

A top-down view of a person's hands working at a desk. The person is wearing a dark blue suit jacket. On the desk, there is a silver laptop, a calendar with a date circled in red, a pen, and a small yellow object. The background is dark, and the text 'Event Planning Guide' is overlaid in large white letters. A red horizontal bar is visible in the top left corner.

Event Planning Guide

For Faculty and Staff

This comprehensive planning guide has been created for use by those who coordinate campus events. It is designed to assist you with policy and guidance for events from the support of the Department of Conference and Event Services.

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1. Before you Start – Planning Your Event

Definition of types of events - The requests and requirements will be determined by the type of event you are planning.

University Events

A university event is one that is internally sponsored and led by a department, faculty member, student organization or employee of Barry University for some benefit to the Barry Community. University functions are exempt from room rental, facility setup and/or audio-visual fees. (Unless additional equipment and/or services are required that the University does not have).

- **Major Event** – A Major Event is a program that includes one or more of the below criteria:
 - Includes artists, speakers, or any non-university participant and/or vendor
 - Lasts one or more days.
 - Will use more than one on-campus facility.
 - Will be held at an off-campus venue.
 - Includes off-campus guests.
 - Includes alcohol.
 - Has an expected attendance of more than 100

Major Events must be coordinated with Conference and Event Services (CES) a minimum of eight (8) weeks in advance to ensure requests can be confirmed.

- **Programs** – A Program includes one or more of the below criteria
 - Lasts one day or less.
 - Includes trainings, presentations, panels.
 - Utilizes on campus personnel and/or equipment and services.
 - Will use only one on-campus facility.
 - Includes food and/or beverage.
 - Can include off-campus guests.
 - Has an expected attendance of under 100.

All programs must be coordinated with CES a minimum of four (4) weeks in advance to ensure requests can be confirmed.

- **Meeting** – A Department and/or Barry University group.
 - Scheduled by internal staff.
 - Lasts one day or less.
 - Utilizes on campus personnel and/or equipment and services.
 - Will use only one on-campus facility.
 - Includes only members of the University community.

Meetings should be placed on the calendar a minimum of three (3) days in advance.

Meetings do not require specific review with a University representative unless the meeting includes educational or social program elements which would change its classification into a Major Event or Program.

Student Organizations

Student Organizations that are recognized by Student Life and Recreation wish to hold an event must complete a Event Reservation Form provided by Student Life and Recreation. The request must be signed by an officer and the advisor of the organization. Student Life and Recreation will review all event requests for content and appropriateness of the event. The purpose must be consistent with the mission of the University. Student Life and Recreation will contact the student organization if further information is required. Once an event is approved by Student Life and Recreation, the information will be forwarded to CES.

Requests for university facilities must be submitted a minimum of four (4) weeks prior to the scheduled event. For large scale/special events accommodating 100+ people, reservation requests must be submitted a minimum of two (2) months in advance accompanied by a formal proposal which will include description of event, guest attending, location, budget, and diagram. CES will review the Event Reservation Form for logistics and operation needs and will contact the event organizer if further details are needed. Once details are confirmed, final confirmation will be sent to Campus Life and Recreation. Refer to the student handbook for Student Organizations Policies and Procedures.

University Co-Sponsored Events

- A University co-sponsored function is one that is when a recognized student organization, school or department, enters into an agreement with an off-campus group or organization for the purpose of offering a program jointly in which the Barry community derives a benefit. The university constituents must have significant participation in the activity or event. Examples include: being onsite for the entire time the co-sponsored group is on campus for their event and being the sole point of contact on event day between the University and the co-sponsored group.
- The sponsoring organization/department becomes the sole university contact for the group. All requests of the University (i.e. scheduling, facility set-up, catering contract, parking Services, etc.) must be made and approved by CES.
- Facility fees for University Co-Sponsored events may be waived or reduced based on the Co-Sponsorship Criteria.
- A University Co-Sponsored Event form must be completed and approved by the Dean or member of the President's Cabinet. Refer to the CES website for Co-Sponsor Event Form.

