

CONFERENCES & CASE COMPETITIONS

USC CLUB GUIDELINES



HOW TO AWARD PRIZES

If you plan to award cash prizes, we will process prizes via cheque that can be picked up or mailed. No e-transfers from personal bank accounts are permitted. Once the event has passed, submit a Request for Payment with the winners and their information. Provide an announcement of the winners such as a social media post.

You can also award prizes via gift cards.

SECURING SPONSORSHIPS & GRANTS

Submit the sponsorship proposal through Western Link. Amounts over \$1500 will require a contract from the Clubs Office.

You can also apply for a USC grant and more information is available: westernusc.ca/grant-fund

PROMOTING THROUGH MARKETING & TICKETS

Set up the USC Storefront as soon as you can (two weeks is ideal). You can also collect cash sales but no e-transfers between personal bank accounts. Submit advertising designs in in your event proposal for review.

SUBMITTING YOUR EVENT PROPOSAL AND BUDGET

Submit your event to Western Link at least ten (10) business days before your event. You can always submit sooner and meet with us to get started.

Your budget will include revenue (ticket sales, sponsorships, grants, donations) and expenses (venue, food, prizes, etc.). The budget reflects a balance of revenues and expenses without having to use additional club funds if possible.

IMPORTANT INFO



FOOD

Campus catering, pizza, and pre-packaged snacks are permitted in campus spaces that allow food. Please note that food is not permitted in classrooms.



BOOKING SPACE

Consider the timeline when requesting space on campus as space during midterms and exams fill up. If you book outside campus, please submit a quote.



GIFTS AND EXTRAS

Costs for speaker/judges gifts, decoration, photography, and miscellaneous items are to be considered in the budget. No pre-paid or e-transfers.

clubs@westernusc.ca
westernusc.ca/clubs
USC Clubs Space, Room 260 UCC

