



OPEN HOUSE GUIDELINES FOR COLLEGE ROYAL™ 2012

*Theme: Experience the Royal
Treatment*

Colours: Gray and Bright Blue

College Royal™ Society

Office: UC Rm. 536 (North Elevator)

Phone: (519) 824-4120 Ext. 58366

E-mail: colroyal@uoguelph.ca

Associate Vice President of Open House: Brandyn Hollands
hollandb@uoguelph.ca

IMPORTANT DATES

Information Night.....Thursday, January 19, 2012
5:30pm – UC Rm. 103

Open House Entry Form (Online) Due.....
Proposal / Judging Form Due.....
Open House Booklet Entries Due.....

Food Distribution Information Due.....
UoG Sales and Solicitation Contract Due...

PDR/Profit Retention Exemption Deadline...
AUP Copies Due.....

.....Friday, January 27, 2012

College Royal PDR Meeting.....Tuesday, January 31, 2012

Sign-Up Days, UC Courtyard.....Tuesday, January 24, 2012
.....Wednesday, January 25, 2012

College Royal™ Kick-Off.....Wednesday, March 7, 2012
Open House Weekend.....March 17 & 18, 2012

***Note: All submissions are due to the College Royal™
office (UC, North Elevator, 5th floor, Rm. 536) (or e-mail if
applicable) by 5:00pm on Friday, January 27, 2012!!***

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. Now in its eighty-eighth year, 2012 promises to be another GREAT open house.

College Royal™ offers a wide variety of events though out these twelve days including the livestock, dog, and cat shows, College Royal™ Ball, logging and tug-of-war competitions to name a few. Some events require pre-registration, which will happen on “Sign-up Days”, Tuesday, January 24th and Wednesday, January 25th, 2012 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.

EXECUTIVE CONTACT INFORMATION

College Royal™ Executive- Open House Members

Position	Name	E-mail
VP Open House	Brandyn Hollands	hollandb@uoguelph.ca
AV Director		
CSA Clubs Director		
CBS Clubs Director	Spencer Woodley	woodleys@uoguelph.ca
CME Clubs Director		
CPES Clubs Director	Asif Alam	asif@uoguelph.ca
CSAHS Clubs Director		
CoA Clubs Director		
OAC Clubs Director	Jackie Kaufman	kaufmanj@uoguelph.ca
OVC Clubs Director	Shannon Finn	sfinn@uoguelph.ca
OVC Clubs Assistant	Katherine Drotos	kdrotos@uoguelph.ca
Lecture Series Director		
Booklet Director	Sarah Ferguson	sfergu01@uoguelph.ca

***** For any positions without a director, please email Brandyn Hollands at hollandb@uoguelph.ca**

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 27th, 2012 at 5:00PM.

The following goes through the process of registering an organization to participate in Open House Weekend. Firstly you must decide how your organization would like to participate, either through and 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 Rozanski Hall Foyer 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 Brandyn Hollands (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 and 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 books the area you are interested in, please contact Brandyn and he will direct you further.** No organisation 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, chairs, and wooden 4'x8' backboards (limited supply). The general equipment that you need with quantities must be in your online application. College Royal™ will book and have the general equipment delivery to the building your room is located in.

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.

This year, College Royal™ has adopted an unofficial theme... Extreme Makeover! We are overhauling our events, and we want you to do the same! A prize will be awarded for the club that has the most “Extreme Makeover” display/exhibit, so get your club together and start putting your new ideas into motion!

Displays and exhibits **last year** were judged on the following criteria:

PHYSICAL PRESENTATION		VOCAL PRESENTATION	
<i>Theme Incorporation</i>	/10	<i>Person(s) Present</i>	/5
<i>Public Interaction</i>	/20	<i>Public Interaction</i>	/10
<i>Knowledge and Attitude</i>	/15	<i>Greeting</i>	/5
<i>Originality and Creativity</i>	/15	<i>Initiation of Conversation</i>	/10
<i>Preparation (proposal, readiness)</i>	/10	<i>Friendliness</i>	/10
<i>Ease of Understanding</i>	/15	<i>Public Presentation</i>	/10
<i>Aesthetic Value</i>	/15	<i>Conversation (knowledge, intent, marketing)</i>	/50
TOTAL	/100	TOTAL	/100

The judging criteria will be changing for this year! In order to make tallying scores simpler for our judges, we will be condensing and modifying the judging criteria for CR™ Open House 2012. The new judging rubric will be available no later than the Clubs Info Meeting on Jan 19, 2012.



By entering a display at College Royal™, your group is representing the University of Guelph to community, friends and family, as well as potential 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.

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):

	<i>College/CSA club</i>	<i>University Wide</i>
<i>First</i>	\$50	\$100
<i>Second</i>	\$30	\$60
<i>Third</i>	\$20	\$40

***** 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 17th. Please ensure that your club is ready for judges as early as 9 (this is when Open House officially begins, so you should be fully prepared to get visitors by that time anyway!).

University-wide judging will take place on Sunday, March 18th (starting at 10:30am) and is open to the winners of each category (one for each College/CSA in Display and Exhibit).

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.uoquelp.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.uoquelp.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 31st, 2012**. 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 27th, 2012 by 5:00pm in the College Royal™ Office, UC 536**. **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 at the end of this handbook) and submitted by **5:00 pm January 27th, 2012!**

No handwritten 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 27th by 5pm.** This is a firm deadline, 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 EMAIL BOOKLET SUBMISSIONS TO sfergu01@uoquelfh.ca.

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 **Mary Machnacky (Mary.Machnacky@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, Brandyn Hollands, or Mary Machnacky if they have any questions about what items need approval.

ALL SOLICITATION FORMS ARE DUE ON FRIDAY, JANUARY 27, 2012, 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. ******

However, in the case of sales of food this share drops to 20%. 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 Brandyn Hollands in the College Royal™ office no later than **Friday January 27th, 2012**. The club will be asked to attend a meeting on Jan 31, 2012 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 Brandyn 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 Brandyn at colroyal@uoguelph.ca or Anna Bolinder, Assistant Director of Animal Care Services, at abolinde@uoguelph.ca as soon as possible!

IMPORTANT!!!

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

Still have questions?

Contact your College Clubs Director (info found on pg 2) or Brandyn Hollands at hollandb@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 27, 2012 AT 5:00 PM**