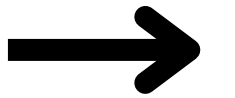


USC CLUBS

EVENT PROPOSAL



How to submit an event proposal on Western Link





USC CLUBS SUPPORT

The Student Organizations Staff is a department of the University Students' Council (USC) that reviews the ongoing activities of the USC ratified clubs to ensure that events happening on- and off-campus are fun and safe.

The SOS team is available to answer questions or provide guidance about running successful events and trips.



Shari Bumpus
Student Community
Manager



Anna Pavičić
Student Organizations
Advisor



Karen Savino
Student Organizations
Coordinator

4000+ event proposals

200+ clubs

USC Clubs operate from September to April. There are 800+ core executive members, plus the thousands of students who join USC Clubs. Each USC club has impacted the experience of a Western student in more ways than one.

WHAT IS AN EVENT PROPOSAL?



EVENT PROPOSALS ARE FOR TRACKING ALL CLUB ACTIVITIES FOR THE YEAR

Every activity that your club has must be tracked. This will determine how active your club is and provide a history for future executives when planning events for your club.



TYPES OF EVENT PROPOSALS



EVENTS & SOCIALS

This includes events on-campus, private residence, bar nights, venue halls, and events in London. Meetings, table space, and AGMs would be included.



TRIPS

This includes trips outside of London, including Canada and the United States.



MERCH & WEB TOOLS

This includes general and executive merchandise, design subscriptions (e.g. Canva), website fees, and club banners and display materials.



SUBMISSION DEADLINES

All clubs must submit an event proposal before the date of the event through Western Link, including general meetings, table reservations, executive meetings, and online purchases (eg. merchandise and websites).

SMALL EVENTS

3 business days

Meetings, tables, and simple events. Online purchases including merchandise and subscriptions.

5 business days

Events with advertising and display materials.

TRIPS IN CANADA

15 business days

Club trips that are outside London and require additional review processes. Trips exclusive to paid club members.

LARGE EVENTS

10 business days

Events with security, performers, contracts, venue rentals, bar events and ticket sales. Minimum 10 business days but the sooner the better.

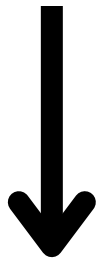
TRIPS TO USA

20 business days

Club trips that are destined to the United States and require additional review processes. Trips exclusive to paid club members.



WHO CAN SUBMIT



CLUB PRESIDENT

SIGNING OFFICER



VP EVENTS

SIGNING OFFICER



VP FINANCE

SIGNING OFFICER

WHAT EVENT PROPOSALS COVER

- **BASIC DETAILS**
 - event title, time and place, type of event, co-hosts, RSVP, attendance
- **EVENT DETAILS**
 - finances, food, alcohol, entertainment, fundraising, sponsorship, merchandise
- **LOCATION**
 - off-campus, on-campus, trips, online, venue
- **LOGISTICS**
 - transportation, contracts, alcohol policy



WESTERNLINK.CA

Use your uwo.ca login details to sign-in

The screenshot shows the WesternLink website in a browser window. The browser tab is titled "Explore - Western Link" and the address bar shows "westernlink.ca". The website header includes the WesternLink logo, a search bar, and a "SIGN IN" button. The main content area features a large image of a purple door with the University Students' Council logo. Overlaid on this image is a search bar with the text "Search Events, Organizations, and News Articles" and the prompt "Discover unique opportunities at Western University". Below the main image are three navigation cards: "Find Organizations" with a people icon, "Attend Events" with a calendar and phone icon, and "Track Involvement" with a document and lightbulb icon.

LOGIN

WESTERNLINK.CA

Search for your club
and click to get to your
club page.
Click on club logo.

The screenshot shows a web browser window with the URL `westernlink.ca/organization/tbc`. The page header includes the WesternLink logo and a search bar. The main content area features a club profile for 'The Baking Club (Admin Use Only)' with a cookie icon logo. The profile includes a description, contact information, and a gallery of images. A purple arrow points to the club logo in the left sidebar.

WesternLink Search...

The Baking Club (Admin Use Only)

Come one, come all! Anyone and everyone that loves to bake or wants to learn some new things should join this club! Hope to hear from you soon. this cookie is for you!

Contact Information

Rm 340, UCC Bldg
1151 Richmond St.
London,
Canada
E: cookies@uwo.ca
P: 519-661-3574

Gallery Images:

- Gallery Image: Chocolate chip cookies with Hershey's Kisses.
- Gallery Image: Baking ingredients including oranges, cinnamon sticks, and gingerbread cookies.
- Gallery Image: Assorted pastries and breads.

Buttons: Manage Organization, JOIN, VIEW GALLERY, VIEW MORE EVENTS

All Events

There are currently no upcoming events. [View past events.](#)

**CLUB
PAGE**

CREATE AN EVENT

step-by-step

Analytics

CREATE EVENT



Manage Home



ORGANIZATION TOOLS



About

Roster

Events

News

Gallery

Documents

Forms

Elections

Service Hours



Create Event

Basic Details

*Event Title

Enter Event Title

*Theme

Not Selected

*Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and image.

