

1-002 Katz Group Centre for Pharmacy and Health Research
Edmonton, Alberta, Canada T6G 2E1
Tel: (780) 492-7629

Event Planning Checklist 2017-2018

Please note:

For “high risk” events (i.e. those involving travel, alcohol, physical activity, or any other risky activity), groups must submit the **BearsDen** event approval form, the MSA “**Event Planning Form**”, AND the “**MSA Calendar Event Submission Form**”.

For events taking place on campus with no alcohol any no risky activity (e.g. a lunch hour talk), groups only need to submit the “**MSA Calendar Event Submission Form**”.

Ensure to also check and avoid conflicts via the “**MSA Scheduling Spreadsheet**”.

Checklist:

- (1) Submit your event to the MSA Calendar by filling out the form at the following link:
<http://msa.ualberta.ca/Events.aspx>

- (2) BearsDen Form:

In order to find this form, you will first need to become a member of the MSA on the BearsDen website and be given event submission authority by the VP Student Affairs. In order to do so, please follow the following steps:

1. Go to <https://alberta.collegiatelink.net/> and log in to BearsDen using your CCID and password.
2. Click on Organizations on the menu at the top of the page
3. Type in “Medical Students' Association” in the search bar on the left hand side
4. Click on Join Organization on the MSA page
 - a. The MSA VP Student Affairs will then receive your request via email and will approve it on BearsDen.
5. Once you have been approved and given event planning authority (within a couple days), you will be notified via email by the VP Student Affairs.

Once you are an executive (and have event planning authority) on BearsDen,

1. Go on the MSA page again, either by searching it under Organizations or under My Shortcuts.
2. Click the Create Event button that should now be visible
3. Fill in the event submission form and submit it.
 - a. Be sure to mention if your event will include alcohol, as this will prompt the submission form to ask for the necessary extra information.

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This form will be sent directly to the SGS for approval through the BearsDen website. When it has been looked over and approved, the SGS Risk Management Coordinator will contact you directly to clarify anything that was unclear, and to pass on the waivers you will need.

(3) MSA Event Planning form:

Please complete the “**Event Planning Form**” on the MSA website and submit to the VP Student Affairs (msavpstudentaffairs@ualberta.ca). The form can be accessed at: <http://msa.ualberta.ca/Events.aspx>

(4) If your event includes alcohol, the SGS risk management coordinator will ask you to get SU Event Organizer Training (which includes ProServe training). They can send you directions, but to make things easier you can sign up yourself at

<http://www.su.ualberta.ca/services/studentgroups/registration/training/>

- This training session runs several times a year and can also be set up by contacting the MSA VP Student Affairs.
- The SGS usually requires 2 members of the event planning committee to have this training and be present at the event. It is best to complete this training session prior to planning your event.

(5) If you need to rent equipment like BBQ's, tables, etc., you can find information on how to do so through the UofA Students' Union at:

<http://www.su.ualberta.ca/services/studentgroups/perks/equipment/>