CM Club Event & Posting Procedures

## Events

1. **Room Reservations:**
   a. First check the [CM Calendar](#) and work around other club and department events.
   b. Then reserve room with the Front office (Guggenheim 102).
   c. Once date/room confirmed, submit your event via the CM Calendar. Be sure to include as much description as possible (who, what, when, where, why?). Reference past events on the calendar and use consistent event titles and descriptions.

### CM Calendar of Events

![CM Calendar of Events](image)

2. **Posting Fliers:**
   a. Email Event Flier to [CMInfo@colostate.edu](mailto:CMInfo@colostate.edu). Front office will review and approve fliers. Upon approval, fliers will be added to the digital screens and copies printed and posted throughout Guggenheim and Preconstruction Buildings.
   b. The front office will add the event to the calendar that posts on the information screens around the department.
   c. Any additional postings may be hung with thumb tacks on bulletin boards ONLY! Any found using any other form of adhesive or on any other surface will be removed.
   i. Flyers may only be posted in the following locations:
      1. Guggenheim: boards behind stairs, board inside front entry, board above drinking fountain on second floor, bathroom boards
      2. Preconstruction: boards in student lounge area, board in stairwell, bathroom boards

3. It is the club’s responsibility to clean up and return space to a better condition than they received it.

4. Additional Information available in the [Student Club Manual](#)
**Club Displays & Website**

1. **Glass-Cased Bulletin boards in Guggenheim:**
   All clubs must have their board content up-to-date. If there is outdated information posted, it will be removed by the front office.

2. **Club Website:**
   Each club should look at their club webpage and notify Anna Fontana of new officers’ names and contact info immediately, as well as any new information that should be included on the page (photos, applications, etc.)

**Additional Information**

1. **Mailboxes:**
   a. Each club has a mailbox located in the Front Office; please check them regularly!
   b. Mail should be addressed to each club using the following template:
      - Club Name, (Optional) Attention:
      - Department of Construction Management
      - Colorado State University
      - 1584 Campus Delivery
      - Fort Collins, CO 80523-1584

2. **Applications:**
   a. Electronic club membership applications should be maintained on the club webpage. Each club is responsible for confirming their application is up-to-date each semester. Updated applications should be sent to CMInfo@colostate.edu.
      i. Electronic applications should clearly state if/when membership dues are required, amount of membership dues, whom membership dues should be made payable to, and where completed applications should be submitted.
   b. Completed club membership applications and dues may be collected in the Front Office. Any membership application and/or membership dues submitted to the Front Office will be placed in a folder marked “Applications & Membership Dues” located in the club mailboxes. It is the club’s responsibility to follow up with students.

3. **CM Highlights:**
   After any event your club hosts, please provide photos, event info, and quotes to the front office for publication in our CM Highlights. Email info to CMInfo@colostate.edu.

4. **CM Speaker Series:** Clubs may apply for funds to assist in bringing in a nationally known speaker. Priority is given to events that are co-hosted by multiple clubs and open to students beyond CM. Application is available in club toolbox to request support from two different funds:
   a. William Duff Architect’s Seminar Series
   b. CM BoD Club Funding

5. **Annual Reports:**
   Each club is responsible for compiling an Annual Report to be submitted to the Department Head by December 31st each year. (See Student Club Policies and Procedures Manual for details)