



The College Royal Society of the University of Guelph

Office: Room 536 – North Tower, University Centre, University of Guelph

Mail: UC Room 536, 50 Stone Road East, Guelph, Ontario, N1G 2W1

Tel: (519) 824-4120 x58366

E-mail: colroyal@uoguelph.ca

www.collegeroyalsociety.com

To Whom It May Concern:

In 1925, the University of Guelph hosted a one-day long livestock show, which has evolved over the years to what it is today. Now in its 88th year, this show, known as College RoyalTM, has become a twelve-day event involving students and faculty from each of the colleges and a majority of the clubs on campus.

The highlight of College RoyalTM is the Open House weekend, which takes place this year on March 17th and 18th, 2012. Attractions of the Open House include such events as the Livestock show, the Dog show, the Cat show, Old MacDonald's New Farm, the Square Dance competition, Junior Tractor Rodeo, Seeds and Forages Competition, the Tug-of-War, Logging competition and Juried Art Show. It is only on this Open House Weekend that the public can get a closer look at what goes on at the University in terms of research, teaching and student activities. The Open House usually draws between twenty and thirty thousand people to campus from Guelph and surrounding areas, giving it the distinction of being the largest student-run open house in North America.

As well as the Open House weekend, the College RoyalTM Society also hosts the College RoyalTM Ball, which this year is being held on March 10th, 2012. The College Royal Ball is the main source of income for College RoyalTM. At this event the University Center is completely transformed into our ball theme throughout 5 of the floors and hosts up to 2,000 people to enjoy the night. That being said, we are very proud of this event and would like any and all of the groups or individuals we work with on this event hold this event in the highest regard, as our executive does.

Each year we have a University of Guelph club run the coat check. The opportunity to run our coat check is open to all Clubs, groups and organizations on campus. Each club that is interested in running the College RoyalTM Ball coat check will have submit a bid to College RoyalTM. Attached is a form that will outline in more detail the requirements and the process of submitting a bid. Once the club has had their bid approved to run coat check, The College RoyalTM Society will contact the group and planning and regular meetings will begin. The payment for a successfully completely coat check will not be received until Wednesday, March 21st, 2012. **The payment will be \$2 per ticket sold**, however the club will have to cover the cost of hangers as well as coat racks. We expect to sell approximately 1200 tickets, but please note that the successful club **MUST** be prepared to accommodate up to 2000 ticket-holders. More details will be provided to the successful applicants.



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Your group **MUST** ensure your bid is received at the College Royal™ office (UC room 536) **NO LATER than 5pm on Friday, January 27th 2012** to be considered. Groups may be contacted for further follow up over the following week following submission of bids and a final decision will be made by Friday, February 3rd 2012.

If you have any questions that are not outlined in this letter or subsequent application form please do not hesitate to contact the College Royal™ Society via e-mail or call the office. You can also contact either of us directly via e-mail.

Sincerely;

Brandyn Hollands
Assoc. VP of Open House
College Royal™ 2012
hollandb@uoguelph.ca

Josephine Verhallen
Assoc. VP of Events
College Royal™ 2012
jverhall@uoguelph.ca

Please do not include the above two pages in your application.



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College Royal™ Coat Check Application 2012

The club(s) is/(are) required to have a Primary Organizer, who is the person that College Royal™ will meet with several times leading up to the ball and coordinate through on the day/night of the ball. Each club must have a faculty member that Co-signs this agreement and you must have this signature in order to be considered. This is a requirement as the running of our coat check reflects upon the professionalism on College Royal™ Society as well as the reputation of your club. As well as the faculty signature, College Royal™ Society will require three (3) references for the club. These should include reasons why your club should run the coat check and why they would be good at it. In addition, College Royal™ Society would like an explanation from your club of less than 1 page typed on why your club should run coat as well as your relevant experience. Lastly, College Royal™ Society requires the names of 20 people that will be working at coat check. Please include them in the application and their names as they appear on their Student Card and Driver's License. These people that you have listed are required to WORK the whole night of the ball. The exception is if your club has **more** than 20 people in which case they are not required to work all night as long as 20 people are working at all times. Club members working are not permitted to take part in the ball and will be required to wear nametags and uniforms. The people who are working will be required to be at the ball by 7:30pm and will be staying at the ball until all the people are gone from the UC (approximately 3:00am).

Responsibilities of College Royal™ Society to hosting club(s):

- Refreshments (beverages and light snacks) will be provided to the club members
- Will ensure all club members are on the VIP list to gain access to the University Centre on the evening of the Ball
- Ensure that all requirements are being met; will have Officers and Executive members doing frequent checks
- Offer assistance with contacting and ordering coat racks and hangers
- Will pay the hosting club the determined amount by Wednesday, March 21st, 2012, upon successful completion of the coat check

Responsibilities of the hosting club(s) to College Royal™ Society:

- Primary Organizer MUST be working the coat check
- All of the club members will only be at the UC on March 10th, 2012 to work at coat check and will not be attending the Ball at ANY point in the night
- All club members will wear a distinguishing 'uniform' of a white collared shirt and black dress pants
- The Primary Organizer is to ensure the minimum number of people are staffing the coat check at all times throughout the night
- The club members must arrive at the University Centre no later than 7:30 and setup of the room(s), racks, hangers and tickets MUST be completed the day of the Ball **before** 5:00pm
- Coat check will remain open until all patrons have evacuated the building (approximately by 3am)
- Any coats left behind are to be held by the hosting club for later pick-up

Consequences of not fulfilling your responsibilities:

The violation of any of the above listed responsibilities could result in partial or complete forfeit of payment.



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Club Name: _____

College Association: _____

Email: _____ Phone Extension (if applicable): _____

Primary Organizer: _____

Role within Club: _____

Email: _____ Phone Number: _____

I, _____, the Primary Organizer for College Royal™ coat check agree to all of the above responsibilities.

Names of Workers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____



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15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

(Please attach additional sheets if your club has more than 20 people working the night of Ball)

Faculty Name: _____

Email: _____

Association to Club: _____

Faculty Signature: _____

Coat Check Application Checklist

- Completed Coat Check Application (the last 3 pages of this document)
- Letter (maximum 1 page) from your club explaining why you should run coat check
- Primary Organizer and Faculty Member's contact info and signatures
- Minimum 20 people who will work the night of Ball
- THREE (3) reference letters in support of your club