Planning a “Meet the Majors” Event

Plan food and activities
Determine what kind of activities (if any) you would like to have for this event. It can be anything you think will attract people to attend (Chemistry “make your own slime” night, American Studies apple pie night, French crepes for French and Francophone Studies). Ask faculty and students what kind of activities or food would most likely attract them to an event.

Pick a date and time
Talk to students and faculty to determine the best possible time for the most people. Get several faculty members (or as many as you can!) to commit to attending the event. Avoid class times, department meetings, school holidays, major events elsewhere on campus, etc. If you cannot avoid class times, try to schedule to overlap class periods so that people may attend at least a portion of the event. Pick several possible dates, because you may not be able to find a location for your first choice. Consider scheduling after a large introductory course in an adjacent area, if the logistics and timing work.

Book a location
A location within the department or in the same building is preferable. Make sure it’s big enough for the number of people you predict will come. Department offices usually manage lounges and some classrooms in their areas. Ask a staff member in the department office for room availability. Reservations for spaces in Usdan are made with Conference and Event Services. Reservations in Shapiro Campus Center are made through Student Activities with forms available online at http://www.brandeis.edu/studentaffairs/activities/forms.html. Classrooms can also be booked by the Registrar’s Office. The Mandel Atrium and the Seminar rooms are booked by Mangok Bol at mbol@brandeis.edu. The lobby area in the Shapiro Science Center can be booked by anyone at Conference and Events Services. The Shapiro Science Center’s classrooms are available after 6:45 pm and are booked through the Registrar’s office. Book your locations as far in advance as possible! Rooms fill up fast during certain times of the year.

Send an e-mail to DAS
You can send us an e-mail at any time during the planning process. Let us know the details of your event and your estimated budget. Be sure to talk to your department about funding if you predict your event will cost more than $25 for 15 people or $50 for 30 people. Be sure to request UDR funding on-line well in advance!

Advertise
Start advertising several weeks ahead of the event. Post flyers around your department and send an email to the department email list. Be concise, but make sure that you include the purpose of the event (majors and faculty to talk to each other, non-majors to find out more about the department from current majors and faculty) and any special food or activities. Talk to the department staff and faculty and ask them to spread the word; ask faculty to announce the event in their classes, especially in any introductory-level classes where students might not be on department notice lists. If a faculty or staff member hasn’t RSVP’d for the event, ask them now. If appropriate to the event, post it on the BrandeisNow calendar online, and ask to have the email sent to other distribution lists (related departments, all-campus email announcements.) Post flyers in public areas (Shapiro, Usdan, etc.) and adjacent classrooms. Send reminders (through Facebook, email, tell them in person, etc.) a few days before the event. Don’t forget to post the event on the UDR Facebook page!
**Purchase your supplies**

You have the option of ordering food through Conferences & Event Services (C&E), or to purchase food on your own. Call Conference & Events and ask if they can accommodate your needs, and how much it will cost. Keep in mind that most food orders from C&E feed more than the actual number ordered (most trays of food ordered as “small” or “large” will feed more than advertised; items ordered by number of bottles, cookies, etc., will yield the amount for which you actually order). Deliveries to academic building locations have a hefty delivery charge attached to them, so ask about any extra charges. For most food orders, you can arrange to pick up the food yourself and save the delivery fee. Order food at least a week in advance to avoid late charges; keep in mind that the order will not be considered final until it is signed by the UDR Program Administrator, so plan an extra day for processing. Otherwise, you can purchase food and supplies from any business and save the receipts for reimbursement. Kosher food must be ordered at least two weeks in advance.

**Set up your event and enjoy!**

Put up signs leading people to your event. Play music in the background to attract passersby. Make the rounds and introduce yourself to as many people as possible so that they know who you are and that UDRs organized this event. Ask questions— are you a major or non-major? How did you hear about this event? Get an idea of who is attending. Post a sign-in sheet at the entrance of the room and encourage interested non-majors to sign-up for email announcements (if they are not already on the distribution list). Evaluate your event with any partners or collaborators as soon as possible after the event so the details are fresh in your mind. Review the “Post Event Evaluation” in the UDR Handbook.

**Getting Reimbursed**

If you paid for any supplies with your own money, bring the receipts to the Office for the Dean of Arts and Sciences for reimbursement. We handle the first part of reimbursement process on the lower level of Bernstein-Marcus, beneath the Human Resources office. For receipts that total under $100, you will fill out a petty cash form and be reimbursed at 60 Turner St. For purchases that total over $100, you fill out an Expense Report form and will receive your reimbursement via check in the mail.