

Student Activities Resource Center

Planning an event can be a nerve-racking experience. Vassar has an unparalleled variety of meeting spaces, performance venues, and classrooms full of resources that can be configured to support diverse needs. At the SARC, you will work together with your designated Intern to make your events fabulous!

2015 - 2016 SARC Interns

Head SARC Intern:
Kelsey Greenway

SARC Interns:
Jackson Ingram
Emma Osagie (Fall)
Kevin Newhall (Spring)
enters
Matthew Kolbert
Rebecca Pober
from your
Kayla Fisher
or
Cindy Liu
Daniel Dones

Remember:
The most important step in this process is your communication with the SARC about what you want to do.

Simple Steps

1. The first step in planning an event is to visit the SARC Office and to fill out an Event Request Form.
2. Have a few dates and spaces in mind just in case your first choice isn't available.
3. Once the request is submitted, Campus Activities enters the request in a database, which is used to track upcoming events. You will receive an email from your intern confirming whether your event was approved or denied.
4. Once you receive this email, you should schedule a follow-up meeting with your SARC Intern.

Helpful Tips

- If you need specific equipment (chairs, tables, risers, B&G setup, etc.) for your event, come to the SARC Office and meet with your Intern.
- The SARC does not manage tabling reservations in the College Center.
- If you need sound equipment from Media Resources, visit their website to make a request; however, if you need projectors, TV's, etc., go to Media Resources directly.
- The SARC does not handle reservations for the VCash machines. Reservations should be done through the VSA website.