

## EVENT PLANNING HANDBOOK

### Event Assessment: Category of User

**Official Willamette University event:** Event entirely organized by a registered student organization or official Willamette University department. Attendance is designed for the Willamette University community with no direct or indirect cost to attend. Any charges (catering, speaker fees, special order equipment, unusual clean up, etc.) are paid with a university account number. Facility fees are waived.

**Invited guests or organizations:** Event is scheduled and organized by a registered student organization or official Willamette University department. The Willamette University host must be present at the event and fulfill the “Responsibilities of an Organizer or Host.” Attendance includes non Willamette guests as well as Willamette University staff, faculty or students. An event/space request form must be completed and submitted to the University Facilities and Events Committee. This request allows the university to determine its need to issue a Letter of Agreement as well as require a Certificate of Insurance from the non Willamette University guest organization. Facility fees may be assessed for these events depending upon the type of event and its requirements.

**Professional Organizations:** Event hosted by a Willamette University staff or faculty member as a result of their membership in a professional organization directly related to your position at the University. An event/space request form must be completed and submitted to the University Facilities and Events Committee. This request will help the University determine its need to issue a Letter of Agreement as well as require a Certificate of Insurance from the non Willamette University guest organization. Facility fees may be assessed for these events in some circumstances or when scheduled in high demand locations.

**Off Campus:** Not directly sponsored through an official Willamette University department or a registered student organization. Attendance primarily is *not* made up of Willamette University community. A single point of contact is required. The organization will be required to sign a Letter of Agreement and provide a Certificate of Insurance. Facility fees will be assessed.

### Responsibilities of a University organizer or host

Whenever a Willamette University individual, department or campus organization invites non Willamette University guests to an event on campus, the University commits space and staff time that may impact other scheduled activities. Therefore, the host and organizer must be an employee of the University. Further, they must bear specific responsibility to the event including but are not limited to the following:

- Be present at all times during the event and respond to any problems or complications which may arise.
- Be the primary contact for making reservations and arrangements with the Office of Scheduling, Events and Conferences for all space being used for the event, support and

equipment services. No other member of the group may make reservations or arrangements.

- Work with the appropriate departments, the Office of Scheduling, Events and Conferences and/or the Registrar to arrange for classrooms if they are needed.
- Contact Bon Appetit if food or beverage is to be served or catered at the event and filling out the University Alcohol Request Form required when alcohol is being requested.
- Insure that event participants abide by University policies (e.g., no food or beverages in Smith Auditorium or Hudson Hall, standards of conduct, alcohol policy, and parking.)
- Pay the cost of additional equipment and/or staff if required for accommodating the event.
- Arrange for chaperones if participants are under 18 years old.
- Make and communicate parking arrangements with guests, including parking of buses and/or vendor vehicles.
- Arrange to direct participants upon their arrival to both the facility and room.

## **EVENT ASSESSMENT: Category of Event**

An event becomes categorized through an evaluation of its needs. Examples are:

- Number of people expected to attend
- Willamette University only
- Non Willamette participants
- Participants under the age of 18
- Catering required
- Facility set up and equipment requirements
- Event will charge admission or registration fees
- Requires parking

*If any of the items in a level apply to your event, they will guide you in determining the category. Following is helpful information in each category of event.*

### **Level I**

- 50 or fewer people
- Attendance: Willamette University staff, faculty and students
- No food or beverages unless self catered (see Appendix B)
- No facility set up (use room “as is”)
- AV as available in room
- No parking needed outside of reserving space within the capacity of visitor lot

#### **Steps to take: Willamette Event**

- Schedule room using on line scheduling form
- No facility fee assessed
- Reserve space in visitor lot

#### **Steps to take: Non Willamette Event**

- Schedule by contacting Office of Scheduling, Events and Conferences
- Requires Letter of Agreement and Certificate of Insurance
- Purchase parking permits based on availability

### **Level II**

- Up to 125 people
- Attendance: Includes off campus guests
- Has a cost to attend
- Requires catering
- Serving alcohol
- Requires room set up
- Requires AV equipment other than standard in the room
- No parking needed outside of reserving space within the capacity of visitor lot

