

How to Plan a Bar/Club Night Event During the Campaign Period

Step 1: Review the Approved Vendors & Sober Monitors documents at <http://www.voteusc.ca/resources>.

- In the event a bar/club is not on the Approved Vendors list please contact cro@uscavp.com.

Step 2: Submit an Event Proposal via www.voteusc.ca/event-proposal-upload/.

Step 3: Receive notice of a meeting with the chief returning officer and the Student Organizations Advisor to explain what you would like your event to consist of.

Step 4: Meet with Bar/Night Club Owner or General Manager to discuss specific details in order to establish an agreement on details such as:

- Will you be having food?
- Will you be using their in-house DJ or contracting one on your own?
- Will you be provided tickets/wristbands for pre-sales (how many/what will they be sold for?)?
- What does a wristband provide you with (i.e. line bypass or free cover? How long will line bypass be offered?)?
 - **Note: if your attendees (i.e., supporters) receive free cover for wearing a piece of campaign promotional attire, that is considered a contribution that must be recorded at Fair Market Value (i.e., the cost of cover charged to any individual not wearing your campaign team's promotional attire) per attendee.**
- Determine if you will be providing transportation for guests to the venue and what company you will book it with – refer to the USC Approved Vendors List 'Bus Companies-Transportation'. If transportation will be provided by a bus company, it is necessary that you provide the chief returning officer and the Student Organizations Advisor with a copy of the invoice/contract from the company for review and approval.

Step 5: Submit any final additional details required from your meeting as outlined in steps 3 and 4.

Step 6: Receive final approval from the chief returning officer and Student Organizations Advisor.

Important Notes

- Candidates are **not permitted** to provide guests with alcohol ("drink") tickets as alcohol is not an approved campaign expense.
- Candidates' volunteers are **not permitted** to purchase or distribute drink tickets to event attendees as alcohol is not an approved campaign contribution.