Non-University Events

A non-university event is one that has no affiliation/association with the University. Non-University functions are subject to charges for room rental, staffing and/or other services that may be requested. Planned events that are in competition/conflict with a Barry University program or course are prohibited. Any external, non-University groups are required to contact CES to reserve space. Usage by these external groups may be subject to a rental fee which has been established by CES and approved by the ECA. Refer to the CES website for rate sheet and External Application.

2. Selecting a Date and Time

To minimize the chances of competing against other events and to maximize your turnout, consider the following:

- Check the Master Calendar to avoid scheduling on the same date and time as other events as it impacts university staff and student participation.
- Barry University Traditions, Academic, and University events of large scale, and traditional Student events are confirmed one year in advance. Examples are: Founders Week, Homecoming, Peace Week, Commencement, etc. Refer to the Master Calendar for exact dates.
- Take into consideration religious holidays and traditions and check the calendar to see the dates and duration of these holidays.
- Consider the amount of time needed to market the event to the target audience.
- When deciding a time for your event, consider time of day and travel time for external guests.
- When planning an event for students and faculty, consider class schedules and mid-term/final exams.

3. Scheduling a Venue

- Events are scheduled on a first come first served basis. However, events scheduled by the Office of the President and Tier 1 University events have priority for both venues and dates.
- Under extraordinary circumstances, exceptions may be granted to this timeline and will be entered as tentative until these annual events are confirmed.
- Whenever possible, the preferred room and/or location requested by the event organizer will be assigned; however, CES reserves the right to schedule activities and events in the appropriate locations, taking into account the size, accommodations, and general nature of the event and to schedule the necessary support services staff to ensure safe operation of the event.

Types of Space

- **Classrooms, Computer Classrooms, and Computer Labs**

Academic classes are the first and foremost priority for academic space assignment at Barry University. The Registrar's Office reserves the right to make changes to academic space assignments at any time. Events approved through the Office of Conference & Event Services may be moved to accommodate changes in the class schedule. No food or beverage are allowed in any computer classroom or lab.

- **Meeting Rooms and Multipurpose rooms/spaces**

Below are few of the many meeting rooms and multipurpose rooms/spaces that can be reserved for an in-person or hybrid event. These rooms may require additional setup for a meeting/event. A full listing of event venues, capacities, and setup types can be viewed in the Room Reservation System.

- Andreas 111/112
- Gato Gallery*
- Kostka
- Weber Grand Hall*
- Broad Auditorium*
- Landon Events Room
- LaVoie 113
- Bevilacqua Multipurpose Room*
- Gymnasium*

***These rooms/spaces require additional approval as the priority of space is given to a certain school/college or department/division.**

- **Outdoor Areas**

Below are few of many outdoor areas that can be reserved for events. A full listing of outdoor areas, capacities, and setup types can be viewed in the Room Reservation System.

- Thompson Lawn
- Campus Mall
- Landon Courtyard
- LaVoie Lawn
- Buc Stop Patio
- Bevilacqua Rec Field
- Intramural Field (South Soccer Field)
- Fine Arts Quad

4 . Reservation Request

The following request forms are available on the Room Reservation system:

- **Indoor Event Request Form** - Request a space for an event; Request a computer classroom or lab for an academic event.
- **Meeting Request Form** - Request a conference room, classroom, or multipurpose room for a meeting; Request a computer classroom or lab for a meeting.
- **Outdoor Event Request Form** - Request an outdoor area for an event (athletic fields, campus mall, patios, etc.)
- **Virtual Event Request Form** - Request to host a fully virtual event/meeting online
- **Table Request Form** - Request a table to promote an event or to display and/or handout information. To host a vendor fair please use the Indoor or Outdoor Event request form.
- **Course Exam Request Form** - Request a classroom for an **academic course** exam.

To schedule a standard classroom or computer classroom for an academic course section, please contact the Registrar's Office, as these reservations are processed in Colleague.