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event

Type here to search for organizations

REQUIRED INFORMATION

- **Event Title**
- **Theme**
- **Description**

You can also add co-hosts that are collaborating on this event.

CREATE AN EVENT - time and place

step-by-step

Time and Place

*Start Date *Start Time

*End Date *End Time

+ ADD ANOTHER DATE

REQUIRED INFORMATION

- **Start Date and Start Time**
- **End Date and End Time**
- **Location**
- **Event Visibility**

For ongoing meetings, you can include multiple dates.

Event visibility means you can have it only to your club members or to the public. Public visibility means that it will show up on Western Link's main page.

Event Visibility

*Show To

Allow attendance at this event to be shown on the Co-Curricular Transcript

Event Categories

Perks Special benefits for your attendees

CREATE AN EVENT - RSVP

step-by-step

RSVP

Settings

Fields marked with an asterisk (*) are required.

*Who can RSVP

Anyone

Note: All respondents will receive a reminder 24 hours before the start of the event.

Invite all members of this organization and all co-hosts after event approval

Limit number of available RSVP spots

When RSVP limit is reached, attendees can join a waitlist. If spots become available, participants will be promoted from the waitlist to attend the event.

Allow Guests

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

Allow respondents to represent an organization

REQUIRED INFORMATION

- **Who can RSVP**

This can be selected as Anyone, Only Invitees, or No One.

ADDITIONAL INFORMATION - event type step-by-step

* Please choose what type of event will you be holding:

- Meeting
- Social
- Atrium Day
- Trip
- Table
- Sporting Event
- Volunteering
- Speaker - please indicate name and organization they are representing.

- Workshop - please indicate who will be speaking

- Other:

REQUIRED INFORMATION

- **Please choose what type of event will you be holding**

This information will also be helpful in determining how much time is needed to plan the event and the steps completed to approve the event.

ADDITIONAL INFORMATION - attendance

*Expected attendance from your organization:

*Last year's attendance:

* Where will this event be held?

On Campus - building and room number. Please list specific building and room if known.

Off Campus

* Is this event for club or faculty council members only?

Yes

No

REQUIRED INFORMATION

- Attendance
- Location
- Open to members and non-members

This will tie into the event budget as some ticketed prices will be different for members and non-members.

Trips outside of London are exclusive to paid club members only.

ADDITIONAL INFORMATION - finances

* Are there any financial components to this?

Expenses examples: purchasing items, snacks, merch, subscriptions

Revenue examples: ticket/merch sales, or sponsorships

YES

NO

	A	B	C	D	E	F	G
1			Event Budget				
2							
3	REVENUES						
4		Description		Quantity	Cost per	Total	
5		ticket sales		100	20	2000	
6		donations		1	800	800	
7		sponsorship		1	1000	1000	
8						0	
9						0	
10	Total Revenues					3800	
11							
12	EXPENSES						
13		Description		Quantity	Cost per	Total	
14		printing tickets/programs		100	0.1	10	
15		venue		1	750	750	
16		decorations		10	5	50	
17		food/catering		1	600	600	
18		contingency		1	100	100	
19		online processing fee		100	0.3	30	
20						0	
21	Total Expenses					1540	
22							
23	Profit/Loss					2260	
24							
25	NOTES:						
26							
27							
28							
29							

REQUIRED INFORMATION

- Revenue and Expenses
- Event Budget

Any event that has any financial component, select “Yes” and upload the event budget that is related to this event. An event budget must be submitted at the time of the event proposal.

If you select “No” and wish to receive a reimbursement, payment may be delayed.

ADDITIONAL INFORMATION - fundraiser

Event Additional Information Form Fundraising

*** Who are the funds being raised for?**

- Your organization
- An external organization/Charity
- Both
- Other

If raising funds for a charitable organization please provide a letter on letterhead from that organization including:

- Acknowledgement and support of planned activities;
- Registered charity number
- Name of contact person and phone number at organization

When fundraising for an external organization, they must have a Canadian Registered Charity number.

***Organization Name you are raising funds for:**

REQUIRED INFORMATION

- **Who are the funds being raised for**
- **Organization Name**

If your event is a fundraiser and you selected “Yes” to the question, “Will you be raising funds for this event?” please provide the additional information requested.

Details on how much will be raised is also required.

ADDITIONAL INFORMATION - food

Will you be having food at this event?

- YES
- NO

Event Additional Information Form Food

* Who will provide the food?

Provided by venue (please provide name)

Catering company or restaurant (please provide name)

Purchased at a store (list items)

Other

REQUIRED INFORMATION

- **Food at the event**

Food safety is important and will be reviewed and approved prior to purchase.

Please note that bake sales are not permitted.

Food is not allowed in Western's classrooms.

ADDITIONAL INFORMATION - wet/dry

*** Will there be alcohol at this event?**

- YES - this event is for ages 19+
- YES - this event is for all ages
- NO - this event will not have alcohol

REQUIRED INFORMATION

- **Alcohol at the event**

Extra steps may be required for review including venue location, drink tickets, and wristband sales.

