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The information in this edition promotes your organization's success... You don't know what you don't know and we want you to know. WCSA hopes that this publication will keep you informed of student organization operations/ opportunities. For more information on policies and procedures, visit the WCSA website at http://rochester.edu/college/wcsa/.

FEBRUARY 2014 EDITION

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Flex tables are completely booked during the weekdays till the first week in April. However, weekend days are available. Please follow the directions below on how to check availability for a flex table:

Go to Virtual EMS https://www.calendar.rochester.edu/ On the Virtual EMS site, hover the cursor over the word

far right side of the screen.

-down menu scroll down to

In addition please note the following when submitting requests for info tables, flex tables, banners, the Expression Wall, the Display Case and the Collection Box:

All requests must be submitted 5 business days before the start of the event. A business days means a weekday.

When providing the reason for a flex table or an info table please provide detailed information regarding your philanthropies or fundraiser (what exactly are you selling). If your request does not clearly state what you are selling as a fundraiser or philanthropy your request will be denied and a new request must be submitted with the information regarding what is being sold.

In This Edition: Flex Tables 1 RocTkts Blackout Dates for Programming Event Support Labor Rates Event Registration Reminders CCC Monthly Tip 1

Register any event that takes place in Strong, Spurrier, Douglass, Hirst, and May Room
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