Reservation Confirmation

- A reservation request is not confirmed until you receive a Confirmation email from Conference and Event Services.
- Avoid publication or announcement of the event or invitations to outside vendors prior to receiving CES confirmation.
- The Confirmation will show the following statuses:
 - Confirmed – event has been approved by CES.
 - Confirmed private – event has been approved by CES but details are not available to the community.
 - Tentative - space will be held however, you must confirm with CES within 2 weeks or the space will be released.
 - Web Request – request has been received and is pending email approval from CES.
- Please allow 2 – 4 business days for processing your request once it has been submitted. Some requests may require additional time for final approval.

Changes and/or Cancellations

- Room Reservation cancellations and changes to dates, expected attendance, room set-up, etc., can be entered using the room reservation system or reach out to CES directly if cancellations take place under 72 hours. See Editing a Room Reservation video for instructions.

5. Event Set-up

When reserving campus rooms/space through CES, you may at the same time request specific set-up details for your event by completing the appropriate information located on the reservation request form.

- Please review your set-up needs at least 48 business hours prior to your event. (business hours are Monday thru Friday – therefore, a Monday meeting needs to be in Thursday prior and Tuesday meeting the Friday prior).
- Any additional items requested 24 hours prior are subject to availability. Additional costs may apply if requested from an off-campus vendor.
- Set-ups will be scheduled to be completed 1 hour prior to your event start time. You must advise CES at that time if any changes need to be made. If additional set-up time is needed, please contact CES.
- CES can create a custom floor plan with a 2 week notice when requested by the event organizer.
- Refer to the CES website for Meeting Room set-up and styles.
- Rooms should be locked up after the conclusion of each event. Please contact Public Safety at 305-899-3333 when the last person leaves.
- It is the responsibility of the group to place all trash in the conveniently located receptacles and remove all signage, props, etc. leaving the room in the same condition as it was received.

Equipment Available at Barry University

There is no charge for using Barry owned equipment. If additional equipment is required, rental charges may apply.

- Tables
 - 6 foot rectangle tables - (72 x 30 inches)
 - 8 foot rectangle tables - (96 x 30 inches)
 - 60 inch rounds tables (8 - 10 person)
 - 72 inch rounds tables (10 – 12 person)
 - 36 inch round tables
 - 36 inch round hi-top tables
- Chairs
 - Banquet chairs with cushion seat
 - Black plastic folding chairs
- Podiums
- Staging In-door/outdoor
- Easels
- Barry Logo Linens
- Pedestal signs
- Parking signs

Rental Items

CES will advise you of the cost and once approved, CES can contract with the vendor and apply the invoice amount to your department's cost center or individual groups can contract vendors if they are approved to be on campus by the purchasing department.

- Linens may be ordered through CES. If hosting an internal meeting without food for the Barry community exclusively, you have the option to not use linens even though we strongly recommend it but you can bring your own.

Change/Cancellation Policy for Rentals

You will be advised if there is an additional fee for an increase or reduction in the quantity or a complete cancellation of the order.

6. Creating a Budget

Every event should have a budget. As you sit down to prepare your budget, there are a few things you need to keep in mind.

- Make sure the objectives of your event is clearly defined.
- Remember, when your expenses exceed your budget in one area, you will need to raise more financial support or most likely need to cut expenses in another area.
- When requiring food, please see catering menus for options and costs.
- Consider extra costs for linens, décor, AV, signage, marketing materials, necessary staffing, etc.

Most budgets will require you to project & track some or all of the following:

- Fixed expenses: These include expenses such as speaker fees, room rentals and marketing, that will not change despite the attendance at the event.
- Variable expenses: These include expenses like food and beverage, transportation, which will vary according to how many guests attend your event.
- Indirect expenses: Often overlooked, these include paid staff hours and supplies that may be needed during the course of the event.
- Hidden expenses: No matter how experienced you are at preparing an event budget, hidden expenses nearly always occur so you should leave some room in your budget for them. These types of expenses often include things like rush or overnight fees for items you may have ordered at the last minute, taxes, delivery costs and overtime for employees.
- Revenue: This income for your event may come from registration fees, ticket sales, monetary or in-kind donations and/or sponsorships, auctions, raffles, etc.