Event Additional Information Form Wet Agreement and Monitors

WET Event - Aged 19 +

- **Prior to completing your event proposal, please review the University of Western Ontario's Campus Alcohol Policy:**
<http://www.uwo.ca/univsec/mapp/section1/mapp133.pdf>

*Required


- * I have reviewed and agree to the policy.

ADDITIONAL INFORMATION - contracts

* Will you be contracting a DJ, entertainer or performer for this event?

- YES
 NO

* Will you be asking for sponsors for this event?

- YES 
 No

REQUIRED INFORMATION

- Entertainment
- Sponsorships
- Venue
- Hotel
- Any 3rd party contract

Students are not permitted to sign any contract. All agreements and contracts must be signed by USC management.

ADDITIONAL INFORMATION - merch

step-by-step

Event Additional Information Form Merchandise

*Description of Merchandise:

*Name of Manufacturer/Vendor:

*Quantity and price per unit:

Please upload graphic or design here if you have one. You can also email this to clubs@westernusc.ca after submitting this proposal if it is still being worked on:

—

Please upload the quote or order from the vendor if you have one. You can also email this to clubs@westernusc.ca after submitting this proposal if you are waiting for this:

—

REQUIRED INFORMATION

- **Description of merchandise**
- **Name of Manufacturer/Vendor**
- **Quantity and price per unit**

Please upload any graphics or design for review. Be aware of any copyright or trademarks with your design.

ADDITIONAL INFORMATION - transport

Event Additional Information Form

Type of Transportation

* What type of transportation will you be using?

- Attendees will find their own transportation i
- Car pool (attendees are at their own risk, driver can be held accountable)
- Coach/bus company
- Public transit
- Other

Which bus company are you using?

How many buses do you require?

If you have a copy of the quote or invoice please upload.

UPLOAD FILE

REQUIRED INFORMATION

- **Type of transportation**

If your club rents a public carrier for private use, only paid club members are able to board the bus.

EVENT PREVIEW


Event preview gives you a chance to make changes.

This is how it will appear on Western Link to your club members.

[← Back to Events List](#)


Event Details


[CHANGE DETAILS](#) [CANCEL EVENT](#)





[View Event](#) [Submissions](#)

Baking Club Social


 **Host Organization**
The Baking Club (Admin Use Only)


 **Location**
Cafe


 **Begins**
Tuesday, September 24, 2024 at 2:00 PM EDT

 **Ends**
Tuesday, September 24, 2024 at 4:00 PM EDT

0.0
★★★★★
Event Rating

STATUS
 Approved

VISIBILITY
 Organization members

RSVP SETTING
 Only invitees

EVENT ATTENDANCE

[TRACK ATTENDANCE](#) [INVITATIONS & RSVPS](#)

0 Invitees **0** Attended **0** Absent **0** Excused

ATTENDANCE URL [COPY URL](#) [VIEW QR CODE](#)

Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.


EVENT PROPOSAL PENDING


Your event proposal will be reviewed by one of the SOS staff and follow-up may be required.


You can add another signing officer as a reviewer of your event proposal for communication with your team.

Submission

Baking Club Social


 **Host Organization**
The Baking Club (Admin Use Only)


 **Time and Place**
Tue, Sep 24, 2024 2:00 PM - Tue, Sep 24, 2024 4:00 PM at Cafe


Event Request 
Karen Savino - Tue, Aug 27, 2024 8:44 AM
The Baking Club (Admin Use Only)


Change Request

Include Unanswered Questions Collapse All | Expand All


Event Details 

Time and Place 

Event Options 

RSVP Options 

Approval
You can Approve, Deny, or Edit the submission.

 [EDIT SUBMISSION](#)

Closing Comment (optional)


APPROVE DENY

Submission History

Pending
Submitted On: Tue, Aug 27, 2024 8:44 AM

Approved
Date: Mon, Aug 26, 2024 4:16 PM
By: Karen Savino

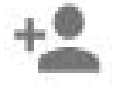
Approved
Date: Mon, Aug 26, 2024 3:12 PM


Reviewers 

There are no reviewers on this submission.

Reviewers

There are no reviewers on this submission.

 **Add Reviewer**

 **Remind Reviewers**

EVENT APPROVAL

Don't forget to scroll down at the bottom of the event proposal for additional information that may be required.

You can attached updated budgets, comments, or other information that the SOS may require.

Event Request

Karen Savino - Tue, Aug 27, 2024 8:44 AM
The Baking Club (Admin Use Only)


Approved
Date: Tue, Aug 27, 2024 11:51 AM
By: Anna Pavicic

Include Unanswered

Discussion

K Karen Savino

Write a message

 Add an Attachment

CANCEL POST

MORE INFO



OFFICE HOURS

USC CLUBS SUPPORT

Room 320 UCC

Monday to Friday, 8:30 am to 6:00 pm

clubs@westernusc.ca

ONLINE RESOURCES

westernlink.ca

westernusc.ca/clubs

IG: @clubsusc

