

SEA's Event Registration Process



Memorial Union, Room 204
sea@etal.uri.edu
401.874.2220

What is the difference between the Office of Student Involvement and the Student Event Advising (SEA) Office?

- The Office of Student Involvement is the department as a whole and holds events for the student body
- The SEA Office is housed within the Office of Student Involvement
 - Advises student organizations and assists with the event registration process



SPRING 2024 SEA OFFICE HOURS



Juju Al-Amir she/her

Graduate Assistant



juliaalamir@uri.edu



Monday: 11am-3pm
Tuesday: 11am-3pm
Wednesday: 11am-3pm
Thursday: 11am-3pm

Lauren Peckham she/her

Student Senate Organizations Advisor



lauren_peckham@uri.edu



Monday: 11am-2:30pm
Wednesday: 11am-2:30pm
Friday: 11am-3pm



SPRING 2024 SEA OFFICE HOURS



Abie Olaye she/her

Multicultural Organizations Advisor

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🕒 Monday: 11am-1:30pm
Wednesday: 11am-1:30pm
Friday: 11am-3pm

Kiley Bushka she/her

Student Senate Organizations Advisor



✉ kiley_bushka@uri.edu

🕒 Virtual by appointment



How to Set Up URInvolved Account

The image displays two screenshots of the URInvolved website interface. The left screenshot shows the 'Organizations' page, which includes a search bar, filters for 'Branches' and 'Categories', and a 'REGISTER AN ORGANIZATION' button. The right screenshot shows the 'Register an Organization' page, which includes a search bar, a list of organizations, and 'RE-REGISTER' buttons for each. Red arrows highlight the 'REGISTER AN ORGANIZATION' button on the left and the search bar and 'RE-REGISTER' buttons on the right.

- Visit urinvolved.uri.edu and log in with your SSO
- Make sure you have “re-registered” your organization
- Fill in all applicable information

How to Register an Event

The image shows two side-by-side screenshots of the UR Involved website. The left screenshot displays the main dashboard with a search bar at the top and a navigation menu on the left. The 'Events' menu item is highlighted with a red arrow. Below the menu, there are several event cards, including 'Hoops & Heat' and 'Rosh HaShanah Morning Service'. The right screenshot shows the 'Create Event' form, which includes fields for 'Event Title', 'Theme', and 'Description'. The 'Description' field has a rich text editor toolbar. A red arrow points from the 'Events' menu item in the left screenshot to the 'Create Event' form in the right screenshot.

Click on your icon then “Events” and follow the steps to register your event at least 2 weeks in advance!

Recurring general meetings and tabling events not required, but encouraged for promotional purposes

Forms

Financial

Purchase Requisition forms are used to request to use money in your Senate accounts. Please allow up to 4 business days for the Accounting Office to approve your requisition. Cash box forms are used if cash box is needed.

Catering

If using URI Catering, fill out a catering form. If using external catering services, fill out a Catering Waiver Form.

Performers/ Vendors

Contracts and W-9 forms are used for any performers/vendors.

Work Order

If tables/chairs are needed, email the SEA Office at least 2 weeks prior to your event. (Memorial Union and MSSC have their own tables/chairs)

- All forms can be found on Student Senate website and office (MU Room 201)
- All forms must be submitted at least 2 weeks prior to your event

Campus Digital Screens

- All flyers for events must be emailed to the SEA Office at sea@etal.uri.edu in order to get them on the campus digital screens
- The flyer you upload on URInvolved is only for URInvolved advertisement





Event Registration Checklist

- 1** Successfully reserve your space in EMS or email mssc@etal.uri.edu for MSSC lounge, study room, or patio area (Hardge Forum and conference room available in EMS)
- 2** Submit applicable financial forms to Cheryl Campbell in Accounting Office (MU Room 213)
- 3** Register your event on urinvolved.uri.edu at least 2 weeks in advance (recurring general meetings and tabling events not required but encouraged)
- 4** Wait for approval from SEA Office before promoting (please allow 5-7 days for approval)
- 5** Email flyer to SEA Office for advertisement on campus digital screens
- 6** Submit any other applicable forms at least 2 weeks in advance
- 7** Do not advertise your event until it is approved. If your event is not approved on URInvolved, you cannot hold your event.

Event Reminders



- No glitter
- No water balloons
- No open flames (ex: no sternos)
- No dunk tanks
- Pie in the face events must be with whipped cream only
- No tap shoes, western boots, or hard-soled shoes
- No moving furniture
- Proper disposal of food and paint/craft items (ex: no dumping in sinks)
- Cleanliness of space when you leave
- Any damages to Quad grounds will result in \$5 per square foot charge for repairs

Event Cancellation



If your event needs to be canceled, it is your responsibility to cancel it on:

- URInvolved
- EMS (you may email the Scheduling Office at reserve@etal.uri.edu if you need assistance)

In order to respect others' time and provide opportunity for other organizations

Accounting Office (Cheryl Campbell) Office Hours

- Make appointments via email at ccampbell@uri.edu
- Monday-Friday 8:00a-3:00p (last appointment at 2:30p)



Mailing List



Who has not been
receiving emails
from the SEA Office
and/or Student
Senate?

Thank you!

If you have any questions, reach out to the SEA Office!



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