

College Royal

March 16th & 17th 2019

Clubs Information Night

Nov. 19 2018

ANNU 141

Club Director Contacts

Position	Name	Contact
VP of Open House	Laura DeKlein	crvpoh@uoguelph.ca
CBS	Stephanie Rosen	srosen@uoguelph.ca
OAC	Kurtis Pilkington	kpilking@uoguelph.ca
CEPS	Elise Chung	echung03@uoguelph.ca
OVC	Brooke Galloway	vgallowa@uoguelph.ca
CBE	Kristen Balawejder	balawejk@uoguelph.ca
AV Director	Sarah Hall	shall20@uoguelph.ca

2019 Theme and Colours

- * Theme: Royally Canadian
- * Colours: Red and Silver



Registration

- * Go to www.collegeroyalsociety.com
- * Click on the Clubs tab
- * Click on the links → Gryph Life
 - * If you do not have access to Gryph Life, forms are also there to send to crvpoh@uoguelph directly or take completed forms to the office

Final Registration day: January 21st, 2019

NO late registrations will be accepted



- HOME
- NEWS
- GET INVOLVED
- CLUBS PAGE**
- EVENTS BEFORE OPEN HOUSE
- OPEN HOUSE WEEKEND
- COLOURING CONTEST
- SPONSORS
- CONTACT US



College Royal Open House
March 16th and 17th, 2019

Online Registration Form for Clubs

Please click on the button below that applies to you.

WITH A UNIVERSITY OF GUELPH LOGIN

This will take you to GryphLife

WITHOUT A UNIVERSITY OF GUELPH LOGIN

This will allow you to download a registration form

All participating clubs are required to sign the Profit Retention Contract.

MANDATORY ONLINE PROFIT RETENTION CONTRACT

Not available form on GryphLife and not submitted to college royal until granted

Judging – Displays Competition

- * Indicate in **registration form** whether or not you want to be judged or not
 - * 1st place overall exhibit and display receive monetary award
 - * **Display** - <2 tables
 - * **Exhibit** - >2 tables
- * **JUDGING PROPOSAL** must be filled out regardless of whether or not you have a desire to be judged or not

Judging Format

Display/Exhibit		Public Interaction	
<i>Preparation</i>	<i>/20</i>	<i>Sufficient members present</i>	<i>/10</i>
<i>Interactive Components</i>	<i>/10</i>	<i>Friendliness</i>	<i>/20</i>
<i>Quality of Content</i>	<i>/15</i>	<i>Quality of Interaction</i>	<i>/15</i>
<i>Aesthetic Value</i>	<i>/5</i>	<i>Adherence to Public and Safety Guidelines</i>	<i>/5</i>
<i>Total</i>	<i>/50</i>	<i>TOTAL</i>	<i>/50</i>
		<i>TOTAL</i>	<i>/100</i>

Room Bookings

- * College Royal has done a blanket booking already of all classrooms and lecture halls used last year
- * Use of Hallways and Foyers is limited in some buildings
- * It's a CLUBS responsibility to book a LAB (indicate what rooms and labs you're using on the registration form)

Equipment Booking

- * **AV equipment** should be booked through CTS and DAY HALL; this is the **responsibility of the club**
- * **STAGING, CHAIRS, and TABLED** are booked through College Royal
- * Indicate amount on registration form

Profit Retention Forms

- * College Royal keeps a percentage of profits dependent on what kind of item is being sold
- * A club **may APPLY** for Profit Retention to be waived
 - * Form is on the website
- * Completed forms are due by **January 28th, 2019**
- * Clubs applying for Profit Retention will be asked to make a short presentation to the CR executive in ANNU 141 on **February 5th, 2019**

SRM

- * Each club is **required** to SRM their own event
- * Needs to be completed within **3 weeks prior to event** – recommended 4 weeks in advance

Selling Items and Food

- * To sell food at Open House approval must be obtained from **Kelly Briscoe** (contact in clubs handbook), the Health Inspector for Wellington-Dufferin Grand Health Unit
- * **A sales and solicitation request must be filled out for the sale of both food and all regular items**
- * Approval by the Health Inspector must be present with the Sales and Solicitation request for the sale of food to be approved
- * Forms due by January 28th, 2019

Sales and Solicitations Form

- * Link can be found on our website
- * Submit **to Sylvia Willms** on 4th Floor in Hospitality by 5:00pm on January 28th
- * Must be filled out for any items being distributed to the public, free or sold
- * Must be present and visible at your display or exhibit for the entirety of the weekend

Animal Utilization Protocol (AUP)

- * Clubs intending to use animals must have at least one member AUP approved and will be required to complete a course module
- * Approval may take up to 6-8 weeks, contact Natalie Templeton at templetn@uoguelph.ca - she is the Animal Events Director

Health and Safety

- * Will be covered at **next meeting** and PowerPoint will be available on College Royal website
- * Outlines Risk Control
 - * Animal use
 - * Proper signage

Deposits

- * **\$50** from each club, delivered to College Royal – Winter Clubs Info night on **JANUARY 16TH, 2019** or delivered by January 21st to the Office
- * **Cheques ONLY**
- * Deposit pickup on Open House Weekend which will be on Sunday March 17th from 4-5pm (location TDB)
- * Winning Displays and Exhibits will be given Prize Money at this time
 - * Ensure cleanup is completed
 - * Ensure clubs showed up

Open House Weekend Structure

- * **Friday:** 7:00pm clubs can begin setting up in their requested/assigned location for the weekend
- * **Saturday:** need to be present from 8:00am to 5:00pm, judges will be coming around approximately 9-9:30am
- * **Sunday:** need to be present from 9:00am to 4:00pm, deposits can be picked up before 4:00pm and 5:00pm at specific location

Important Locations

- * College Royal Office: UC 537, North Elevator
- * College Royal Meeting Room: ANNU 141
 - * We will meet here for Winter Clubs Info Night on January 16th, 2019

Important Due Dates

- * Booklet Submissions: January 21st
- * Final day to register: January 21st
- * Deposits: January 24th and 25th
- * PDR/Profit Retention application: January 28th
- * Proposal/Judging Form; UoG Sales and Solicitation contract; AUP copies: January 28th
- * College Royal PDR/Profit Retention meeting: February 5th

Important Contacts

- * Sylvia Willms – Hospitality contact - swillms@uoguelph.ca
- * Kelly Briscoe – Public Health – kelly.briscoe@wdgpublichealth.ca
- * Laura DeKlein – VP of Open House – crvpoh@uoguelph.ca

Other info

- * ALL POSTERS must be taken down on Sunday
- * Popcorn machines – now required to indicate on registration form
- * Food – make sure you indicate whether or not you have food on the registration form whether you are giving for free or selling

Thanks!

* Have a great Holiday from the College Royal Officer and Executive team

* Questions? crypoh@uoguelph.ca

* www.collegeroyalsociety.com

