

# Process for Event Planning

So you are planning an event on the Eissey Campus? Here is the process you should follow in order to have a successful event...If the event is a student event that is part of Student Activities through Student Services, please contact Student Activities Coordinator for the correct scheduling procedures to follow. If this is **NOT** a Student Activities sponsored event, please follow this procedure...

## Step 1:

### Schedule a place for your event:

- For all events **not** held in the theatre or Student Lounge (BR 145), please contact Sue Levine in the Provost's Office at 25401 to schedule a space
- For the theatre contact Theatre Director at 25905 for scheduling information and potential costs
- For the Student Lounge (BR 145) please contact the Student Activities Director at 25355

## Step 2:

### Complete the Events Planning Form:

An *Events Planning Form* is to be completed for EVERY event at least two weeks prior and submitted to Sue Levine in the Provost's Office. Upon completion of this form you will receive:

- A listing on the on-line campus events calendar. Forms must be in by the 15<sup>th</sup> of the month prior.
- Approval to send your fully designed e-mails to the Provost Office for distribution

The completed form will also be forwarded to the Academic Dean, College Relations and Marketing, the appropriate VP, Security, Media Services, College Cafe and Facilities for their general information

## Step 3:

### Arrange for the following as needed:

- Refreshments -all food & drink **MUST** be provided by College Cafe and funding approved by either the Provost or other sources (ie: ECHO account, department foundation accounts, etc.). *Be sure to confirm that the room you have requested allows food and drink to be served.* To place an order on line <http://www.palmbeachstate.edu/forms/cateringrequest.asp> or call College Cafe at 13068
- Room Set-up – complete an on-line work order <http://intranet.palmbeachstate.edu/facilities/WorkOrderForm.htm>  
Questions on set-up call 25620...please include date and location in the body of the work order. The following rooms require at least 2 hours before and after your event for set-up and breakdown... **SC127, SC161, BR118, BB316, Meldon Lecture Hall (BB111), Center for Early Learning patio, theatre lobby, LLRC Reading area, Smith Conference Room (AD207)**
- Security – if you need special security coverage call 25600
- Media Equipment - for microphones, data projector, laptops, music, filming, etc. order on-line at [http://www.palmbeachstate.edu/mtis/pbg\\_mediarequest.asp](http://www.palmbeachstate.edu/mtis/pbg_mediarequest.asp)
- Computer Use call Computer Resources at 25450 or 25452

## Step 4:

### To promote your event:

- **First and foremost**...Get your Department Chair, Associate Dean and most importantly faculty involved in planning and promoting your event early on...so you'll have great attendance!
- Publicity – for a press release contact College Relations & Marketing at 13122
- College Website – to list your event on the college website under News & Events go to <http://www.palmbeachstate.edu/x9489.xml>
- E-mail – send **completed** e-mail with all information in the body of the e-mail along with the flyer attached (if there is one) to Provost for approval and distribution
- Sign on PGA Blvd call Teresa Woolfe at 25410
- Electronic Sign on Campus Drive – do an on-line request form at <http://intranet.palmbeachstate.edu/forms/SMguidelines.asp>
- Posters may be placed on any campus bulletin board not designated for a club or department – no posters may be placed on any glass or painted surface
- CCTV- to get your event listed on CCTV throughout campus e-mail Chris Cobb the information  
Flyers may also be distributed in the theatre lobby to the general public – call Theatre Director at 25905