

7-Step Student Organization Event Planning Guide

- 1 Submit an Event Request via [eCalendar](#)**
- You must have an eCalendar account before you can request space.
 - Student orgs can only have 3 eCalendar schedulers at one time.
 - For more information about eCalendar, including use instructions, click this link
 - stamp.umd.edu/host_event/how_reserve_space

- 2 Wait to Receive an initial email confirmation with your Reservation Summary**
- Your reservation summary outlines the space and equipment reserved for your event, along with associated fees. The reservation summary will also include all relevant deadlines including your deposit and final payments. Review this information carefully.
 - After you receive this email you will no longer be able to make changes to your reservation in eCalendar and you must contact your Event Coordination team directly:
 - Stamp rooms and Outdoor spaces = stamp365student@umd.edu
 - Classroom spaces = stamp365classroom@umd.edu
 - Always include your reservation number in all correspondence with your Event Coordination team

- 3 Submit a SORC Event Approval Form in TerpLink.**
- Ideally this form must be submitted at least weeks prior to your event. This form is reviewed by numerous units from across campus that need to know about your event including the SORC Finances Team, UMPD, Risk Management, and the Fire Marshal's Office.
 - Failure to submit this form, will result in the cancellation of your event.

- 4 Pay Your Event Deposit online at stampunion.umd.edu/payments/egs or submit your ISR payment form at the Information Desk.**
- Your specific deposit payment and deadline are listed on your reservation summary.
 - Deposit payments are 25% of the room rental charges at the time the request was submitted.
 - Deposit payments are non-refundable and non-transferable. The deposit payment is applied to the charges that are due for the event.
 - If an online payment is made less than 2 days prior to the deadline, send a screenshot of your payment confirmation with your reservation number to stamp365student@umd.edu to avoid cancellation of your event.
 - ISR payments can be submitted at the Stamp Information Desk, Monday – Friday, 12:00pm – 8:00pm.

- 5 Finalize your Event Details**
- Room Diagram and Tech Needs**
- Approximately 2 weeks prior to your event, ensure that you have shared information about how you would like your room setup and finalize your technology needs.
 - If you would like to update your room diagram or tech needs, reach out to your Event Coordination team with your reservation number and updated room setup or tech needs information.
 - All event details should be finalized at least 1 week prior to the event. Updates submitted less than 1 week in advance, may not be able to be honored.
 - Any requests for technology equipment or services fewer than five (5) business days prior to the event will result in an additional late fee charge of 50%.
- Ticket Sales**
- At least 10 business days prior to your event, complete this TerpLink form if you plan to sell or distribute tickets for your event.

- 6 Make Your Final Event Payment online at stampunion.umd.edu/payments/egs or submit your ISR payment forms**
- Final payments are due 7 business days prior to your event. Your specific payment deadline is listed on your event summary.
 - Failure to submit your final payment on time, can result in the cancellation of your event.
 - The goal is to finalize all event details by the time your make or final event payment or 1 week prior to the event.

- 7 Day of Event and Post Event**
- You will not have access to your space until 15 minutes prior to the event start time that listed on your Event Summary.
 - If you have questions you should always contact the Stamp Information Desk. They will connect you with staff to provide assistance.
 - Any requests for changes to your event made the day of your event will not likely not be possible.
 - You will receive a post-event invoice about 2 – 3 days after your event. If you did incur any additional fees from last minute changes, those fees are due 10 business days after your event.
 - If you continue to have an unpaid event balance after 30 days, your organization will be blocked from making any additional reservations in eCalendar until the balance has been paid.