#### **Steps to Take: Willamette Event**

- Schedule room(s) using on line scheduling form
- Fill out information form when scheduling room (will determine if facility fees will be assessed and if a letter of agreement or certificate of insurance will be required)
- Submit alcohol request at least two weeks prior to the event
- Contact Campus Safety to schedule security if determined necessary in alcohol approval
- Contact Catering (x6711) no later than two weeks prior to the event or as soon as possible
- Contact Facilities Support to discuss room set up and AV equipment needs. Contact WITS for AV if directed by Facilities Support
- Reserve space in visitor lot

**Steps to Take: Non Willamette Event**

- Schedule by contacting Office of Scheduling, Events and Conferences
- Letter of agreement, certificate of insurance and alcohol permit (if applicable)
- Purchase parking permits based on availability

**Level III**

Examples: Atkinson Lectures, Christmas in Hudson, Debate tournaments, Preview Days

- Any event of more than 125 people
- Attendance: Includes off campus guests
- Has a cost to attend
- Requires catering
- Serving alcohol
- Requires room set up
- Requires AV equipment other than standard in the room
- Event of any size using Hudson Hall or Smith Auditorium
- Advertising event off campus or bringing large number of people from off campus
- No parking needed outside of reserving space within the capacity of visitor lot

**Steps to Take: Willamette Event**

- Schedule room(s) using on line scheduling form
- Fill out information form when scheduling room (will determine if facility fees will be charged and if a letter of agreement or certificate of insurance will be required)
- Have approved Willamette University staff or faculty sign contract with speaker or performer only after completing the first two steps
- If using Hudson Hall or Smith Auditorium, confirm arrangements and support with Stage Manager (may need to provide a tech rider or contract with Cascade Sound)
- If using Rogers Music Center, sign the Rogers Use Agreement
- Submit alcohol request at least two weeks prior to the event
- Contact Campus Safety to schedule security if determined necessary in alcohol approval
- Contact Catering (x6711) no later than two weeks prior to the event or as soon as possible
- Contact Facilities Support to discuss room set up and AV equipment needs. Contact WITS for AV if directed by Facilities Support
- Advertising approved by the appropriate department (Student Activities, Communications, UFEC)
- Arrange for bus or delivery vehicle parking

- Schedule available space in visitor lot

**Steps to Take: Non Willamette Event**

- Schedule by contacting Office of Scheduling, Events and Conferences
- Letter of agreement, certificate of insurance and alcohol permit (if applicable)
- Purchase parking permits based on availability

**Level IV**

Examples: Wulapalooza, Lu'au, All Campus Picnic, Pow Wow

Major events often take time to prove themselves. New Level IV events often are asked to provide more information or have stricter requirements than events with a successful history. As a major event has the benefit of time and experience, some requirements may be dropped or modified.

- Any event over 250 people
- Attendance: Includes off campus guests
- Has a cost to attend
- Requires catering
- Serving alcohol
- Requires room set up
- Requires AV equipment other than standard in the room
- Uses Hudson Hall or Smith Auditorium
- Advertising off campus
- May have attendance by youth under 18
- Contracted bands or performers
- Bouncy toys
- Food providers other than Bon Appetit
- City Noise ordinance issues
- Parking needed after 4:30 P.M. or before 9:00 A.M. or on weekends

**Steps to Take: Willamette Event**

- Schedule room(s) using on line scheduling form
- Fill out information form when scheduling room (will determine if facility fees will be charged and if a letter of agreement or certificate of insurance will be required)
- Before proceeding with event, provide the University Facilities and Events Committee with information on how you are handling the following issues
- Event logistics may require Special Event Insurance to be purchased
- Have approved Willamette University staff or faculty sign contract with speaker or performer only after completing the first two steps
- A meeting with the various departments (Bon Appetit, Campus Safety, Scheduling, Facilities Support, Maintenance, Grounds, etc.) involved is highly recommended. Scheduling, Events and Conferences can assist you in determining which departments need to be included for your event.