Within each of these categories there will be multiple line items for expenses such as entertainment, food and beverages, facility costs, personnel, insurance, equipment rentals, signage, invitations, programs and decorations. If requested, CES will help you develop a budget for your event.

7. Office of the President – Speaking Engagement/Event Participation

If you are interested in having the University President speak or attend an event, follow the link to complete the event participation form; <https://www.barry.edu/president/event/>. The individual/department requesting the event must complete the online form **thirty (30) business days** prior to the event.

8. Approved Vendors

CES has a list of approved vendors for your review. CES can provide competitive quotes and once approved, can contract and charge the cost to the department's cost center.

9. Audio Visual Services

Audio visual needs should be included in the Event/Meeting Request Form. Any requests submitted 24 hours or less are subject to availability.

Our internal AV department will receive a notification when AV equipment is requested. Under some circumstances, an outside vendor may be required. Additional costs may apply.

The following is a list of the type of equipment available for request in our audiovisual department:

- **Audio Visual Services include:**
 - Overhead Projectors
 - Multimedia Computer Carts (PC and Projector)
 - Camcorders
 - LCD Projectors
 - Document Cameras
 - Laptops
 - Video Projection Screens
 - Sound Podium
 - Sound System
 - Speaker Phone
- Please place requests for audiovisual materials at least 24-HOURS in advance and provide detailed information regarding the request (see request form).
- The AV department will take work requests for a new semester/term three weeks before the new semester begins.
- Students who need equipment for class presentations must have their instructors make the necessary arrangements with our department. Only faculty/staff may order audiovisual equipment.
- Any damage or theft to the equipment, during the duration of a class or event, will make the individual or department accountable for restitution.
- After hours equipment waiver must be completed for the use of equipment outside of the standard hours of operation, 7:00am-7:00pm Monday-Friday. The form must be completed and signed by the requestor and budget manager in order to ensure delivery of the equipment.

10. Food & Beverage

When requiring food service, please determine if it is a catered event, which includes staff or a drop-off delivery/pick up with no staff required.

Chartwells

The University prefers the use of Chartwells for food services for University Events. When requiring food and beverage for your event, please contact Chartwells using the CaterTrax system – <http://www.dineoncampus.com/barryu> or contact the Catering office directly at 305-833-2941.

- You must secure your event space with CES prior to ordering any food and beverage.
- A Cost Center must be provided at the time of your order.

- Chartwells MUST bid on all events requiring food for 10 or more.

External Catering/Food Trucks

- If you are not using Chartwells, a catering agreement form provided by CES, along with proof of insurance must be returned to legal from the external caterer. This needs to be submitted a minimum of six weeks prior to the event. Please request the Catering Agreement form when submitting your reservation request form.
- **Coca-Cola**
Barry University is a Coca-Cola school. Therefore, Coca-Cola products must be served.

