3. How Do I Plan an Arts Event?

Planning an arts event can be one of the most rewarding – and challenging – experiences you will have as a student at Emory. The reward of seeing your hard work pay off in a well-organized production or event is special, and you will learn more about yourself and your capabilities than you ever dreamed possible. In this section, you will find everything you need to know to organize and plan a successful event (from Broadway musicals to small, intimate galleries), including scheduling, funding, promotion, and preparation. Don’t hesitate to contact Emma Yarbrough or Andrea Lentz if you have any questions or concerns, and good luck!

B. How Do I Plan my Own Event?

i. How do I get funding?

You have the idea and energy for an event, exhibit, or speaker, but you just can’t seem to find the money! Read this section to find out where how to get the funding to make your ideas a reality.

We are a Chartered Group...

Write a bill to College Council

• Supplementary Funding: if you are a permanently chartered organization, drafting a supplementary funding bill is a great way to apply for partial funding for your event. College Council will fund up to 85% of your needs if they deem your goals and budget appropriate.

• See Section 8 for examples of supplementary funding bills that have passed.
Write a bill to SGA’s Fee Interest Committee

- This option applies to the funding of permanent equipment, i.e. equipment that will last at least 5 years.
- See Section 8 for an example of a Fee Interest Committee bill that passed to fund the Photo Club’s request for equipment for a darkroom.

Fundraising
Fundraising is a great way to get some much-needed cash. A few ideas to get started on fundraising around campus:

- Bake sale
- Art or CD sale
- T-Shirts
- Sell tickets to an event that you organize

Co-sponsorship
Co-sponsoring an event is a wonderful way to defray the costs and the amount of work that each organization has to do to make an event happen.

- With other clubs: see section 1 for a list of the arts clubs that might want to participate in the event. Additionally, there are many other clubs that might have relevant interests in your event.
- College Council’s Co-sponsorship Funding: each month College Council gives one co-sponsorship between at least two chartered student organizations a maximum of $500 to organize an approved event.

***Stipulations:

- The clubs cannot be not related to each other (Two arts organizations can’t team up, but a cultural or political club and an arts club can).
- Only one co-sponsorship is sponsored per month, so get your applications in early!
Contacting Departments at Emory
There are many departments and people at Emory who love to support student-organized events, especially those applicable to their field. Departments have varying budgets, and they will have more money at the beginning of the year than at the end. To request money, write a letter detailing why you need money, the amount you are requesting, and how it will be spent. Some departments also require a flier or other form of advertisement. You will need your account number for them to transfer funds. In any printed materials and at the event, you should certainly recognize and thank them. See Section 6, “Who’s Who and How to Contact Them” for a list of people who are in charge of their departmental funds.

We are NOT a Chartered Group...
If you are not a chartered group, your financial options are much more limited than if you are charted. You cannot request money from SGA. You can fundraise, but not in a way connected to Emory University; you must do so on your own. You can also contact departments and ask for money. Contact Emma Yarbrough if you want help learning how to fund your non-chartered group.

CCA Project Grants
Up to $500 for Emory College undergraduate students. Up to $1,000 for Emory University graduate students. Up to $1,500 for Emory College faculty and staff.

The Emory College Center for Creativity & Arts (CCA) stimulates artistic production and discourse through its grant program support of faculty, students, departments, and academic units at Emory College. The CCA welcomes proposals requesting grants to support Emory artists and arts-related projects. Grants are intended to support cultural activities outside of the regular academic responsibility of individuals, departments, or units.

College departments, programs, SGA-registered student groups, individual regular full-time faculty, regular staff, and currently enrolled University students (includes
graduate students) are eligible to apply. Grants are to support creative projects that are original in nature. Faculty, students, and staff are encouraged to use the grants as opportunities to experiment and to cultivate new forms of artistic work. They may engage a single art form or a mixture of art forms, and may be exhibited, presented, or performed in on-campus as well as off-campus venues. Grants are awarded biannually for projects that have the potential to engage a wide audience. Multidisciplinary and interdisciplinary projects, projects focusing on arts and science in the classroom, and projects on the topic of censorship are highly encouraged and will receive priority – these types of projects may build upon collaborative interests between departments, units, faculty or students. Also the maximum grants will be $500 for undergraduates/student groups, $1,000 for graduate students, and $1,500 for faculty and staff.