

# Event Request Policy

Cornell Career Services

## *For Requesting a CCS Workshop/Program*

Student organizations, units/departments, and clubs on campus often request that Cornell Career Services present workshops or programs specifically for their groups. In order to facilitate the process, we have developed the following procedures for requesting workshops/programs. If you have any questions regarding this policy, please contact Sheri Mahaney at [sfm3@cornell.edu](mailto:sfm3@cornell.edu).

### **Three weeks' advanced notice from proposed date of workshop is required.**

- Completion of the workshop request is just that: a request, and **not** a workshop guarantee, even if you meet all of the criteria listed.
- Requests will be granted based on staff availability.
- A minimum of 15 students is required per workshop. If a workshop has fewer than 15 registrants three days prior to the event, it will be cancelled. If fewer than 15 registrants show up for the event, a workshop request will not be approved for that group for two consecutive semesters.
- Residence Hall requests must be made by an entire hall as opposed to one floor. Fraternities/sororities/clubs/organizations with fewer than 25 members must team with at least one other organization to make a request.
- Staffing is not available for individual resume/cover letter critiques at the time of the event. Please check the CCS online Calendar for upcoming "Resumaniacs" and/or direct your group to get resumes reviewed via appointment or walk-in hours at their college office or in Barnes Hall.
- Workshops may be requested for Monday-Thursday, 8:00 am-7:00 pm; or Fridays, 8:00 am-5:30 pm.

### **Workshop Confirmation Process**

- Once a workshop has been confirmed and assigned to a CCS staff member, the requesting organization will be cc'd on an email to the staff member requesting that they arrange a pre-workshop consultation to determine and agree upon learning outcomes as well as logistics (date, time, location, and equipment).
- After the consultation meeting:
  - CCS will provide a registration link for participants to sign up for the event. The requesting organization will be responsible for publicizing and ensuring that registration is sufficient for the event.
  - Arrangements for room, computer, projector, and screen set-up must be made by the requesting organization, unit, or department.
  - Workshop materials will be copied and distributed by requesting organization, unit, or department. Cornell Career Services will provide copies of the *CCS Career Guide*.