11. Alcohol Policy

- Beer, wine, champagne, hard liquor, allowed at University events.
- Alcohol may not be served to any person under the age of 21. A separate alcohol serving area may be required at events where persons under 21 will be present. The Organization's sponsor may also be required to devise a system by which picture identification will be checked to verify legal age.
- Alcohol must be served and monitored and may not be left unattended so as to allow free access.
- Event organizer is legally responsible and obligated to refuse alcohol to anyone whom they feel has had too much to drink. The person/organization can and will be held responsible for all alcohol-related incidents, and must be present during the event at all times.
- "BYOB" events of any kind are not permitted in University facilities or anywhere on campus. The University reserves the right to deny or limit the consumption of alcoholic beverages on the campus.
- For events where alcohol is served, the Organization is required to hire, at its own expense, servers who are provided by Chartwells Dining Services, the University's food services vendor. Chartwells reserves the right to refuse service of alcoholic beverages to any person.
- Non-alcoholic beverages and food must be available at the event.
- No alcohol will be served at an on campus event before 3:00 p.m., or after 1:00 a.m., unless prior written approval has been obtained.
- The sale of alcohol is prohibited.
- No advertising or publicity for any event held in Barry University facilities shall promote the irresponsible consumption of alcohol.
- Campus Safety is required at all student events and may be required at other University functions.
- Barry's Office of Legal Affairs, Public Safety Department, or Conference and Event Services may impose other reasonable conditions intended to facilitate the responsible consumption of alcohol.
- Any organization hosting an event in Barry facilities who is found to be in violation of any federal, state, or local laws, or who fails to abide by the university Alcohol Policy shall be asked to leave the premises. The event shall be cancelled and any deposits/rental fees paid shall be forfeited.

12. Themes Decorations

Decorations can be a key element in creating the theme for your event. Please remember the following criteria listed below when purchasing, making and setting up decorations. For any questions or clarification please contact CES.

The event organizer is responsible for removing all decorations. Any items left over will be disposed of and any department or group causing damage to the facility may be held financially responsible for the extent of the damage. In a group sponsored event, the sponsoring department will be held accountable. The venue must be left in the same condition as it was received. Contact CES to confirm if hanging items from the ceiling is allowed and, if so, need to ensure safe hanging of decorations by facility approved vendor.

Restrictions:

- Decorations should not violate any fire or safety codes.
- Do not block windows, doors or fire exits.
- Ensure that cords (i.e. electrical & extension cords) are taped down.
- Hanging decorations from light fixtures and ceilings can be hazardous and is not acceptable unless approved by CES and facilitated by an approved vendor.
- Decorations need to be affixed with blue painters tape on painted surfaces.

The following items are prohibited:

- Confetti/glitter or sand.
- Open flames candles or burning of incense (Battery operated candles are suggested)
- Any object that may puncture walls, tables, or chairs.

Consider the following:

- Centerpieces- CES has limited options available at no charge based on availability.
- Stand-up decorations
- Trees
- Up-lights

Inappropriate and/or Offensive:

In choosing a theme and decorations, make sure that it is respectful of cultures, backgrounds, identities, and beliefs. If you have any uncertainty, you may contact CES.

Health and Safety:

- Smoke machines can set off fire alarms
- Strobe lights can cause seizures
- Laser lights can cause stress related health issues (PTSD, flash backs, etc.)

Environmental Concerns:

- Reduce paper waste – reduce what you purchase, minimize throw-away decorations.
- Reuse - recycle decorations from past events, share decorations with other event planners, and avoid theme decorations that will not be usable again.
- Do not release balloons outside.

Event Signage

- Request for signage must be submitted to the Marketing Department. See Marketing Guidelines.
- Signage should NOT be posted on walls, doors, glass, trees, vehicles or railings

We have the following available on a first come, first serve basis:

- A-Frame sign holders – 24" X 36"
- Pedestal sign holders – 10" X 13"
- Acrylic sign holders - 8 ½" X 11"
- Acrylic sign holders - 5 ½ " X 8 ½"

13. Film Screenings and Copyright Compliance

While individuals are free to watch movies on their own, movies cannot be shown to the public without a license. Few, but some, movies are in the "public domain" and can be shown without obtaining a public performance license. This, under many circumstances, includes showing films on campus to the Barry University community. For specific guidelines to showing movies or other audiovisual works and answers to the below questions, please contact CES.

1. Is it a "public performance"?
2. Is there an applicable exception to the license requirement?
3. Is it going to be a hassle to get a license and do I really need to get one?

14. Marketing

The Department of Brand Marketing and Communications works with the Barry community to create marketing strategies to spread awareness of your event to internal and external audiences. The marketing request for your event can be submitted when enter your event reservation request. The elements of your campaign may include more than one element to advertise/promote your event. Please, be sure to include the contact information, due dates, and important notes in your request.

