CLUB-HOSTED CORPORATE RECRUITING EVENT

GUIDELINES

1. Club-hosted events can be initiated in several ways. The most common is:
   - The employer contacts club leadership
   - Clubs identify an employer they want to work with on a targeted event
   If you are initiating the event you’ll need to contact the company. Check the contact information through the CMC or CJ Online. This may require some creativity/persistence on your part; some people will no longer be there, and others may not return phone calls.

2. **Before setting a date, check the Calendar of Events in the Outlook Public Folders, to be sure there aren’t any major academic or event conflicts.** If you have questions about any events on the calendar, contact StudentActivities@johnson.cornell.edu

3. Email Jodie Foster jaf286@cornell.edu in the CMC and copy Registrar js_room@cornell.edu to “clear” the event –
   - CMC needs to “OK” all recruiting activities to ensure that your event will not conflict with other recruiting events. If there is a conflict we will advise you on better dates

4. Make sure people are interested in attending. Send out an email to your club members to see who would attend. If you receive more than 8 responses, then follow up with your company contact to make arrangements for the event. Remember, most rooms can only hold 20 so you’ll need an upper limit to your sign-ups.

5. Confirm correct date and time with the company.

6. Assuming the company and CMC say yes, reserve a Sage Hall room by completing the form at https://www.johnson.cornell.edu/forms/roomrequest.cfm. Rooms 131 (cap.25), 134 (cap.25), 127 (cap. 20), or 135 (cap. 20), and the Parlor (cap.50) are usually suitable. Make sure you know what kind of room you are booking, and that you allow for adequate set-up and clean-up time for your caterer. Please note that NO FOOD can be served on the classroom/basement level of Sage Hall.
7. Email StudentActivities@johnson.cornell.edu to have your event posted on the Calendar of Events, in addition to informing the CMC. This will ensure maximum visibility for the corporate guest, and help to avoid conflicts with other events.

8. Book a university-approved caterer. Below are some caterers that are often used in Sage Hall. Count the number of participants plus number of recruiters. NOTE: You should supply the caterer with the name and contact information of the company that will be paying the bill (otherwise, you will receive the bill, and will be responsible for seeing that it gets paid).

   Catering by Joe’s – 607/256-3463; Adrienne@joesithaca.com
   Cornell Catering – 607/255-5555; catering@cornell.edu
   Corner Store Catering – 607/273-5233
   Heights Café & Grill – 607/257 4144; info@heightscafe.com
   Ithaca Bakery – 607/257-2255, cater@ithacabakery.com
   Sage Dining/Atrium Café – 607/255-1541; mp549@cornell.edu
   Serendipity – 607/256-3009; SerendipityCatering@htva.net

9. Find out if they want any AV equipment. (For AV equipment in Sage, contact av@johnson.cornell.edu).

10. Send an email to the CMC cmc@johnson.cornell.edu with the following information so that your Club Event can be included on CJOnline:
    - company name
    - date and time (begin and end) of the event
    - short description and/or title of event (example: breakfast with name of speaker)
    - audience (MBA I, II or both)
    - location and dress (business or business casual)
    - sign –up details (see #11)

11. If you desire, students can sign-up on CJOnline and the CMC will provide you with a list.

12. It is your responsibility to see that the room used is cleaned up and in good condition after your event ends. This usually involves making sure that your caterer comes to pick-up leftover food and supplies within the timing of your room reservation. Most rooms have multiple events each day, and no one wants to find leftover and usually messy food in a room when they arrive for a meeting.