

# DIRECTORSHIP HANDBOOK

WATERLOO ENGINEERING SOCIETY SPRING 2018



**WATERLOO**  
ENGINEERING SOCIETY

# MEET THE EXECUTIVE TEAM



Katie Arnold

**President** – [president.b@engsoc.uwaterloo.ca](mailto:president.b@engsoc.uwaterloo.ca)

Can help with: Commissioner/Exec issues, faculty problems, The Tool, everything else, wholesome memes

Benjamin Beelen

**VP Academic** – [vpacademic.b@engsoc.uwaterloo.ca](mailto:vpacademic.b@engsoc.uwaterloo.ca)

Can help with: Academic issues, faculty contacts

Grant Mitchell

**VP Communications** – [vpcomm.b@engsoc.uwaterloo.ca](mailto:vpcomm.b@engsoc.uwaterloo.ca)

Can help with: Inter-school contacts, conferences

Liam Yeates

**VP Finance** – [vpfinance.b@engsoc.uwaterloo.ca](mailto:vpfinance.b@engsoc.uwaterloo.ca)

Can help with: Budgeting, EngSoc Office supplies, ordering food

Ashley Clark

**VP Student Life** – [vpstudentlife.b@engsoc.uwaterloo.ca](mailto:vpstudentlife.b@engsoc.uwaterloo.ca)

Can help with: Calendar, event resources

# MEET THE OFFICER TEAM



Megan Town

**Mental Health Commissioner**

mentalhealth.b@engsoc.uwaterloo.ca

Can help with: MATES liason, Resources



Quin Millard

**Student Services Commissioner**

studentservices.b@engsoc.uwaterloo.ca

Can help with: Booking rooms, event planning



Jasmine Zou

**Advertising Commissioner**

advertising.b@engsoc.uwaterloo.ca

Can help with: Advertising, mailing list, Facebook posting



Bryce Kieffer

**WEC Commissioner**

outreach.b@engsoc.uwaterloo.ca

Can help with: Various supplies



Gabrielle Klemt

**Outreach Commissioner**

outreach.b@engsoc.uwaterloo.ca

Can help with: Community contacts



Olivia Baker

**Socials & Events Commissioner**

events.b@engsoc.uwaterloo.ca

Can help with: Booking rooms, event planning

## MEET THE OFFICER TEAM



Laura Scanlan

**Secretary**

secretary.b@engsoc.uwaterloo.ca

Can help with: Contact info, miscellaneous questions, documentation



Matthew Suski

**Speaker**

speaker.b@engsoc.uwaterloo.ca

Can help with: Meeting info, motion writing

## MEET MARY



Mary Bland

**Business Manager**

mbland@uwaterloo.ca

Can help with: Poets Bookings, Keys, Tickets, Novelties, Ridgidware, answering any question

Important Spaces:

EngSoc Office - CPH 1327 - (8:30am - 4:30pm)

POETS - CPH 1337 - (Hours Vary)

# OVER CO-OP

## **1. Submit your dates for the Calendar**

The VP Student Life manages the calendar. She will be asking you for several potential dates and event blurb.

## **2. Submit a Budget Request to the VP Finance**

A budget proposal form and information will be sent out by our VP Finance. Please email all completed forms to the VP Finance, and please reach out to him if you have any questions. You must submit your form to receive any funding from the Engineering Society

## **3. Decide your advertising strategy now and contact your Marketing Team**

The Marketing Team, along with the Advertising Commissioner, will be in charge of posters, social media, LCD screens, EngSoc meeting announcement sheets, and almost every EngSoc advertising strategy. They will be in contact with each directorship throughout the coop term to work with you to personalize the advertising campaign to your event.



# OVER CO-OP

## 4. Book your venue

EngSoc hosts events at various locations throughout the university and the community. Below are instructions for how to book some of the more popular locations. If you are booking an off campus venue, make sure to e-mail the correct contacts about availability while picking your date on the calendar.

**Booking Classrooms:** Email the contact person

CPH 3607: Shirley Springall [shirley@uwaterloo.ca](mailto:shirley@uwaterloo.ca)

RCH, most other rooms: Donna Schell [dschell@uwaterloo.ca](mailto:dschell@uwaterloo.ca)

MML and WEEF lab: Jimmy Chu [jimmy.h.chu@uwaterloo.ca](mailto:jimmy.h.chu@uwaterloo.ca)

**Make sure to CC your Commissioner when e-mailing to book rooms!**

## Booking POETS

To book POETS, you will need to go through Mary in the EngSoc Office. During the first weeks of term stop by the office and fill out a POETS booking form. On the day of your event you will need to pick up the POETS key before 4:30pm from the EngSoc Office. The key should be returned the next day or on Monday for weekend events.

## Booking Off-Campus and Bomber

The main off-campus venues we book are Semi-Formal and TalEng at Wilfs and Turret. The contact for these locations can be found below. They are used to dealing with us so make sure to mention you are from the Engineering Society.

Jeyas Balaskanthan - [jbalaskanthan@wlu.ca](mailto:jbalaskanthan@wlu.ca)

Andy Neilson (Wilf's Operations Manager) - [aaneilson@wlu.ca](mailto:aaneilson@wlu.ca)

Booking Bomber changes from term to term so if you are looking to use the Bomber for your event please talk to the VP Student Life and the President to help you coordinate with Feds.

