

April 25, 2011

To Pre-scheduling Participants:

The Office of Student Leadership and Activities (OSLA) would like to thank you for taking the initial step to begin the Pre-Scheduling Process to program major student activities for the 2011-2012 academic year. **This process will replace the process formerly known as the SGA Lottery.**

The main goal of this Pre-Scheduling Process is to allow student groups to schedule all of their major annual activities in advance. Major events are those, which are held in Hofstra USA and the J.C. Adams Playhouse.

Please find attached the following materials:

1. Guidelines for the Pre-Scheduling Process
2. "Programming Calendar" for the 2011-2012 academic year

Each group can only submit ONE pre-scheduling packet. It must be submitted by your President, Vice President, Treasurer or the Events Management approved schedulers.

We thank you in advance for your cooperation and look forward to making the 2011-2012 a successful year with many major programs.

Sincerely,

Sarah M. Young
Executive Director
Office of Student Leadership and Activities

OFFICE OF STUDENT LEADERHSIP AND ACTIVITIES

Guidelines for the Pre-Scheduling Process

PRE-REQUISTES:

In order to participate in the Pre-Scheduling Process your student group must:

- Be a registered and recognized Student Club/Organization for the current academic year.
- Be fully registered on collegiate link with a complete roster

If you are uncertain about the status of your group please check on Collegiate Link (through your portal) or, contact the OSLA office at 516-463-6914 or email OSLA@hofstra.edu.

TIMELINE:

The timeline of the Pre-Scheduling Process is as follows:

May 6 th	Pre-Scheduling Packets Due
May 9 th – 13 th	Reservations Processed
May 16 th	Student Groups obtain Confirmation
May 18 th	Student Groups allowed to re-submit any denied reservations
May 20 th	Pre-Scheduling Calendar created and distributed

PRE-SCHEDULING PROCESS COMPLETED

May 20th Open Reservation for ALL Student Groups

This schedule is tentative and is subject to change.

GENERAL INFORMATION:

To accommodate the programming needs of the 180+ student organizations that program on campus OSLA will consider the following requests from your student group:

- a. **TWO** reservations per semester for **Hofstra USA**
- b. **TWO** reservations per semester for the **J.C. Adams Playhouse**
- c. **Two** program proposals for Beyond Welcome Week 2011
- d. **Two** program proposals for Beyond Winter Welcome 2012

Therefore your student group is allowed **NO MORE THAN FOUR (4)** reservations for the Pre-Scheduling Process and **NO MORE THAN FOUR ADDITIONAL(4)** program proposals for Welcome Week and Winter Welcome. Additional requests will not be accepted until the Pre-Scheduling Process is completed.

PROGRAM SELECTION:

Meet with your group and carefully plan your group's major events. Consider the "Programming Calendar" for the Fall 2011 and Spring 2012 semesters when planning your events by reviewing the activities listed in each month. By doing so, your group will help to avoid scheduling conflicts with other major campus events.

Weekend Events: Having weekend events is a great opportunity for student groups to sponsor and collaborate with other student groups. Many of the major events such as semi-formals, cultural shows, comedy/game shows and conferences are held on the weekends. It is an opportunity to initiate new programs that can potentially reach a wide spectrum of students.

Beyond Welcome Week/ Beyond Winter Welcome: Beyond Welcome Week/ Beyond Winter Welcome occurs at the beginning of each semester and is the University's way of welcoming all students to Hofstra. Involvement in the many social, cultural, and recreational events offered during this time gives your group high visibility and allows you to recruit new and interested

members. If your group wishes to program an activity during Beyond Welcome Week/ Beyond Winter Welcome, please submit up to two program proposals per club. The department will include such programs on the Calendar of Events if they are consistent with the intent and are compatible with other scheduled activities.

PROGRAMMING EXPENSES:

When planning activities in 2011-2012, for your group's events, your group may need to consider the following expenses: Publicity, Performers, Audio/Visual, Decorations, Catering, etc.

Please work with your group to discuss all costs. If you need assistance in determining costs, please contact your program advisor in OSLA (516-463-6914), MISPO (516-463-6796) or, Recreation and Intramural Sports (516-463-6958).

PRE-SCHEDULING PACKET:

Once the student group has agreed on all Pre-Scheduled events for 2011-2012, they submit the Pre-Scheduling Packet.

- Student Club/Organization Name

If there are any questions about the reservations, the representative will be contacted.

FOLLOW UP MEETING:

The student group will receive a confirmation packet to their Collegiate Link main contact email by April 25, 2011. The group is expected to review the confirmation(s) for any error, including dates, times and location. If there is a problem, please notify Sarah Young in OSLA as soon as possible. Once the confirmation(s) is/are cleared by the student group, they are expected to schedule a meeting with their Program Advisor to discuss the details of the confirmed events. This is to assure that the event is suitable for the space requested and to begin the planning process.

RESERVATION CANCELLATION POLICY:

Each student group will be allowed up to **two cancellations per year**. Groups that cancel more than two tentative reservations per year will **lose their privileges** for Pre-Scheduling for the following year (2012-2013).

A tentative reservation form will be issued for each program that is accepted by OSLA.

CLOSING:

OSLA would like to thank you for your future assistance and cooperation and we look forward to working with your group. If there are any questions or concerns regarding the Pre-Scheduling Process please feel free to contact Sarah Young in OSLA at 516-463-6914 or OSLA@hofstra.edu