- If using Hudson Hall or Smith Auditorium, confirm arrangements and support with Stage Manager (may need to provide a tech rider or contract with Cascade Sound)
- If using Rogers Music Center, sign the Rogers Use Agreement
- Submit alcohol request at least two weeks prior to the event
- Contact Campus Safety to schedule security if determined necessary in alcohol approval and for crowd monitoring
- Contact Catering (x6711) no later than four weeks prior to the event or as soon as possible
- Contact Facilities Support to discuss room set up and AV equipment needs. Contact WITS for AV if directed by Facilities Support
- Outdoor events may need to have a noise permit from the City of Salem
- Advertising approved by the appropriate department
- Determine electrical requirements and work with Maintenance to determine how electrical needs will be met.
- Contact Facility Support regarding use of banners or signs
- Arrange for bus or delivery vehicle parking
- Contact Campus Safety regarding parking

**Steps to Take: Non Willamette Event**

- Schedule by contacting Office of Scheduling, Events and Conferences
- Letter of agreement, certificate of insurance and alcohol permit (if applicable)
- Purchase parking permits based on availability

**Frequently Asked Questions**

**What events need to be scheduled?**

Every event that takes place on campus needs to be scheduled including academic and athletic facilities, outdoor fields and spaces, conference rooms, rooms in Goudy Commons, and all other meeting and event space.

**How do I schedule a space?**

Go to the Internal Web or to the Scheduling web page and click on the link “Scheduling Event Request.”

**How far out may I schedule an event?**

Events for the following academic year may be scheduled in early December. Academic classes in academic spaces have priority in scheduling so a classroom may not be confirmed until the academic class schedule is finalized. Non academic spaces are scheduled on a “first come, first served” basis during the rest of the year once the original December scheduling is completed. If there are scheduling conflicts, the Office of Scheduling, Events and Conferences will work with both parties to attempt to resolve the conflict.

**How do I schedule a weekly or monthly meeting?**

Regularly scheduled meetings are only scheduled one semester at a time. You may put in your request for your meeting prior to the beginning of each semester. Student Organizations may schedule a classroom for a semester at a time. Any premiere space in the U.C. may only be scheduled one month at a time for weekly meetings.

**Why can't I schedule my weekly or monthly meetings in some locations?**

We have limited multi-use rooms such as the Cat, Dining Rooms 1 & 2, Montag Den, and Alumni Lounge. Because of the high demand for those rooms, regularly scheduled meetings will not be scheduled in those areas to allow more groups the opportunity to access those spaces. Jason Lee and Willson/Hines in Goudy Commons are also not available for regularly scheduled meetings.

**What is an organizer/host?**

The organizer/host is a Willamette University employee or student who has invited a group to campus and takes on the responsibility for the entire event from start to finish.

**Who can sign a contract on behalf of the University?**

Only a full time staff member may sign a contract. Contracts should be reviewed and approved by the appropriate Dean or Vice President. Questions related to risk or contractual language should be directed to the appropriate university official prior to signing any contract. Contracts over \$5000 must be approved by the Vice President for Finance or their designee. Contracts with unusual provisions or requirements should be reviewed by legal counsel.

**How do I know when I need to discuss my event with UFEC, Student Activities or other departments on campus? How do I do this?**

Start with the scheduling request and give all the information pertinent to the event including attendance, whether outside people are invited, etc. The request will be reviewed and if it is determined that the event is complex and needs to be discussed in more depth, you may be asked to attend a meeting of the University Facilities and Events Committee.

**When do we need to have an alcohol permit?**

You will need to submit an alcohol request and receive approval whenever you are planning to have alcohol at an event on campus.

**Can we provide our own alcohol and/or servers?**

No.

**How do I arrange for security for an event and what does it cost?**

Contact Campus Safety and they will hire security. The hourly rate for this service is \$17 per hour per officer and there is a four hour minimum per person (the minimum charge of \$68 per person.)

**How do I ask for a waiver of fees or other policies?**

Go to <http://www.willamette.edu/dept/scheduling/policies/> under forms or contact the Office of Scheduling, Events and Conferences and request a waiver form. Complete the form and return. The University Facilities and Events Committee will consider the request and make a decision.

**What/who is the University Facilities and Events Committee (UFEC)?**

The University Facilities and Events Committee is comprised of representatives from the Office of Scheduling, Events and Conferences, Administrative Services, Campus Safety, Student Activities, Bon Appetit, Facilities Management and Services, and Athletics. The committee reviews and evaluates events and provides leadership in anticipating, defining and responding to campus and community needs.

