



Get ready for COSO's 2022 Canefest with this How to Guide



Overview:

Congratulations for taking initiative on behalf of the student org. community to get involved with the Committee on Student Organizations. We created this guide to assist you all in preparing for the event whether it is your first time, or last time. We encourage you to enjoy and have fun!

To-Do List

- ☐ Registered for Canefest
- ☐ Receive approval notice from COSO Involvement
- ☐ Contacted COSO for any changes in registration form and staffing members
- ☐ Monitor and read confirmation email
- ☐ Reference the how to guide for preparation

Find your Sweetest Match: Your location will be based on your org. category color and your assigned table number will be given to you on the day of.

Day of Show for Org. Leaders:

- 1:30PM- Arrive at Watsco Breezeway for Check-In
- 1:30PM to 2:30PM- Set up assigned table
- 2:30PM-Registration period ends
- 2:30PM- Waitlist period opens
- 3:00PM- Waitlist period ends
- 4:00PM- Doors open for Canefest
- 6:50PM- Start cleaning up tables
- 7:00PM- Event ends

Contact List:

COSO Involvement: coso_involvement@miami.edu

- Reach out with any questions or concerns regarding COSO's events and registrations.

COSO Chair: coso_chair@miami.edu

- Reach out with any questions or concerns regarding COSO to learn more about who we are and what we do.

COSO Vice Chair: coso_vicechair@miami.edu

- Reach out with any questions or concerns regarding COSO's New Student Organization Process and policy procedures.

COSO Advisor: m.lavado@miami.edu

- Reach out with any general questions or concerns.

Checklist:

- ☐ Bring a Poster/Presentation Board
 - Who are We
 - Meet the Eboard
 - Past events
 - Future events
 - General Body Meeting times
 - Follow on Instagram and Engage
- ☐ Create QR Code for your organization's Engage Page
 - Update Engage Page
- ☐ Bring free give-aways
 - Candy
 - Raffle/Prize give away
 - Merch related items
- ☐ Sign up sheet or fully-charged laptop to record interested members
- ☐ Tape, scissors, pen, and paper
- ☐ Table cloth (provided)
- ☐ Smile and have fun!

Not-To

- ☐ Items that require power
- ☐ Music
- ☐ Tents
- ☐ Balloons
- ☐ Chairs (contact if there is any accessibility needs)
- ☐ Bringing other members to table with you that weren't cleared in check-in

Watsco Layout Reference Page

Breeze way for Check-In



Example Canefest Poster Boards