Marketing Mediums that may be used include but are not limited to:

News and Event Promotion

- BUCWIS
- Barry News Bulletin
- Student Web
- This Week @ Barry
- Signage (banners, flyers, posters, step and repeats)
- Social Media Promotions

Marketing Project Request

- Photography/Videography
- Promotional items
- Email Campaigns
- Press Releases
- Print and Digital Ads
- Marketing Strategies

Use of Barry University Name and Logo

Please refer to the BUCWIS> A-Z > Marketing and Communications > Licensing tab for the brand guidelines. If the information needed is not there contact your assigned project manager for further guidance.

15. Parking

All information pertaining to events requiring on-campus parking for speakers/performers or guests, should be submitted at the time of submitting the Reservation Request Form.

Some parking areas are restricted 24 hours-a-day, seven days a week. Vehicles must display a valid parking permit in all University parking lots.

Campus Map and Driving directions are available upon request.

16. Campus Safety

To ensure safety of all event participants, please give accurate data on your Reservation Request Form as CES will make necessary arrangements for required security. Required security will be determined by Campus Safety based on the parameters of your event.

On-campus Events:

- Requests for Campus Safety Officers and/or Police Officers must be submitted, at minimum, 2 weeks prior to the date of the event.
- When security is deemed necessary for an event, an hourly rate may be charged based on the hourly pay rate for the officer assigned at a minimum of 4 hours per PS officer.
- Events that are determined by Campus Safety, to require more than 3 PS Officers will also be assigned an event Supervisor.
- Any reservations/work orders received less than the minimum of 2 weeks prior to the date of the scheduled event will be billed at the overtime rate for each Campus Safety and/or Police Officer.

- There will be no charge for written cancellations received at least 72 hours in advance of the date/time of the scheduled event. Cancellations can be emailed to ceserv@barry.edu and dispatch@barry.edu.
- Same day cancellations, for any reason (received less than 24 hours of the day & time of the scheduled event) will be billed 2 hrs. per PS Officer.
- If you are serving alcohol at your event Security will be decided by CES based on the requirements of the alcohol permit which is specific to each event, dependent on specific event information.
- Please contact CES for the current Campus Safety Officer and Police Officer Rates.

17. Accessibility for People with Disabilities

When planning an event, it is important to be aware of how to create an event that is open and accessible to everyone. This can include considering visual, hearing, and physical accessibility to meeting areas and facilities, to the information conveyed during the event itself and/or when creating a space that is safe and considerate of a wide range of abilities.

Suggestions:

- When advertising events, help participants feel welcome by including the following phrase to allow individuals to contact you if special accommodations are required:
 - If you require specific accommodations for this event please contact _____ (your contact info).
- It is important to be aware of the accessibility of the room and/or venue that the event is held at or in.
- Inquire about transportation accessibility
- Inquire about the use of interpreters
- When showing any television or video footage at your event, include closed-captioning or subtitles (or you can hire interpreters).

There may be costs affiliated with most of the above services, so inquire about expenses and ensure that you have budgeted for these accommodations.

Contact: Office of Disability Services (305) 899-3488.

18. Wrap-up & Evaluations

One of the final important responsibilities for your event is to conclude with an evaluation. Evaluation reviews of your event can help with future planning, changes and improvements.

Evaluations may be completed by persons in attendance at the event, as well as the individuals who coordinated the event. By distributing evaluations to all involved, you will be able to collect a more precise and accurate assessment of your event.

Types of Evaluations

There are generic evaluation forms which can be used, however, it may be beneficial to create your own. In creating your own, you can target specifics of your event and assess whether objectives were met. While paper evaluations are commonly used you can also create evaluations to be completed online. Evaluations can contain quick questions that can be answered by circling or checking items, but the best information often is provided in open comment sections.

