

Event Planning

Instructions and Procedures

Planning successful activities and events is serious business, but it can be fun! The key is to follow specific rules and use a systematic approach. There are payoffs in the end and the better the planning the more enjoyable and satisfying the rewards.

Planning Stages

The Planning Cycle has 5 Steps:

1. **Assess the needs:** Assessment is a means of assisting the committee in determining the needs of those for whom the program is planned. "The best way to have a good idea is to have lots of good ideas." Brainstorm.
2. **Goals and Objectives:** Goals - the direction to go. Objectives - the means to achieve. "What is the overall purpose for doing this program?"
3. **Program Plans:**
 - a. **Planning details** are used to assist with the preparation of the specific tasks for the assigned committee.
 - b. **Problems and alternatives** identify the problem and the cause. Solutions: brainstorm and select the best alternative.
 - c. **Planning Diary** will help separate the tasks according to months, weeks, or days.
4. **Implementation of Plans:**
 - a. The Budget
 - b. The Calendar
 - c. The Checklist
 - d. The Publicity Design
5. **Program Evaluation:**
 - a. The review and the revision...Goals and objectives
 - b. Audience response
 - c. Follow-up
 - d. The Thank You!
 - e. Evaluation
 - f. Program Report
 - g. Program Summary

Event Planning Processes

Now that you've completed your planning in preparation for your event, there are a number of processes required to take you plan from dream to reality.

1. The first step is to complete the **Meeting / Event Submission Form** on the Club Advisor Resource web page.

www.pvc.maricopa.edu/studentlife/clubresource.html

Completing this online form will 1) notify Student Life of your proposed event so they may respond with next steps, date conflicts, suggestions, etc., 2) and submit your event to be included on the online master campus calendar and Student Life calendars.

2. You will also need to complete and submit a **Risk Assessment Form** to the Fiscal Office. This form is available in the Fiscal Office. You can also find it online on the Field Trip web page below. (See page 26 in this handbook for more info on PVCC's Risk Assessment Program.)

www.pvc.maricopa.edu/fieldtrip/

3. If your event includes making **expenditures** or **fundraising**, then you will follow standard Fiscal Procedures including the completion of an **Official Function Form** when:
 - A. Food is served.
 - B. Decorations are purchased.
 - C. Rooms or facilities are rented. (To hold a conference, for example.)
 - D. Any type of giveaways (gifts, door prizes, etc...)

(See page 17 in this handbook for additional information related to expenditures and fundraising.)

4. If your event includes **travel** of any kind (off campus events, field trips, overnight conferences, etc), then you will need to following the guidelines outlined on the **Field Trip web page** including possible use of the following forms. It is your responsibility as an advisor to familiarize yourself with these processes to ensure a safe, successful travel experience.
 - A. Chaperone Agreement
 - B. Travel Request (for out of county or overnight travel, must be signed by President)
 - C. Assumption of Risk
 - D. Student Information Card
 - E. Student Travel Participation Agreement
 - F. Official Absence Excuse
 - G. Talent Release Waiver

(See page Field Trip section in this handbook for additional information related to field trips and/or travel)

Event Planning Assistance

Facilities Usage

KSC building scheduling (conference rooms) Ronald Davis, (602) 787-7354, KSC 160
For other locations on campus Alicann Lunceford, (602) 787-6611, A Bldg.

To reserve a conference room or space in KSC building, you must contact Fiscal and fill out a Room Reservations Form. This form will also include any requests you may have for food service or media equipment. For other locations on campus, notify Alicann of your request (no form necessary). For additional services (food or media), you will need to make arrangements through each respective area.

Facilities Maximum Capacity	KSC 208	120 persons
	KSC 212	26 persons
	Student Union-Cafeteria	215 persons

Food Service

ARAMARK (602) 787-7146

Catering, refreshments, buffets, etc. You must go through ARAMARK before seeking outside food services for any event over \$100. They will give you quotes and suggestions regarding menus and ideas for your special events.

