



SEAS

HACK-A-THON Planning Guide

Event Plan, Space Reservations, and Budgeting: In order to host a Hackathon you must have a comprehensive event plan and budget including reservations for the event dates and times at least 6 months in advance by the Office for the Student Experience. Contact your assigned staff advisor or the Staff Advisor Team at orghelp@gwu.edu. It is prudent to coordinate a meeting with your Staff Advisor and the Event Planner assigned to your event with Events & Venues so you can discuss room/space, technology, and set up/break down needs.

Fundraising: Schedule a meeting with the Office of Development and Alumni Relations to review your plans and needs at least 6 months in advance. The contact for each School is available here: <https://giving.gwu.edu/about-us/contact-us>. Organizations can also contact the Staff Advisor Team for support with this: orghelp@gwu.edu.

The Office of Alumni Relations continues to connect current student organizations with alumni to enrich the GW experience. Student organizations planning educational, social, or fundraising events are encouraged to complete the following form:
<https://alumni.gwu.edu/student-organization-alumni-request>

Contracts: Note that student organizations are not permitted to sign any contracts or memorandums of understanding. A contract is required for any agreement for services from an external provider (vendor, DJ, caterer, speaker, performer, design services, etc). To start the contract process, complete the Contract Information Sheet in Engage and send it to your assigned staff advisor or the Staff Advisor Team at orghelp@gwu.edu. For more information about Engage, visit: <https://studentengagement.gwu.edu/gw-engage>

External Sponsorship: Schedule a meeting with the Office for the Student Experience to review plans and needs at 3 months in advance. This would include any donations of outside goods or services which should include a Memorandum of Understanding (MOU). For more information and to review you plans contact your assigned staff advisor or the Staff Advisor Team at orghelp@gwu.edu.



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Internet Connectivity: Depending on the location this may vary but you should contact GWIT at least 3 months in advance to inform them of the dates, times, and location as well as your connectivity needs: <https://it.gwu.edu/support>

Waiver for Participants: All on-campus and off-campus participants must be at least 18-years of age and submit a waiver which is to be available with the Center for Student Engagement prior to the event. Please contact the Office for the Student Experience to obtain a waiver for your event at least 3 months in advance. For more information and to review your plans contact: orghelp@gwu.edu. A waiver is required if the event is taking place over a time span greater than or equal to 12 hours (i.e. 9am-9pm, overnight).

Safety and Security: Building hours and rules may vary so it is important to contact the Building Manager at least 6 months in advance of your event. At minimum UPD (security) will be required for any hours in which the building is not open to the public. Please contact for more information: <https://safety.gwu.edu/event-security>

Machine Shop (SEH Only): Only trained students may use the Machine Shop and if the group is requesting that staff to be available during their event they will need to contact William Rutkowski (wfrski@gwu.edu) and Tom Punte (tgpunte@gwu.edu) at least 3 months in event. The group must provide the dates and times you will need to have staff available and this may require charges for hourly staffing needs.