**When do I have to rent equipment for my event?**

If University equipment is already being used by someone else or if the University does not own equipment you need, equipment will be rented and billed to your account. Generally equipment reservations are on a first come, first served basis, however, major annual University events have first priority.

**How do I get a food handlers permit?**

You can apply online at [www.foodhandler.org](http://www.foodhandler.org).

**What's a self catered event?**

In a limited number of cases, you may provide your own food. It is recommended that you use Bon Appetit as a reference for these occasions. Please see Appendix B for more information.

**How do I deal with parking when I have guests coming to campus to attend my event?**

During weekday hours, the availability of visitor and guest parking is extremely limited. For more information or to make guest or visitor parking reservations, go to <http://www.willamette.edu/dept/safety/>.

## **Appendix A**

### **Alcohol Policy**

- The University serves alcohol through an exclusive third party vending contract with Bon Appetit.
- Alcohol guidelines require that alcohol/ availability is not mentioned or implied in publicity for the event.
- Alcohol use or consumption is not acceptable as the main focus of an event.
- No student body fees (i.e. ASWU, HHR, Club Dues, Student Bar Association, and ASA, etc.) can be used to purchase or contract for alcohol at an event.
- The direct or indirect sale of alcohol through the vendor may be considered on a case by case basis, but is generally discouraged.

- Food items and appealing non-alcoholic beverages must be prominently displayed available for the length of the event.
- Entrances and exits of facilities where alcohol is being served must be monitored. A beer garden, or special arrangements, will be required if underaged persons will be attending.
- Willamette University faculty, staff or students may need to produce a Willamette ID to verify their status.
- Alcohol may only be served in approved locations. In instances where a registered event is only utilizing a portion (i.e., room) of a building, the serving and consumption of alcohol must be confined to the specific registered or designated area (i.e., room). Alcohol may be served or consumed in the following buildings (excluding classrooms) on campus upon approval of the Alcohol Request form:
  - University Center
  - Playhouse
  - Art Building
  - Smith Fine Arts Building
  - Law School
  - Atkinson Graduate School of Management
  - Waller Hall (excluding Cone Chapel)
  - McCulloch Stadium patio
  - Montag Center
  - Goudy Commons
  - Sparks Center
  - Mary Stuart Rogers Music Center
  - Hallie Ford Museum of Art
  - Hatfield Room in the Hatfield Library
  - Tokyo International University of America
- Alcohol may not be served or consumed in any outdoor areas of campus.
- An event where alcohol is present may not exceed a safe and manageable number of people at any one time. This number will be determined by the University.
- See the University Alcohol Policy for the complete policy.  
<http://www.willamette.edu/dept/scheduling/policies/alcohol/>

## **Appendix B**

### **Food**

#### **Catered Events**

Any event requiring food service or beverage service held on campus will be contracted through our on site catering company Bon Appetit. It is recommended that you contact the catering department 4 weeks prior to your event to ensure proper time for menu planning and the success of your event. University policy states there may not be an outside catering company servicing events on the Willamette University Campus without the prior express written consent of Bon Appetit Management Company.

#### **How to Order Catering**

To order catering, please contact the catering department directly at 503-370-6711 or e-mail [catering@Willamette.edu](mailto:catering@Willamette.edu). The catering department at Willamette University can help you with all food and linen needs for your event. There is a catering menu available and they will also customize event menus based on your budget and needs.

### **Self-Catered/Pot Luck/Bake Sales**

While we require all on campus catering to be ordered through Bon Appetit there are certain circumstances in which groups may choose to self cater their event. We strongly recommend working with or using Bon Appetit as a reference for these occasions.

These circumstances include:

- Student Organization functions for students and faculty of Willamette University not to include any participation of the outside community. (Prior notification given to Bon Appetit required)
- Pot Luck celebrations for groups of less than 25 attendees
- Student Organization bake sales
- Ordered Take Out such as pizza or late night convenience foods

Student organizations that choose to cater and serve their own event must speak with Bon Appetit at minimum one week prior to the event. All parties must comply with the following policies for their safety and the safety of their guests.

