Open House Guidelines for College Royal™ 2017

Theme: Burgundy and Silver
Colours: TBD

College Royal ™ Society
Office: UC Rm. 537 (N. Elevator)
Phone: (519) 824-4120 (x 58366)
Email: colroyal@uoguelph.ca
VP Open House: Emily Linton
elinton@mail.uoguelph.ca

Important Dates

Wednesday November 16, 2016	Clubs Information Night #1
Tuesday January 24, 2017 5:30 pm UC Rm. 103	Clubs Information Night #2
Tuesday January 31st, 2017	- Open House Entry Form Due - PDR and Profit Retention Form Due - Open House Booklet Entries Due - Food Distribution Information Due (If applicable) - UoG Sales and Solicitation Contract Due (If applicable) - AUP Copies Due - Club Deposits Due (by cheque) to College Royal Table in UC Courtyard
Tuesday February 7th 2017	College Royal PDR and Profit Retention Meeting 5:30pm ANNU 141
Wednesday, March 8, 2017	College Royal ™ Kick-Off Pub
March 18-19, 2017	Open House Weekend

NOTE: ***All submissions are due to the College Royal Office (UC, N. Elevator, 5th Floor, Rm. 536) or via email to colroyal@uoguelph.ca where applicable.***

What is College Royal™?

College Royal™ is an annual tradition at the University of Guelph. It began as a one-day livestock competition in 1925 and has evolved into a twelve-day event involving all of the colleges and groups on campus. Two years following our 90th Anniversary and we promise this year will be as big as all of the years before it.

College Royal™ offers a wide variety of events though out these twelve days including the livestock, dog, and cat shows, square dancing competition, logging and tug-of-war competitions to name a few. Some events require pre-registration, which will happen on "Sign-up Days" in the UC.

Open House Weekend will see the entire University open its doors to the public. On these days, clubs, organizations and departments present their activities in the form of displays and exhibits. Further details about Open House displays are included in the following pages. ***We ask that you read them thoroughly.*** If there are any inquiries about specific events, please contact a College Royal ™ executive and they can direct you to the right person.

Open House Executive Contact Information

Position	***Name***	***E-mail***
VP Open House	Emily Linton	elinton@mail.uoguelph.ca
AV Director		@mail.uoguelph.ca
CSA Clubs Director		@mail.uoguelph.ca
CBS Clubs Director		@mail.uoguelph.ca
CBE Clubs Director		@mail.uoguelph.ca
CPES Clubs Director		@mail.uoguelph.ca
CSAHS Clubs Director		@mail.uoguelph.ca
CASU Clubs Director		@mail.uoguelph.ca
OAC Clubs Director		@mail.uoguelph.ca
OVC Clubs Director		@mail.uoguelph.ca
Booklet Director		@mail.uoguelph.ca
Animal Events Liason	Emma Allen	@mail.uoguelph.ca

***** For any positions without a director, please email Emily Linton at elinton@mail.uoguelph.ca***

College Royal Clubs Checklist

College Royal Clubs Page:

http://www.collegeroyalsociety.com/clubs-page.html

Things to do before January 31st, 2017 at 5:30 pm.

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1) Thoroughly read the Open House Clubs Handbook found on the College Royal Clubs Page.

- All of the regulations, designations and important dates can be found here!

2) Fill out the online registration form found on the College Royal Clubs Page.

- Room requests
  (bookings are done by College Royal, you will be notified of your location by *February 28th 2017)*
- Decide what size your entry will be:
  - Display: 2 or less tables, usually with a display board and a few hands-on examples.
  - Exhibit: more than 2 tables with interactive features.
- Equipment requests: if tables, chairs, staging sections are required, please notify us and they will be available to you on Open House weekend.

3) Fill out the online booklet entry form found on the College Royal Clubs Page.

- 50 word maximum.
- This is what will draw people to your display or exhibit, make it catchy!
- Take a look at previous booklets for ideas! http://www.collegeroyalsociety.com/openhouse-booklet.html

4) Are you planning on giving anything away at your display or exhibit?

