PREPARING FOR YOUR EVENT CONSULTATION

Now that you have turned in your FUSE form, you will need to prepare for your Event Consultation with a member of the Student Activities and Union Services staff. This consultation is nothing to be nervous about. We will review your event with you from start to finish and covering any details we need to know to approve your event. Please do not hesitate to ask questions through the process – we will gladly provide you support and guidance.

Following are a list of questions you should be prepared to answer as we will ask them during your consultation.

- Give us a general overview of your event. What is it and what will you be doing?

- Is this event open to the public or just open to the campus community?

- How and where are you planning on advertising this event?

- Are you going to have food at your event, if so what and from where?

- How do you envision the event set-up? (a sample diagram would be beneficial). If the event is in the Student Union, we have room diagram grids available on our website: www.newpaltz.edu/sub/forms.html

- Do you have an outside speaker, guest, or company coming in? If so, please bring details (company information, biography, etc.).

- Do you have any sound support or audio-visual needs?

- How many people are you expecting at your event?

These questions will serve as a basis to your event consultation. Depending on your event needs, we may ask more detailed or follow-up questions before approving the event.

WHAT HAPPENS AFTER YOUR EVENT CONSULTATION

For some events and programs, the event consultation is all you will need and your event logistics will be complete. For larger event and events outside of the Student Union, it is likely that you will have some additional offices to visit before final approval. We will outline in the event consultation meeting exactly who and what will need to be completed to finalize your event logistics. Our offices' purpose is to guide your group through the event planning process and we will assist your group as needed.