### **Food Handlers Cards**

Student Organizations must have a certain number of constituents certified to handle food. These constituents must take an online course and pass an exam to be certified by Marion County Health Services. A copy of the food handler's card must be kept on file at the Goudy Café office. This is a mandatory requirement for students and or faculty members to self cater events. Any person preparing or serving food must have a valid food handler's card on file prior to the event. To sign up for the online class please visit [www.foodhandler.org](http://www.foodhandler.org) there will be a \$10.00 fee associated with this course.

### **Food Preparation, Selling, Serving Requirements at Campus Events**

Compliance with all of the following Health Department regulations are required at any University sponsored food event. If you have any questions about the requirements of compliance, please contact the Office of Campus Safety prior to planning your food event. Each of these requirements are mandatory. If you do not think you will be able to comply with these requirements at your food event, then you must have your event catered by Bon Appetit. You can reach the catering office at 503-370-6711.

### **Requirements**

1. When any type of cooking is taking place, each booth must have an ABC fire extinguisher specifically a 2A10BC extinguisher). When using woks or when deep fat frying, a 40-BC extinguisher is required. (1999)
2. Propane tank located at least 5' from the booth structure and tied down securely. Only one cylinder allowed at any time in booth. Maximum 125 water gallon capacity. (1998)
3. Paper towels for hand washing - no common towel.
4. Sanitizer bucket for counter wipe towels, with bleach
5. Food handler's certification card

6. Large garbage can for customer use, clean and lined
7. Covered waste water disposal
8. Thermometers in coolers
9. Clean aprons
10. Hair restraints if necessary
11. Non-porous washable counter surfaces

### **Additional requirements**

1. Food handler's cards are required by at least one person who will be supervising the preparation and serving of the food throughout the entire event. The people with the food handlers permit must have it with them at the event. A Food Handler's permit can be obtained on the Internet at [www.foodhandler.org](http://www.foodhandler.org). Certification is immediate; however, the self-paced course takes one to two hours to complete. The cost is \$10. Payment is made via credit card on the web site.
2. Perishable foods must be refrigerated below 41 degrees or heated above 140 degrees F. Coolers must have liquid-spirited thermometers placed in the warmest spot.
3. All food and utensils must be stored off the ground and protected from dust and contamination. Condiments should be labeled and kept in covered containers.
4. Unacceptable materials for storage and cooking: enamel-coated pots, copper, tin can, and cardboard. Acceptable: glass, stainless steel, aluminum, cast iron, and plastic.
5. Use only disposable eating utensils and individually wrapped straws.
6. Each booth must have one garbage can for patron use and also must provide containers for the disposal of refuse from the booth.
7. Hand washing facilities must be available at each food booth. At least five gallons of potable water in a container with a spigot, (separate from that used for utensil washing) from which clean water can be drawn for each use without holding tap open and a catch pan. Disinfecting hand soap and single-service paper towels are also required. Hands must be washed after using the restroom or smoking, before starting or returning to work and at regular intervals while handling food. Instant hand sanitizers are not replacements for hand washing.

No use of tobacco allowed in or near food booths.

## **Appendix C**

### **Insurance Requirements**

The University insurance covers most official Willamette University events. Events which bring a large number of visitors to campus or have higher risk activities may require the purchase of special event insurance. To purchase the special events insurance, access the web site <http://www.urmia.bene-marc.com>, and use the pass code 31431375 and provide the necessary information about your event.

Non Willamette groups must provide a certificate of insurance naming Willamette University as additionally insured in the amount of \$1,000,000 per occurrence (\$2,000,000 if using the

swimming pool or other athletic facilities.) Non Willamette groups may also purchase insurance coverage by accessing the web site <http://www.urmia.bene-marc.com> , using the pass code 31431370 and providing the necessary information about the event. Payment is made by credit card. Copies of the transaction, copies of the application and certificate coverage are emailed to the person making the application, the University risk management department, and the Office of Scheduling, Events and Conferences.