- This includes pamphlets, take home crafts, packaged seeds, etc.
- If yes, please fill out a sales and solicitation form found on the College Royal Clubs Page.
  - This form needs to be delivered to Hospitality Services on the North side, 4th Floor of the University Centre.
  - As well, send a copy to Emily Linton (VP Open House) at colroyal@uoguelph.ca with "Sales and Solicitation – *Your Club Name*" as the subject line.

5) Will your club be selling anything?

- If yes, please fill out a sales and solicitation form found on the Clubs Page.
  - This form needs to be delivered to Hospitality Services on the North side, 4th Floor of the University Centre.
  - As well, send a copy to Emily Linton (VP Open House) at colroyal@uoguelph.ca with "Sales and Solicitation – *Your Club Name*" as the subject line.

6) Have you thought about Profit Retention?

- *If your club has not received profit retention, College Royal will retain 80% of your profits for goods sold during the Open House Weekend, and 20% of the profits of food/beverage sales.*
  - This is to ensure that College Royal Open House Weekend remains a FREE, fun family weekend for all of our visitors. College Royal is a not-for-profit organization and only generates enough income to pay for expenses.
  - If you would like to retain your profits, please submit an application for profit retention. The form can be found on the College Royal Clubs Page.
  - Submitting an application does not mean that your club will necessarily be successful. There are a limited number of groups that are permitted to retain their profits each year. As well, having been granted profit retention in the past does not mean that you will automatically have the same outcome for this year.
  - If your club is interested in profit retention, you will be asked to attend the College Royal Profit Retention Meeting on Tuesday, February 7th, 2017 at 5:30pm in ANNU 141.

***7)* Will your club be giving out/selling food?**

- If yes, please contact Kelly Briscoe kelly.briscoe@wdgpublichealth.ca at the Wellington-Dufferin-Guelph Public Health Unit. Inform her that your group wants to have foodstuff for the College Royal Open House Weekend, and she will provide information on requirements to be able to do so!
- Please send your letter of approval from Kelly to the College Royal organizers by email at colroyal@uoguelph.ca with "Public Health Approval –*Your Club Name*" as the subject line, or directly to our office on the North 5th Floor of the University Centre, Room 536/537.

***8)* Does your display/exhibit have live animals?**

- If yes, please contact Anna Bolinder, Director of Animal Care Services at abolinde@uoguelph.ca
- Club members may be required to complete training before an Animal Use Protocols can be approved. This can take 6-8 weeks, so please contact Anna ASAP if you are considering animals being included in your display/exhibit.

9) Do you need funding for your display/exhibit?

- If yes, complete the College Royal PDR form found on the College Royal Clubs Page.
- Send a copy of your completed form to colroyal@uoguelph.ca with "PDR Request – *Your Club Name*" as the subject line.
- College Royal's PDR meeting is Tuesday, February 7th, 2017 at 5:30pm. You will be required to attend the meeting and make a 5-minute presentation to the College Royal executive as to why you require funding.

10) Ensure that you have paid your $50 deposit to College Royal Society

- This can be done in person at the College Royal Office,
  North Side of the University Centre, 5th Floor, Room 536/537. *Cheques are preferred!* (Please make out to "College Royal Society").
- This $50 deposit is to ensure that your club remains at your display/exhibit for the entirety of the Open House weekend.
- Deposit cheques can be picked up at an allotted time from the College Royal Office, as long as your club complied with the above conditions!

Notes:

- You will be able to begin setting up your display/exhibit on Friday, March 17th at approximately 8 pm depending on location.
- Your display/exhibit must remain up until Sunday, March 19th at 4 pm.

Questions?

- Email: colroyal@uoguelph.ca
- Website: www.collegeroyalsociety.com/clubs-page.html
- Phone: 519-824-4120 x58366
- Mail: Please mark "Attn: College Royal"
  UC Room 537, University of Guelph, 50 Stone Rd. E., Guelph, ON, Canada, N1G 2W1

Emergency Procedures

With over 20,000 people attending Open House Weekend, it is possible that there will be some sort of issue that requires the intervention of the universities first response services. It is important that EVERYONE who will be assisting with your club understands the procedures for contacting first response if required.

