



Office of Diversity, Equity and Inclusion
212-217-3070

DIVERSITY EVENTS PLANNING GUIDELINES

Congratulations on your diversity event proposal being selected for funding from the Diversity Council! By accepting the award, you have made a commitment to publicly acknowledging the Diversity Council's support. We are providing a list of frequently asked questions to guide you in fulfilling your requirements and planning your diversity event.

Your proposal has been approved as a Diversity Event. What are the next steps?

- o Recipients of diversity event funding are responsible for planning and handling all preparations **for their event project**. This means that:
 - o **You are responsible for meeting and planning out your** space and set-up of equipment, tables, chairs and any other requirements through the College's space reservation system ([https://25live.collegenet.com/fitnyc/#home_my25live\[0\]](https://25live.collegenet.com/fitnyc/#home_my25live[0])). **Please complete this process as soon as possible** and submit the confirmation of the space reservation.
 - o The Diversity Council's Grants and Event Subcommittee Committee will assist you with the promotion¹ of your event or project, as part of the Diversity Council's Stamp of Support Initiative.
 - o Please provide the committee with a detailed description of your event as you would like it announced. Include: start and end time of your event; title of event; location; information on the speaker, artist, or group; hosting department/group including collaborations; any additional sponsors of the event; RSVP information; target audience invited; etc....

When can I access my Diversity Event award?

Promptly submit all invoices² for Diversity Events funds to Office of Diversity, Equity and Inclusion (DEI). All invoices must be signed by the project administrator or they will not be paid. Payments will not be made until goods or services have been rendered.

¹ See last page of this document for the marketing/communication timeline.

² **NOTE: Any outstanding invoices must be received no later than one month after event to be processed, unless there is prior written notice and reason for delay.**

Expenditures above the allocated monies from the Diversity Events Funds will be the sole responsibility of the person(s) who submitted the proposal.

- o **Payment for Services**

- A Memorandum of Understanding (MOU)³ or performance agreement must be created and signed by both the vendor/consultant providing the services and the project administrator. ***The MOU must be completed and submitted to the Office of Diversity, Equity and Inclusion (DEI) at least two months before services begin.***
- The following forms must be completed and submitted to the office of DEI:
 - a Request for New Vendor PEID form
 - a W-9 form

- o **Payment for Goods/Purchases**

- All goods or supply orders for **more than \$200** must be submitted to the office of DEI for approval **prior** to ordering or purchasing. Once a purchase order has been assigned, the office of DEI will contact you to let you know that you may proceed with your order.
- For purchases **under \$200**, you may submit receipts for reimbursement along with a completed, signed Petty Cash Reimbursement. Cost Center and Object Code requirements and the Authorizing Signature will be completed and processed by the office of DEI.

All forms are available on the internal [MyFIT site](#). To login to [myFIT](#), you will need your FIT network username and password. On the MyFIT tab scroll to the Quick Links section. Click on the Bi-Tech link, then on the left navigation listing click on Forms to access the required forms.

Do I need prior written approval for changes to my event?

For all changes in your event that affects approved funding, you must obtain prior written approval from the Diversity Grants and Event Subcommittee.

How do I obtain written approval for changes to my event?

Requests for changes that affects approved funding for your event must be submitted to the Diversity Grants and Events Subcommittee with a copy to the office of DEI in writing and signed by the event organizer. The Diversity Grants and Events Subcommittee will submit to the office of DEI any concerns or their recommendations. The signed, written response of the office of DEI will constitute approval for the change.

³ ***IMPORTANT – Failure to submit the MOU or performance agreement promptly may result in the cancellation of your event, funding, and/or promotion of your event.***

What reports am I required to make?

The Diversity Council would like to highlight your event on its website after your event has concluded. Please submit a one (1) paragraph document with the following information:

- o A summary describing the outcome of your event
- o One or two photos of your event

When are reports due?

Reports are due to the Diversity Grants and Events Subcommittee one month after the conclusion of your event or project.

Must I acknowledge the Diversity Council's support?

All promotional materials for a Diversity Event must include the following statement:

“This event is co-sponsored by FIT’s Diversity Council. For more information, go to www.fitnyc.edu/diversitycouncil.”

You may also use the Diversity Council's logo. To receive a jpeg of the logo, please contact the Diversity Grants and Events Subcommittee.

Thank you for your proposal and for your attention to these guidelines. Please feel free to contact the Diversity Grants and Event Subcommittee with any questions.

Event Marketing/Communication Timeline

Timeline	Task
12 weeks prior	<ul style="list-style-type: none"> Finalize planning of the event Begin sending your event liaison the event information to begin promoting event Save the Date will be sent to faculty, students, and staff⁴
8 weeks prior	<ul style="list-style-type: none"> Send event information⁵ to be posted on Web/ FIT Direct/Facebook /Twitter to your event liaison For events that are open to the public – a press release must be submitted to your event liaison who will vet and send to the office of Communications and External Relations
7 weeks prior	<ul style="list-style-type: none"> Finalize promotional materials
6 weeks prior	<ul style="list-style-type: none"> Print promotional materials⁶ Prepare list for additional outreach, if needed
5 weeks prior	<ul style="list-style-type: none"> Send email blast information to your event liaison Request any council/student volunteers for your event (if needed)
4 weeks prior	<ul style="list-style-type: none"> Send event information to be posted–on portal, TV monitors, etc.–to your event liaison Posters/flyers are posted⁷
3 weeks prior	Second email blast will be sent by Diversity Council to promote the event ⁸
2 weeks prior	<ul style="list-style-type: none"> Review RSVP list to see if additional outreach is required; inform your event liaison Prepare thank-you letters
1 week prior	<ul style="list-style-type: none"> Finalize all event assignments and presentations Set up survey with your event liaison Prepare handouts/promotional materials for your event Confirm setup Send out confirmations to RSVP list
Day(s) of Event	Host event

⁴ If the event is specific to a particular group, please indicate that the information should be emailed to that group alone.

⁵ If all your event details are finalized, it is sufficient to provide the event information to the Diversity Event Planning Committee just once. Please make your instructions as explicit as possible since the event information will be customized to the different media channels promoting the event.

⁶ The Diversity Event Planning Committee will print a monthly poster driving people to the Web for information on all diversity events for the month. If you wish to have more targeted promotion of your specific event, you must print your own flyers. If you require assistance, please contact your Diversity event planning liaison.

⁷ The Diversity Event Planning Committee will post the flyers that it prepares. You are welcome to print and post your own flyers. Please note that all flyers must be stamped by the Office of Student Life prior to being posting on campus.

⁸ The Diversity Event Planning Committee will send out email blasts of all events occurring for a particular month/theme. If there are other related events occurring for a particular month/theme as your event, your event will be listed together with others.