Special event insurance may also be purchased through the West Coast College Consortium Special Events Insurance carrier, Gales Creek Insurance. A rate chart and application are available from the Office of Scheduling, Events and Conferences or at <http://www.willamette.edu/dept/scheduling/policies/>. A check made payable to Gales Creek Insurance must be included with the application. Gales Creek Insurance will not accept a check from a student organization. Rates are per calendar day which means midnight to midnight with no combining or omitting of partial days. This includes days before and after events for set-up and tear-down.

## **Appendix D**

### **Advertising Your Event**

Publicity policies for students and student organizations can be found on page 32 in the student handbook. [http://www.willamette.edu/dept/osa/pdf/student\\_handbook.pdf](http://www.willamette.edu/dept/osa/pdf/student_handbook.pdf)

## **Appendix E**

### **Facilities Support at Willamette University**

#### **Getting a room set up for your event:**

The Facilities Support department provides room setup in most buildings and outdoor spaces on campus. When scheduling online, you can choose the setup you want for each room you are reserving. It is important to select your desired room setup at the time you make your initial reservation. If you are making your reservation months in advance, it is possible to delay your choice of room setup until your event plans have firmed up. However, if your event has a large or complicated setup, it may require items to be moved from other locations on campus. This may not be possible on the day of the event.

#### **Finding the right room for your event**

The University has four multi-purpose spaces that can accommodate custom event setups. Given sufficient lead time, the Facilities Support Supervisor can work with you to design a unique setup to meet your needs.

Rooms with only one setup option are intended to be used “as-is.” This includes all classroom spaces. If your event requires extra tables and chairs, or a special arrangement of tables, it must be scheduled in a multi-purpose space. These spaces are: Cat Cavern, Dining Rooms 1&2, Alumni Lounge, and the Montag Den.

Some rooms have a very high demand and are not available to be scheduled for classes or weekly meetings or for more than a semester at a time. The rooms include Jason Lee, Willson and Hines in Goudy Commons, Cat Cavern, Alumni Lounge and the Montag Den. Student organizations are encouraged to use a classroom for weekly meetings whenever possible. The Office of Scheduling, Events and Conferences will work with you to find an appropriate location for your meeting or event.

### **Availability of tables & chairs**

The University has a limited supply of folding tables and chairs for use at outdoor events. For indoor events, each room has its own supply of tables and chairs.

These are provided at no cost to the user on a first-come, first-served basis. If the number of tables and chairs required by your event exceeds the University's supply, the additional tables and chairs will be rented from Key Events at your cost. Payment is via your WU account number.

## **Appendix F**

### **Security for Events**

An event could require the hiring of contract security officers. The hourly rate for this service is \$17 per hour per officer and there is a four hour minimum per person (the minimum charge of \$68 per person.) The following are the types of events that security may be required:

- Events where alcohol is served.
- Events that have a significant number of people from off campus.
- Events involving over 200 people.
- Events with a controversial topic, e.g. Iraq war or abortion.
- Events that invite a speaker or participants who have celebrity status or are controversial.
- Events that involve parking of busses or large delivery trucks.

The Office of Campus Safety will arrange for the hiring of contract security and make sure they arrive at your event. The cost will be charged to your University account. You can contact Campus Safety by emailing to <safety@willamette.edu>.

## **Appendix G**

### **Fund Raising Policies for Student Organizations**

Student organizations are permitted to organize on-campus or off-campus fundraisers to cover operating expenses, complete projects or programs, and create a small reserve or cushion for future events. On-campus fundraising can include bake sales, raffles, t-shirt sales, or other methods of raising funds from the Willamette community (faculty, staff and students).

Off-campus fundraising is defined as any solicitation effort to area businesses or alumni, whether for in-kind (goods or services) or monetary donations. It is important that all off-campus fundraising go through the Office of Annual Giving (3<sup>rd</sup> floor, Waller Hall) so that the University presents an organized and coordinated fundraising effort to the Salem and surrounding communities.

Below are listed the specific policies for certain types of fundraising.

### **Bake Sales**

The individuals who prepare and sell the baked goods must obtain food handler cards. These cards are available online by taking a course and passing an exam certified by Marion County Health Services ([www.foodhandler.org](http://www.foodhandler.org)). There is a \$10 fee associated with this course. A copy of the food handler card must be in the possession of the individual selling the goods for the duration of the bake sale.