When to ask for help:

- If first aid is required:
  - This does not have to be an emergency situation, however, use your discretion in calling first response. If the person or group of people require assistance (you may ask them if they'd like some help) then you should call first response. There are two ways to do this
    - The first is to call x52000. From a cellphone you can call 519 840 5000
    - The second is using the yellow emergency call boxes. When you call this box, it goes directly to police services who will then evaluate the situation and send appropriate help.
  - If you are sure that it is NOT an emergency, but still require assistance you may call 519 840-5000 or x52245
  - Contact Emily Linton (phone number to be provided closer to Open House Weekend) for help with minor issues
  - Please notify Emily Linton when first responders or police are contacted
- In case of fire: ALWAYS pull the fire alarm and encourage people to leave your area. You must shut down all activities immediately.

Other emergencies: when in doubt, call x52000 or Police Services at 519 840 5000

Fire Safety

IMPORTANT FIRE REGULATIONS AND REMINDERS

- Insure that there are no short circuits in power supply for AV equipment
- Extension cords that cross hallways must be taped down to reduce trip hazards
- A minimum aisle space of 44 inches must be left in any corridor
- No displays may be within 3 feet of any mounted fire alarm
- **No open flames are allowed**

IN THE EVENT OF A FIRE ALARM:

- **REMAIN CALM**
- Be aware of the closest and alternate building exits
- Please assist with the evacuation of Open House visitors from the area of your display
- Everyone **MUST** exit the building

Any questions or concerns about fire safety/prevention please contact:

Scott Hamilton or Karen MacDonald
Fire Prevention Officers
(519) 824-4120 Ext. 52071

Application Process

To help keep track of all of the entries of organizations participating in College Royal™ Open House Weekend, we will be using an online application system. To enter your club or group, please complete the online application and applicable forms and submit them to the College Royal office by Friday, January 29th, 2016 at 5:00PM.

The following goes through the process of registering an organization to participate in Open House Weekend. You must decide how your organization would like to participate, either through an exhibit or display. The classification of each is below.

Display – A presentation requiring **two or less tables**. The majority of displays are located in the University Centre or the Science Complex Atrium and consist mainly of display boards presenting information and pictures, as well as one or more club members present to interact with the public. Some props may also be included to increase the visual appeal for the public.

Exhibit - A presentation requiring **more than two tables**. Most exhibits involve the use of a room(s) and the **public should be able to interact with the components of the exhibit**. All clubs are encouraged to employ the help and input of their associated faculty members to add to the professional look and content of their display or exhibit, although this is not mandatory.

Once your group has decided if you are going to have a display or an exhibit you will then have to decide how much space and the location you will need. Next is how to book a room for Open House Weekend.

Booking Rooms

Most rooms on campus are blank-booked for College Royal™ Open House weekend. All classrooms must be booked through Emily Linton (VP Open House), including the OVC Lifetime Learning Centre. If an organization is going to have an exhibit in a lab, the organization must contact the person who books that lab. This includes all of the rooms in the Science Complex as well as most of the rooms in Thornborough. Areas such as lounges, hallways, or common areas must be booked through the area manager**. If you cannot find out how to book the area you are interested in, please contact Emily Linton and she will direct you further.** No organization will be able to book rooms/areas in and around the OVC-VTH. If College Royal ™ is booking your room(s), you will receive a confirmation email about the room location approximately three weeks after the forms have been submitted.

It is recommended that clubs ask professors/department representatives to contact Security Services to inform them of building and room unlocking needs if necessary. Security Services can only unlock rooms/labs for students if an authorized faculty or staff member has contacted them. This ensures that clubs have access to rooms/labs to set up.

Once your room requirements have been decided, you need to find out what equipment you will need. The following sections describe how to obtain tables, chairs, staging and AV equipment that your club may need.

General Equipment

Available equipment includes staging, tables and chairs. The general equipment that you need with quantities must be in your online application. College Royal will book and have the general equipment delivered to the building your room is located in. Equipment is deposited at the discretion of Physical Services so contact Emily Linton prior to Open House Weekend to find out where equipment will be unloaded. If there is any difficulty with locating equipment during open house, Emily Linton can be contacted via cell phone (number will be distributed to clubs closer to open house weekend!)

Audio-Visual Equipment

All AV booking should be done through your department. All of the Day Hall AV equipment is currently being booked for College Royal events.

