



**GRAND VALLEY
STATE UNIVERSITY**
OFFICE OF STUDENT LIFE

Helpful Hints for Campus Life Night 2011

***Registration begins at 6:00 pm in the Fieldhouse MAIN Lobby**

Greetings from the Office of Student Life!

Thank you for registering for Campus Life Night... Campus Life Night is a campus tradition that offers GVSU student the opportunity to browse student organizations, campus departments, businesses, and non profit organizations in a fun and festive environment. It is one of my favorite events of the year to plan and see!

(Registered Student Organizations - Please note that the SOC will be closed following normal business hours on Friday, September 2 until Tuesday, September 6. Limited hours in the SOC will be available after Max It Out and prior to Campus Life Night.)

Here are some helpful reminders as you prepare for this event:

1. Be on time. Check in begins at **6:00 pm** in [the main lobby of the fieldhouse](#) (in front of the athletic office). **NO ONE** will be allowed to set up their table until after your group checks in.
2. Load in of materials will take place at the door closest to your. [Please do not bring your materials and supplies to registration!](#)
3. Due to the late registration deadline and the large amount of participating groups, table assignments will not be available until the time of check in.
4. Each registrant will get an [8 foot table](#) for their displays and materials. No chairs will be provided. Please note you will have space behind your table for people and space underneath your table for supplies – [no additional space will be provided](#) (this includes space for demonstrations, dances, displays, etc.) All materials must be on the table!
5. Please limit the number of people working each table. [All people associated with your organization should be behind the table](#) – this helps your organization draw as many people as possible to your table with out congesting the walk ways. Also, [DO NOT distribute](#) materials anywhere except at your table. The aisles will be very congested. This means no large walking mascots.
6. The OSL will not provide special media needs (e.g. we will not provide computers, TV's, DVD players...)

7. Campus Life Night is designed to promote your organization or business. NO SALE of Merchandise is permitted.
8. Food giveaways are permitted.
9. Audio and visual aids encouraged, but please keep the equipment and sound to your group's area. [Electricity is limited to tables on the outer perimeter of all areas and assigned on a first come first served basis.](#) Extension cords are permitted to groups on the perimeter ONLY!
10. Requests for specific locations or being placed by a specific organization are not guaranteed.
11. Attached is an invoice for businesses and non-profits if it is needed prior to the event.

Thanks in advance for your cooperation and see you Tuesday!

Aaron