Media Services (602) 787-7220

The following equipment is available for use on campus:

Overhead Projector and Screen	PA or Sound System
Computer System with Data Projector and Screen	Video System
35mm Slide Projector and Screen	Video Camera and Tripod
16mm Slide Projector and Screen	Flip Chart Easel with Paper

Employee Publications

Institutional Advancement Office, KSC bldg. (602) 787-7770

The Puma Press

Campus Student Newspaper - Judy Galbraith (602) 787-6772

The Perspective and Puma Press are always looking for newsworthy information. They can be used to help raise awareness of our student clubs and organizations and publicize events. When making a request, ask for the dates for publication and deadlines to print your news items.

College Safety/Security

General Campus Calls (602) 787-7900 Emergency Calls (602) 787-7911

Escorts	Information/Lost and Found	Minor First Aid
Life Threatening	College I.D./Parking Decals	Fires on Campus
Emergencies	Thefts- Assaults	Medical Emergencies
Traffic Accidents	Transportation for the Disabled	

Event Planning Worksheet

Activity: _____

1. Assess the needs: Assessment is a means of assisting the committee in determining the needs of those for whom the program is planned.
The best way to have a good idea is to have lots of good ideas. Brainstorm.
Desired Results _____

2. Goals and Objectives: Goals – the direction to go. Objectives – the means to achieve.
“What’s the purpose of having this activity/program?”

3. Program Plans: including details, problems and alternatives, and a planning diary.
Time, Date: _____

Physical Arrangements: _____

Publicity, Marketing: _____

Financial, Resources: _____

People, Assignments, Approvals: _____

Accountability: _____

Consequences: _____

Problems/Alternative Solutions: _____

Keep a Planning Diary of when tasks are began and completed. This will help separate the tasks according to months, weeks, or days for future reference.

4. Program Evaluation: _____

Food Sales/Distribution Guidelines

The following form provides a set of mandatory guidelines for clubs and organizations to utilize when coordinating food sales and/or distribution. This must be completed prior to the activity/event. (Originals available on the Club Advisor Resource web page or in Student Life)

Dear Student Organization Advisor/Leader,

As you begin to plan your club fund-raiser involving food, please review this checklist and guidelines. The Maricopa County Health Department has deemed our food service provider (Aramark here at PVCC) as the responsible party for any food service on campus that is not provided by a separately licensed organization.

The College and Aramark take this responsibility for food safety and sanitation very seriously. We ask that you do the same to protect our campus's health. The College and Food Service management and supervisory staff are available to answer any questions that you may have and to assist you in making your event successful and safe.

GUIDELINES FOR SERVING FOOD IN PUBLIC

There are four major areas of focus of any food service safety and sanitation review. These are personal and service area sanitation, which includes the actions of the volunteers or food service staff and the environment they are working in; temperature control, which includes minimum requirements for heating, cooling and maintaining the temperatures of food; food handling and customer service, which outlines how we serve and protect the food; and the ban on providing food that has been prepared in a non-licensed kitchen.

Please acknowledge that you have read and understood the guidelines outlined below by initially each item.

Personal And Service Area Sanitation

These are the major guidelines to follow and the types of equipment needed to ensure the correct personal and serving area sanitation:

- _____ You must provide a complete hand wash station, which can be an insulated five-gallon container with hot water (95-105°F), a container to catch the water, hand soap, and paper towels. Everyone involved with serving or transporting food must wash their hands for at least 20 seconds before starting work or after touching non-sanitary surfaces.

- _____ If you are cleaning your own utensils and food containers, you must use an approved sanitizing solution (bleach, quaternary ammonia, or iodine), and test strips to check the concentration of the sanitizers in your washtub or sink. The wash tub or sink must accommodate the largest cooking or storage container.

- _____ Wastewater from the hand wash station and washtub or sink must be disposed of into an approved sewer or holding tank.

- _____ Anyone serving or transporting food must have lids and straws on their personal drinks to prevent hand-to-mouth contamination. These drinks need to be properly stored away from food service or preparation areas. Remember never to eat or smoke in the food service areas at any time.

Temperature Control

Foods that are normally served either hot or cold, have very strict guidelines associated with them to ensure the safety of the food. Packaged baked goods and snacks, as well as some other foods and beverages are not subject to as many of these guidelines.

- _____ The food service area must have equipment that is able to hold cold food at 41°F or less at all times.

- _____ Any food service area used for cooking and hot holding of food, must have equipment that is able to prepare the food according to standards and to hold it at 130°F or above.

