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://megrr.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
   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/](http://getinvolved.rutgers.edu/)

d. Scheduling Guest Speakers
   i. One Day Parking Pass
      2. Needs to be filled out and submitted to:
         a. one_day@ipo.rutgers.edu
         b. [https://ipo.rutgers.edu/dots/visitor-parking](https://ipo.rutgers.edu/dots/visitor-parking)
   
   ii. Career Services Events
      1. Career Services Contacts
      2. Link to request Career Services Presentations
<table>
<thead>
<tr>
<th>URL</th>
<th>Description</th>
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| https://webapps.rutgers.edu/ems/ | Student Center  
Society login page to request a room |
| https://megw.wufoo.com/forms/academic-space-request/ | Outside Student Center  
Online form for registered student organizations to reserve an academic space |
| http://involvement.rutgers.edu/food-catering-guidelines/#1471041943439-4e38d4ea-1b97 | Catering  
Information on all catering options, policies, and locations |
| http://studentcenters.rutgers.edu/student-center-policies/#advertising-events | Guidelines for Flyers and Advertising  
All student center advertising policies at Rutgers University |
| http://getinvolved.rutgers.edu/ | GetInvolved  
Homepage that displays all recognized organizations and societies at Rutgers University |
| http://involvement.rutgers.edu/organization-of-ficer-materials/handbook/ | General Questions  
Student Organization and Advisor Handbook |