

# Logistics Worksheet Key

How do I book a space? Where can I get food? What is a W-9?!?! Here are some general guidelines and pointers. Please keep in mind that the Blackboard ResLife Programming section has much more detailed information. You can also come talk to professional staff for help!

<b>For your event:</b>	<b>Where to find more information</b>
<b>Will you have or need...</b>	
Details like date, time, location for the event?	Be sure to consult with anyone else you are programming with to agree on and confirm a date, time, and location for your program.
A cash advance?	The ResLife Office has the paperwork and signatures you need to get a cash advance. Remember to talk to your building group if you will be spending a large amount of money.
Food from dining at the event?	You can check out the dining website for catering ideas, email Ken Cardone with specifics, or stop by the ResLife office for more information.
Food from an outside source?	Be sure to get an itemized receipt and make note of any tip!
Transportation?	Facilities website has information on transportation through Bowdoin including rental forms. You can also check in with the office!
To book a space on campus?	You can find an online request form and list of spaces on the Bowdoin website, search campus scheduling.
Set-up requirements for facilities?	Include this information in your booking for a space. You can also put in a work order for the needs. If you need to edit an existing booking, email <a href="mailto:campusscheduling@bowdoin.edu">campusscheduling@bowdoin.edu</a>
Audio Visual Requirements?	You can find an online request form and other information on the Bowdoin website, search AV Services.
Paper marketing ex) posters, flyers, door tags	<p>Think, plan, be creative, &amp; make sure they are appropriate!</p> <p><b>**Remember to include who the event is sponsored by (Residential Life and/or other orgs).**</b></p> <p>Do you want to brainstorm ideas or double check something before sending it out and putting it up? Stop by the ResLife office!</p>
Personal marketing ex) face to face invites, personal notes	
Electronic marketing ex) Facebook event	
An outside vendor ex)band or speaker? W-9 form?	Come talk to someone in the ResLife office, we can help you plan this and approve it.

Coprogrammers?	A list of possibilities and guidelines is in this programming packet - remember to think outside the box!
Decorations?	Remember to get an itemized receipt and bring it to the office! Remember to talk to your building group if you will be spending a large amount of money.
Prizes, give-aways?	Remember to get names of prize recipients and bring the information to the ResLife Office!
Set up?	Make sure to factor in time for this!
Clean Up?	
Reimbursement?	Remember to get an itemized receipt and bring it to the office! Remember to talk to your building group if you will be spending a large amount of money.
Programming Survey?	In your emails from ResLife!
Pictures?	Submit them through the programming survey or email them to Danielle.

Remember, your biggest resource of all is your fellow staff members and the Professional Staff. If you want to brainstorm, need a sounding board, need approval, or want help talk to your staff and come see us in the office!

Danielle is also a great resource and part of her job (literally) is to help with programming (awesome)!