_____ You must use approved commercial thermometers for areas in which food is kept cold or is kept heated and you must check those temperatures periodically.

_____ All prepared food must be cooked fresh daily, you may not cool cooked foods for re-heating and serving later.

To assist you, Food Service (or Student Services) will provide latex gloves and a metal – steam or digital thermometer (for loan with a student ID) to check cooking, hot-holding, and cold-holding temperatures.

Food Handling And Customer Service

All the care in preparing and keeping the food at the correct temperatures isn't enough, if you don't handle it properly when serving it.

_____ You need to ensure that you have an adequate supply of utensils for the handling of all foods, including any ready-to-eat foods such as tortillas, breads, or chips.

_____ If you are using any cooking equipment outside, it needs to have an adequate barrier around it to prevent customers from getting too close and possibly getting injured. Every location is different, but we can share ideas of what will work for your event.

Home Made Food Prohibited

The Maricopa County Health Department is very firm on their ban on home-prepared foods. Home prepared food as a fundraiser has been a long-standing tradition for many of us and we understand how frustrating this may be. However, the incidents of food-borne illness from non-licensed (including home) kitchens have reinforced the Health Department's ruling against home-prepared foods.

Kitchen Attire/Etiquette

Standards also exist related to use of Aramark's commercially licensed kitchen.

_____ You must have permission by the Food Service Manager to enter the Aramark kitchen. The manager reserves the right to deny requests for access and/or limit the number of individuals. The manager will also supervise any food preparation taking place.

_____ If you have permission to utilize the kitchen, the same standards will apply regarding dress and personal hygiene as followed by Aramark employees. Open toe shoes are not permitted.

_____ If your organization borrows equipment from Aramark they will be expected to return the equipment promptly at the conclusion of the activity and may also be required to clean the equipment/dishes.

_____ If your organization damages or fails to return borrowed equipment, the student organization will be financially responsible for the replacement or repair cost.

Food Handler Cards

All student organization advisors are required to obtain a volunteer food handlers card if they are working with food sales/distribution. Students are also encouraged to obtain a card. If an advisor or student is working with food sales/distribution three or more times per year obtaining a card is mandatory.

_____ All advisors/students with volunteer food handlers card are required to have the card on their person they day of the food sales/distribution.

For more information related to food handler cards, please reference the "Maricopa County Food Service Handler Cards" document provided by the Student Life Center. In addition, feel free to discuss plans for your food related event with Student Life staff and with your food service manager. Use this checklist and guidelines to assist you. Together, we can make your event a success!

Food Service Handler Cards - Maricopa County

All student organization advisors are required to obtain a volunteer food handlers card if they are working with food sales/distribution. Students are also encouraged to obtain a card. If an advisor or student is working with food sales/distribution three or more times per year obtaining a card is mandatory.

Food service cards are required for any person who handles, prepares, serves, sells or gives away food for human consumption, including those whose duties are restricted to busing or washing dishes. The rule does not apply to workers in facilities that handle food or beverages exclusively in a closed package or container.

Cards are obtained by coming in to one of the offices, reviewing a study booklet of food safety information, and passing a 25 question multiple choice test. Testing and study booklets are available in English, Spanish, Vietnamese, Chinese, and Bosnian. Those who wish to study in advance may download the Spanish or English study booklet via the web page below.

Cards must be renewed every three years by re-testing. Lost or stolen cards cannot be replaced. It would be necessary for individuals to re-test to receive a new card.

North Phoenix Location

3101 E. Shea Suite #220

Phoenix, AZ 85032

(Major Crossroads: SW corner Shea/32nd Street)

Hours: Monday – Friday, 1:00 pm – 4:30 pm (closed on Holidays, drop in only, no appointments)

Cost: \$16 (cash only), \$3 for additional copies

This standard Food Service worker card includes a photo and is valid for a period of three years.

A “volunteer” card may be obtained at no cost with a letter from Student Life documenting volunteer status of the individual. This is a paper card with no photo. The volunteer cards are also valid for a period of three years.

For more information or to obtain a study booklet, go to <http://www.maricopa.gov/envsvc/ENVHLTH/FDWKR.asp>