### **Door Prize Drawing**

If you are into prizes and not into the paperwork involved in holding a raffle, consider doing a "Door Prize Drawing" fundraiser. A "Door Prize Drawing" means a drawing held by a nonprofit organization (such as your student organization) at a meeting or event of the organization where both the *sale of tickets and the drawing(s) occur during the meeting or event* and the total value of the prize(s) do not exceed \$500.

### **Off-campus Fundraising**

If a student organization wants to solicit area businesses for in-kind (goods and services) or monetary donations, they must meet with a representative from the Office of Annual Giving. The representative will assist the organization in selecting the businesses that best match the organization's goals, but will not interfere with other University fundraising efforts.

If a student organization wants to solicit alumni for in-kind (goods and services) or monetary donations, they must meet with a representative from the Office of Annual Giving and will be expected to follow certain procedures for securing the mailing list, writing the letter and posting the gifts secured. Each student organization must cover all costs related to the mailing (stationary, postage, etc.)

### **Raffles**

Willamette University policy permits raffles to be held on campus within the parameters of state and local law and the University maintains a Class A state raffle license. Any staff, faculty, or student organization responsible for the planning and production of a raffle must submit a completed Application to Conduct a Raffle form to the Administrative Services Office at least two weeks prior to conducting the raffle. To request an application form, contact Cece Quanbeck at 503-370-6112, or get a form online at [www.willamette.edu/dept/osa](http://www.willamette.edu/dept/osa).

"Raffle" means a form of a lottery in which each participant buys a ticket for an article or money designated as a prize and where the winner is determined by a random drawing. A raffle includes the elements of consideration, chance and a prize. Consideration is presumed to be present unless it is clearly and conspicuously disclosed to prospective participants that tickets to the drawing may be acquired without contributing something of economic value. *Tickets for a raffle are usually sold outside of the event.* For more information on raffles, go to the State of Oregon website at:

[http://arcweb.sos.state.or.us/rules/OARS\\_100/OAR\\_137/137\\_025.html](http://arcweb.sos.state.or.us/rules/OARS_100/OAR_137/137_025.html)

According to Oregon Administrative Rule 127-25-310, the following information must be printed upon each ticket sold or otherwise provided to each purchaser at the time of the ticket sale:

- The date and time of the drawing
- The location of the drawing
- The name of the organization conducting the raffle
- The price of the chance
- A full and fair description of the prize or prizes to be awarded
- The retail market value of each prize to be awarded, and the total number of tickets, which may be sold

If there are no special raffle tickets printed, it is required that you have at all ticket sale locations a flyer/poster listing the required information. The Student Activities Office can assist you in developing and printing custom raffle tickets.

According to Oregon Administrative Rule 127-25-310, a report must be submitted after the raffle. The raffle report form will include:

- The total amount of proceeds received from the sale of tickets for each raffle game
- All expenses relating to the conduct of each raffle game (other than prizes)
- Total amount of cash prizes awarded (cannot exceed \$750.00 per raffle)
- Total cost of no-cash prizes awarded
- The winning ticket stub
- The names, addresses, and signatures of the winners of the first three prizes must be provided to the Administrative Services Office. Also for all prizes valued at \$100 or more, the name, address and signature of the prizewinner must be obtained.

Completed raffle reports are used to compile an annual report for the State of Oregon in order to maintain Willamette's Class A raffle license. If your student club or organization is planning to conduct a raffle, please contact Cece Quanbeck at the Administrative Services Office at 503-370-6112 for the required forms and assistance.

### **Contact Information**

Scheduling, Events and Conferences 503-375-5442  
Campus Safety 503-370-911  
Bon Appetit 503-370-6003  
Bon Appetit Catering 503-370-6711  
Facilities Support x4422  
From off campus 503-370-6549  
Student Activities 503-370-6463  
Communications 503-370-6014

[schedule@willamette.edu](mailto:schedule@willamette.edu)  
[safety@willamette.edu](mailto:safety@willamette.edu)

[catering@willamette.edu](mailto:catering@willamette.edu)  
[jbolt@willamette.edu](mailto:jbolt@willamette.edu)