Judging

For more incentive to have a display or exhibit on the Open House weekend, your club can be judged within their own category. There will be a first, second and third place winner in each of the colleges, and CSA clubs within each of the two categories (display or exhibit). The winners of each category will then be judged against the other colleges/CSA for Overall first, second and third place.

Display/Exhibit		***Public Interaction***	
Preparation	*/20*	*Sufficient Members Present*	*/10*
Interactive Components	*/10*	*Friendliness*	*/20*
Quality of Content	*/15*	*Quality of Interaction*	*/15*
Aesthetic Value	*/5*	*Adherence to Public and Safety Guidelines*	*/5*
TOTAL	*/50*	*TOTAL*	*/50*
		TOTAL	***/100***

Prize Money

College Royal ™ offers prize money to help recognize the time and effort of participating clubs, and to help maintain a level of high quality displays and exhibits. Money will be awarded as follows in each of the two categories (displays and exhibits):

- **** To receive prize money, the club must have a club bank account. NO PERSONAL CHEQUES WILL BE WRITTEN!**
- **Judging for each category will commence at 9am on Saturday, March 18. Please ensure that your club is ready for judges as early as 9am (this is when Open House officially begins, so you should be fully prepared for visitors by that time anyways)!**
- **University-wide judging will take place on Sunday, March 19, 2016 (starting at 10:30am) and open to the winners of each category (one per College/CSA in both display and exhibit).**

By entering a display at College Royal™, your group is representing the University of Guelph to community, friends and family, as well as potential University of Guelph students. Please keep this in mind during preparations for your display and throughout Open House Weekend. College Royal™ would like to encourage all groups to present a positive image of the University of Guelph to the public!

Where to Find Funding

Putting together an attractive, interactive display or exhibit can be somewhat pricey. Luckily, there are several sources of funding that you may pursue to enhance your display/exhibit or ease the burden on your club/organization.

Your first option is to PDR (Petitions, Delegations and Requests) your student government for some funding. Most student governments have funds set aside in their budgets for clubs within their College; all you have to do is ask. They may ask that one or two representatives from your group attend a regularly scheduled meeting to give a brief explanation of what your group is about and what the funds will be used for. We encourage you to contact them ASAP to ensure that you make any deadlines they may have for PDRs. You can link to your college's website at www.uoguelph.ca/organizations/. All clubs may PDR the CSA Executive for funding.

Another option is to PDR your College itself (often through the Dean's Office). Again, we recommend contacting the appropriate person for more information soon to make sure you meet any deadlines. If your club is looking to put together an annual display (a more permanent project), then you may qualify for the University's Special Grants and Speakers Fund. For more details, please go to their website at www.uoguelph.ca/studentaffairs/home/fundingOpp.shtml.

If the above routes are unsuccessful, you may PDR the College Royal™ Society. The College Royal™ Society has a set amount of funding available each year. Once all of the PDR requests are submitted, you will be asked to attend our annual PDR meeting that will be held on **Tuesday, January 26th, 2016.** Here you will be able to explain to our executive what your club is about, what you will be displaying at the Open House, and how the funding will be used. We cannot guarantee that you will receive any funding through College Royal™. To PDR the College Royal™ Society, please fill out the PDR form (available at www.collegeroyalsociety.com) and follow all listed instructions. PDR requests are due **January 25th, 2017 by 5:00pm in the College Royal™ Office, UC 536 or by email at colroyal@uoguelph.ca . Late proposals will NOT be considered!**

Proposal

Each club is expected to type a proposal for their displays or exhibit. Your proposal should be one to three paragraphs outlining the role and objectives of the club and how they plan to showcase this to the public. Also include any child related activities, special public interactions or other unique features your display or exhibit will offer. This is to let College Royal™ and the judges know what your club is planning to do. The proposals must be typed and attached to the proposal/judging form (found on the College Royal Clubs Page on our website) and submitted by **5:00 pm January 29th, 2016!**

No hand-written proposals will be accepted!