Things you may want to consider:

- o Should this event be repeated in the future?
- o Were the objectives of the event met?
- o What went well during the event?
- o What can be improved upon?
- o What ideas/suggestions do you have for future events?

19. Summer Conferences

Overnight housing and accommodations are provided during the summer months only.

We are able to offer lodging, linens, food, and some facility space as a package only. Additionally, we are unable to offer accommodations on an individual basis.

Refer to the CES Website for the Summer Conference rates are calculated per person, per night. These rates include internet access.

If any program requires equipment or technology that needs to be rented through an outside company, CES will bill back all related costs directly to the client and provide a copy of the invoice for record keeping.

Along with the contract, the client will be provided with an invoice preview, to include all estimated lodging, board, facilities fees, and audio-visual fees for all participants and catering is billed separately. The deposit schedule will be provided.

The University will send the final invoice to the client within thirty (30) days of completion of the program. The final invoice will reflect catering charges, actual or guaranteed attendee numbers (whichever is greater), and any additional charges including parking, permit fees, signage, rental items, technical equipment and support, and/or other miscellaneous charges. Payment is due in full within thirty (30) days of receipt of the invoice.

20. Violations and Consequences

Violations of University policies will be reported to the appropriate administrative department. Failure to follow the procedures or to provide critical information about your event to the necessary departments may also result in the cancellation of your event.

Any organization hosting an event in Barry facilities who is found to be in violation of any federal, state, or local laws, shall be asked to leave the premises. The event shall be cancelled and any deposits/rental fees paid shall be forfeited.

FAQ

How do I reserve a space?

All requests must be submitted via the Room Reservation System. You must log in using your Barry User ID in order to submit a request. See "University Calendar Training in Workday Learning.

I'm only having a department meeting, and we don't need food or other resources. Do I still need to fill out a Reservation Request Form?

Yes, the Barry University Master Calendar should include all meetings, events, and conferences scheduled within Barry University. This helps prevent double-bookings and space conflicts.

I need to send out flyers and mailings for my event. When can I do this?

No planning, arrangements, mailings or logistics should be arranged until the event has been confirmed or at least reserved by CES and you receive a confirmation of the booking. This will ensure that the space has been reserved, services confirmed, all pertinent parties have been notified of the event specifics, and that no conflicts exist with other events. It's extremely risky to mail out dates and locations before they have been confirmed. Only after details have been confirmed by your Event Coordinator, should information be passed on to guests.

When should I start planning my event?

Events must be confirmed at least 10 days in advance. However, we strongly encourage you to start planning well in advance! Smaller scale events should be planned at least 2-3 weeks in advance and larger events should be planned 2-6 months in advance. The earlier you plan, the less stress you will experience and the more successful your event will be!

Would I need to indicate "Yes" to the food line on the request form if I am ordering food myself and not having Chartwells cater it?

Because there are many "behind the scenes" needs such as set-up time for resources and delivery time for the food, it is important we know about your intent to order food at the time you make your reservations. Indicating on the request form ensures the time is held for setup/takedown to assure the success of your meeting/event as well as those that may precede or follow in that space.

What does "AS IS" set-up mean?

Most of our spaces, classrooms and conference rooms, have a standard set-up; Setup types for each room can be viewed in the room reservation system. Tables and chairs will be set up according to physical distance guidelines and capacity limits and should not to be moved during the event/meeting.

If I am having a meeting in my department office, but will need additional resources such as parking, food service or IT, do I need to fill out a Reservation Request Form?

Yes you do! Your CES Coordinator is here to make the arrangements necessary for your event/meeting to be a success. CES works very closely with the service providers here on campus, and it is pertinent that event/meeting information is flowing through the same channel!

I received my confirmation number, but now I need to make changes, who do I contact?

See Editing a Room Reservation video in Workday for instructions on how to edit your reservation. You can also reach out directly to CES to help make those changes.

Do I need to fill out a form if I just want to reserve a table or chairs?

Yes, these items are limited and must be reserved like any other space on campus.