



# Engineering Governing Council

*The legislative body representing the students of the School of Engineering at Rutgers University.*

## How to Book an Event

<http://involvement.rutgers.edu/organization-officer-materials/handbook/>

### 1. Quick Hits on Setting up an Event

#### a. Booking a room

- i. Student Center: <https://webapps.rutgers.edu/ems/>
- ii. Outside Student Center :  
<https://megr.wufoo.com/forms/academic-space-request/>
- iii. Spaces should be booked 10 days in advance

#### b. Catering

- i. Full Service: Offer a complete range of services, including specialty menus, banquet set-up, and full table service.
- ii. Casual Service: Drop-off, buffet, and self-service. Also operate on-site food court operations within the student centers.
- iii. Food Court: Available as on-site food court operations within the students' centers and apart of the Student Center Cash Coupon Program.
- iv. Important Phone Numbers
  1. Rutgers University Catering Services: (848) 932-8044
  2. Twin Oaks: (732) 238-4600
  3. Food Architects: (732) 572-1110
- v. <http://involvement.rutgers.edu/food-catering-guidelines/#1471041943439-4e38d4ea-1b97>

#### c. Publicizing the event

- i. Flyers and Advertising must follow guidelines here:
  1. <http://studentcenters.rutgers.edu/student-center-policies/#advertising-events>
  2. Do not include profanity or provocative remarks in publications
  3. Make sure to discuss with collaborators: permission to promote with their name and details
- ii. GetInvolved

1. <http://getinvolved.rutgers.edu/>
- d. Scheduling Guest Speakers
- i. One Day Parking Pass
    1. <https://ipo.rutgers.edu/sites/default/files/RU%20One%20Day%20p%20ermit%20request%20form%20%20updated%2010.24.17.pdf>
    2. Needs to be filled out and submitted to :
      - a. [one\\_day@ipo.rutgers.edu](mailto:one_day@ipo.rutgers.edu)
      - b. <https://ipo.rutgers.edu/dots/visitor-parking>
  - ii. Career Services Events
    1. Career Services Contacts
      - a. <https://careers.rutgers.edu/about-us/contacts-and-locations>
    2. Link to request Career Services Presentations
      - a. <https://careers.rutgers.edu/about-us/contacts-and-locations/service-requests/request-presentation>

<a href="https://webapps.rutgers.edu/ems/">https://webapps.rutgers.edu/ems/</a>	<b>Student Center</b> Society login page to request a room
<a href="https://megr.wufoo.com/forms/academic-space-request/">https://megr.wufoo.com/forms/academic-space-request/</a>	<b>Outside Student Center</b> Online form for registered student organizations to reserve an academic space
<a href="http://involvement.rutgers.edu/food-catering-guidelines/#1471041943439-4e38d4ea-1b97">http://involvement.rutgers.edu/food-catering-guidelines/#1471041943439-4e38d4ea-1b97</a>	<b>Catering</b> Information on all catering options, policies, and locations
<a href="http://studentcenters.rutgers.edu/student-center-policies/#advertising-events">http://studentcenters.rutgers.edu/student-center-policies/#advertising-events</a>	<b>Guidelines for Flyers and Advertising</b> All student center advertising policies at Rutgers University
<a href="http://getinvolved.rutgers.edu/">http://getinvolved.rutgers.edu/</a>	<b>GetInvolved</b> Homepage that displays all recognized organizations and societies at Rutgers University
<a href="http://involvement.rutgers.edu/organization-of-student-materials/handbook/">http://involvement.rutgers.edu/organization-of-student-materials/handbook/</a>	<b>General Questions</b> Student Organization and Advisor Handbook