Richmond, Indiana sponsored by the Student Activities Board. In the past we have had vendors participate in our event by selling their goods. Although for the past few years we have not had vendors and this semester we want to bring them back. That is why we are contacting you!

This is of the biggest music event on campus. It's a time of having fun one last time before final exams and before everyone leaves for the summer. We have inflatable games and this year we're having Hip Hop and Reggae Music. Everyone has a blast and it's the most attended event every year.

Springfest this year is on Saturday, April 26th from 1-5:30pm. We will open the tables at Noon to set up. It will be held on "the Heart" of Earlham; it's a huge paved circle with grass in the middle. We will have tables around the Heart and have the inflatables and bands in the grassy area. Having vendors on the circle will allow students to go from one table to the next. If it rains, we will move Springfest to Trueblood in the Wellness Center and will have tables around the auditorium.

If you are interested in coming to Springfest and selling your goods, please keep these things in mind. Your customers will mostly be students; there are around 1100 students at Earlham currently. Most students' budget will not allow them to spend more than \$30 on anything so please try to keep your items under that amount. Students here love jewelry, hand made items, ethnic items, etc. We prohibit the sale of alcoholic beverages, body piercing, tattoos, and paraphernalia by vendors at any Earlham College sponsored event. If you have questions, please contact me or you can look at our website at www.earlham.edu.

We have 100 tables available for \$25 a table. The tables are 8 foot and will come with two chairs. You can bring whatever you'd like to cover the table and you might want to bring paperweights since we'll be outside. I will fill the tables as the forms come in to me. You may sign up for more than one table as long as you pay \$25/table. Once we have 100 tables full, we will stop accepting forms and I will send the checks back to you voided. If you have friends who are also vendors, please let me know and I'll send letter to them too.

I hope you consider coming to Earlham College for Springfest to sell your goods. We're hoping to have vendors at least at two events each year from now on. If you have questions please contact me by either email or phone. Hope to see you April 26th!

Thanks,

Abby Miller
SAB Advisor