Booklet Entries

Please write a brief description of your display or exhibit that is interesting for the general public, incorporating the College Royal™ theme if possible. Photographs and drawings are permitted but there are no guarantees that they will be incorporated into the booklet, due to limited space. Please ensure that any photographs have an appropriate caption. Indicate the times of any presentations or videos that your group is planning and if you are selling food. Please limit your entry to **50 words** or less. **Submissions are due on January 29th by 5pm.** This is a firm dead line, as we need to send the booklet to the layout designer and have it printed before Open House. Any submissions after this time are unlikely to appear in the booklet. Please note that College Royal™ reserves the right to edit submissions as deemed necessary. **We will not be accepting paper copies of your booklet submissions. PLEASE complete booklet submissions online through the College Royal website on the Clubs Page.**

Solicitations

If the groups want to sell or distribute products, including foodstuffs, they must also fill out the **University of Guelph Direct Sales/Solicitation Request Form**. College Royal™ will require a copy of this form once approved by Hospitality Services.

In order to distribute/sell foodstuffs for Open House Weekend, the groups must get approval from the Health Inspector and the University. To get approval from the Health Inspector the groups must contact **Kelly Briscoe (Kelly.Briscoe@wdgpublichealth.ca)** from the Wellington-Dufferin-Grand Health Unit. Let her know that your group wants to have foodstuff for College Royal™ Open House Weekend and she will then direct the group with what they have to do in order to have the foodstuff. College Royal™ as well as the University must have copies of the letter from the Health Inspector in order to approve the sales and solicitation request. The instructions within the letter from the Health Inspector must be strictly followed. Some exceptions may apply when dealing with foodstuffs. Groups are encouraged to contact the VP Open House, Emily Linton, or Kelly Briscoe if they have any questions about what items need approval.

ALL SOLICITATION FORMS ARE DUE ON FRIDAY, JANUARY 29th, 2017, so contact the Health Inspector beforehand as well as submitting University of Guelph Direct Sales/Solicitation Request Form

The University of Guelph Direct Sales/Solicitation Request Form is to be given to Hospitality Services on the 4th Floor of the UC in the North Tower

Profit Retention

****If your club is selling anything during the weekend, College Royal will retain a percentage of any profits made from these sales. The amount retained by College Royal is 80% of the profits of non-food items, 20% of the profits of food items. ****

This policy is in place to limit the commercialisation of Open House Weekend. Open House Weekend is promoted as a free weekend for everyone.

Profit Retention Exemption

Annually, College Royal™ allows certain clubs exemption where the 20%/80% profit retention is waived. In such cases the proceeds to the group involved must benefit the University community in some way. If you wish to be considered for this exemption, submit the attached Profit Retention Exemption form, which includes a written request stating what is being sold, a budget outline with expected profits, and an explanation of what the money will be used for, to Emily Linton in the College Royal™ office no later than **Friday January 22nd, 2016**. The club will be asked to attend a meeting on **January 26th 2016** to further explain why they should be granted their exemption. Notification of acceptance or rejection will be given the following week. **Late proposals will NOT be considered!**

Animal Utilization Protocol

Animal Utilization Protocol (AUP) forms must be filled out by all groups wanting to use animals on College Royal™ Open House Weekend**.** There are new policies pertaining to College Royal and AUPs, so if your club will be using an AUP, please contact Emily or Anna as soon as possible. Club members may be required to complete training before AUPs can be approved, and approval takes 6-8 weeks, so please contact us ASAP! For more information, please contact Courtney Ray at colroyal@uoguelph.ca or Anna Bolinder, Assistant Director of Animal Care Services, at abolinde@uoguelph.ca **as soon as possible!**

Deposits

This policy began in 2015. Each club participating in Open House is asked to provide a $50 deposit to cover lost tables and chairs and as an incentive to be present for the entirety of the weekend. Deposits can be delivered to the College Royal table office by January 29, 2016. Cheques are preferred and can be made out to College Royal Society. Any questions can be addressed to the VP of Open House, Emily Linton.

IMPORTANT!!!

All dates ***MUST*** be strictly followed unless discussed with the VP Open House, Emily Linton. Please make sure to get documentation of other dates requested.

Still have questions?

Contact your College Clubs Director (info found on pg 2) or Emily Linton elinton@mail.uoguelph.ca, colroyal@uoguelph.ca or (519)-824-4120 ext 58366.

Please remember that all submissions are due by email or in hard copy (as appropriate) no later than:

FRIDAY, January 30th 2015 by 5:00PM in UC 537