

Steps to Holding a C&A Event

Need help planning out your C&A Event? We can help with that! This Steps to Holding a C&A Event document can provide you with the information needed to hold your next amazing event on campus.

STEP THREE

Submit a Fund Request Form

If you need funding for your event, you can submit a Fund Request Form. This form can be accessed through QPay or through the SUS Clubs & Associations Webpage and must be submitted no later than three (3) weeks before your event.

STEP FOUR

Submit the SUB Rental Form

To rent a space in the Student Union Building (SUB) for your event, you must submit a SUB Rental Form through the SUS Clubs & Associations Webpage. This request must be submitted no later than three (3) weeks before your event.

STEP FIVE

Advertise Your Event

Post your event on QPay, in the SUB, and on other C&A social media platforms. Be sure to get your posters stamped at the Front Desk (s1109) before putting them up in anywhere in the SUB.

Please contact the Clubs & Associations Coordinator (j.buker@ufvsus.ca) no later than two (2) weeks before your event if you wish to have additional Marketing Support.

STEP ONE

Plan Out Your Event

Schedule a meeting with your Executive Members to plan out your Event. This meeting should provide you with a thorough understanding of what will be happening at your event, how your event will be structured, where & when it will take place, and how many people you want to attend.

All Event plans should be finalized no later than five (5) weeks before your intended event date.

STEP TWO

Submit an Event Request Form

This form asks you to provide details about the event you are wishing to hold. This form can be accessed through QPay or through the SUS Clubs & Associations Webpage and must be submitted no later than four (4) weeks before your intended event date.

This form must be submitted and approved before any other requests can be approved.

STEP SIX

Have Fun at Your Amazing Event

STEP SEVEN

Submit the Event Evaluation Form

This form asks you to provide details about how your event went. If you received funding, this report will ask you to provide details about the items purchased for this event and to upload copies of your itemized receipts. This report can be accessed on QPay and must be submitted no later than fourteen (14) calendar days after your event.