# ON-TERM

## 1. Health Forms & Selling Food

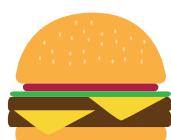
When having food at events there are some things to keep in mind to make sure we comply with health regulations.

**Giving out food:** Not a lot of rules apply, check with Exec if you have concerns.

**BBQing food:** To BBQ food you will need a Public Health Form. Speak to Mary at least three weeks in advance. You will also need to book the EngSoc BBQ. You can do this by filling out a form in the orifice. You will need to pick up the BBQ pit key before 4:30pm in the orifice.

**Selling food:** If you are going to be selling food you need to get a Public Health form made up. You should speak to Mary a minimum of three weeks before the event to set this up.

**Ordering Food:** There are a few main places where we order from and can get deals on food. EngSoc will be putting together a guide this term on "How to order food for EngSoc" so hold tight for more info!



## 2. Ticket Sales

If you are selling tickets for your event, you **MUST** have a 10 minute meeting with Mary [mbland@uwaterloo.ca](mailto:mbland@uwaterloo.ca) to go over the protocols for selling tickets and to ensure Mary has everything set up in the EngSoc Office for your ticket sales. Typically for about one week before the event the directors and volunteers will set-up a booth in CPH foyer to sell tickets. Square is here! And with it, debit, credit, and online ticket sales!

## 3. Advertising

Be sure you reconnect with the Advertising team a couple weeks before your event. Make sure they know what you're looking for, be it a ticket design, a poster, a facebook event cover, or anything else!

# ON-TERM

## 4. Volunteers

A lot of EngSoc events require volunteers to make it a success! The easiest way to get volunteers is through a sign up google form. Before making the form make a plan for what the volunteers will be doing and make shifts if necessary. Think about how many volunteers you actually need and don't take more than that. It's no fun for anyone if volunteers don't have anything to do.

Make the google form and share the responses with your exec/commissioner. Don't forget to ask for their names, e-mails, years, programs, and dietary restrictions if you are offering food!

Typically you should start looking for volunteers 2-3 weeks before the event. Once you have made the form, e-mail it to the marketing team/advertising commissioner to include in their advertising.

## 5. Keys

If you need keys for any of our spaces, such as the EngPlay storage or POETS, please see Mary in the EngSoc Office during business hours, 8:30am-4:30pm

## 6. Spending Money

Make sure you get all of your supplies together a couple days before the event! The VP Finance can help you out if you think you may not have the means to make the purchases out of your own pocket. It is imperative that you keep the VP Finance informed if you are going wildly over or under budget, or if you would like to purchase something you didn't originally ask for.

If possible, check to see if EngSoc already has what you need. For example, arts & crafts supplies are abundant in the EngSoc Office. We won't reimburse you if you bought a bunch of things we already had. Once the budget has been approved and you've double-checked the amount you've been given, do your best to stick to it.



# ON-TERM

## 7. Getting Reimbursed

Make sure you keep all your receipts and invoices for everything! If you are requesting services from someone who does not usually make out a receipt or invoices, contact the VP Finance for assistance. Make sure that we know to whom the cheque is payable, what product was provided/service was rendered, and preferably an invoice number.

Submit invoices and receipts to the VP Finance in the EngSoc Office with a reimbursement form. If you do not have a copy of the reimbursement form, there are copies available in the EngSoc Office or online.



## 8. The Tool

If you want the Waterloo Engineering Society Mascot, The Ridgid Tool, at your event please email [president.b@engsoc.uwaterloo.ca](mailto:president.b@engsoc.uwaterloo.ca). It won't be there if you don't.

## 8. P\*\*5

The P\*\*5 directors will have sign up forms available for pick-up in the orifice. Make sure to have a form available at your event for people to sign. Return this form to the orifice the day after your event. If you are selling tickets or have volunteers you can submit the sign up google docs to the directors instead! [Make sure you get their year and program in the form]

## 10. Transition Docs

Transition documents are very important! To be completed before exams, they help new directors avoid pitfalls and learn event-specific contacts and tips. Pay it forward!

# INCLUSIVITY IN DIRECTORSHIPS

Some quick things to think about in relation to your event is making it open to all engineering students. We have some suggestions of things to keep in mind below, but we recommend you do your own research to cater to your directorship.

**Wheelchair Accessibility:** This includes options like ramps and elevators but also wide space to maneuver through doorways, hallways.

**Well Lit Areas:** This can also include clearly marked exits.

**Quiet Rooms:** If its an event that is long or can be busy or overwhelming, have a separate, private space available for breaks.

**Holiday-Themed Events:** if you can avoid themeing your event around a holiday, do so. A good example is "Holiday Gift Exchange" over "Christmas Gift Exchange".

**Dietary Restrictions:** If serving food, have options for a variety of dietary restrictions (one 'substitute' item can be ordered to satisfy multiple vegetarian/halal/gluten-free/lactose-free needs)

**Volunteers:** Arrange sign-up forms to collect any accessibility or accommodation requests.

A good resource for every step of event planning is:

**<http://inclusionlens.yorku.ca>**

**If you have any questions or concerns, would like feedback or resources for running a more inclusive event, you can contact [engqueers@engsoc.uwaterloo.ca](mailto:engqueers@engsoc.uwaterloo.ca).**