

Additional Scheduling Considerations

Office of Student Activities * Wellesley College

- ✓ You can check the campus calendar for your ideal date prior to making your online request! This may expedite the process of getting a space for your event by noting which locations are already booked on your event date prior to making a request.
- ✓ If you request any materials to be checked out from the Student Activities office, you must arrange to sign those materials out and back in with someone in the office.
- ✓ One of the problems that student organizations often run into is that they plan a wonderful event that hardly anyone attends, perhaps due to over-scheduling that particular weekend. We encourage student organizations to support each other and to work with each other in planning and scheduling their events.
- ✓ If you are making a request for use of space within a residence hall, your event has to be approved by the hall's Res Pol Rep and/or its House Council. You may have to send a representative to appeal to the House Council so that they may vote in your favor. You should consider doing this especially if you have an event that will be noisy, have a lot of people, or if it is an overnight request.
- ✓ If your organization would like an academic classroom space for an event, you must wait until after the add/drop period of each semester is over. The Registrar's Office holds approval of all event requests until add/drop is over, so it's best to try and schedule your event in a non-academic space if you want your event to take place prior to the end of add/drop.
- ✓ If your organization is planning a large, comprehensive event such as a conference, you will most likely require the use of many spaces over the course of more than one day. If you would like to plan such an event, we suggest that you schedule an appointment with someone in Student Activities to better plan for the spaces that you will need. We also advise that you plan for such an event *many months* in advance. We will be prepared to accommodate change as long as we have the framework in place early on.

Unique spaces on campus:

The society houses and the Continuing Education house are limited to internal use only. If you are not a member of a society or CE, you and your organization will most likely be denied access to the space.

Charging for events:

You cannot charge Wellesley or MIT students for a campus event. You can charge a fee for the general public. When making your initial space request, please not if there will be a charge for the general public.

Funding your event:

There are many resources on campus for funding an event. For large-scale lectures and cultural events, you can apply for funding from the Committee for Lectures and Cultural Events. Student organizations are also eligible for money from the SOFC lecture funds. Another great way to fund your event is to find a co-sponsor or few to pool your monetary resources (and your woman-power) to create a bigger, better event for the campus community.