Process for Event Planning- Eissey Campus

Here is the process you need to follow in order to keep everyone informed and to have a successful event...

Step 1:
Schedule a place for your event:
- You may only reserve a space for the current semester or the next semester unless you have approval from the Provost.
- For all events not held in the Theatre, Pavilion, Amphitheater, Wellness Center or Student Lounge (BR 145), please contact Sandy Lembo in the Provost’s Office by EMAIL ONLY, no phone calls, to request a space, this includes the lobbies of AA, BB, BRSC and SC. Please include the date for the event and which room you would like to reserve, along with a brief overview of the event and the number of people you anticipate attending.
- For the Theatre contact Theatre Director at 25905 for scheduling information and potential costs
- For the Student Lounge (BR 145), Amphitheater & Pavilion, please contact Student Activities Coordinator at 25355
- For Wellness Center contact Wellness Center Coordinator at 25098

CANCELLATIONS: If your event cancels, please contact the person you reserved the space with originally and let them know immediately!

Step 2:
Complete the Event Planning Form:
An Events Planning Form is to be completed for most events on campus at least 10 days prior and submitted to Sandy Lembo in the Provost’s Office.

NOTE: The following events do not require an Event Form: Committee meetings, club meetings and club fundraising tables. They do require a work order for set-up if needed.

The completed form will be forwarded to the Academic Dean, College Relations and Marketing, the appropriate VP, Security, Media Services, College Café, IT, Receiving, Jackie Shepherd and Facilities for their general information.

Step 3:
Arrange for Refreshments (if applicable)
- All food & drink MUST be provided by College Cafe (unless they choose not to cater the event) and funding approved by either the Provost or other sources (ie: Levin Fund, department, foundation accounts, etc.). To place an order call Jeff Hutchinson at College Cafe at 561-868-3068 or send an email to hutchinj@palmbeachstate.edu
- Be sure to confirm that the room you have requested allows food and drink to be served.

Only these Rooms are allowed to have food and drink...
AD 105, 108.2, 207
LLRC - 121.1, 217
LC - 106
BB - 111 (Meldon), 100 (lobby), 108.2, 207.1, 201.5, 310.6, 316, 309
SC - 127 (Hall/Lobby), 159, 142, SC201, 268, 210, 245
- For events held on Friday and Saturday catering must include pick-up and trash collection after the event is over. If you provide your own catering you are responsible for the clean-up.

Step 4:
Arrange for Room Set-Up:
- Complete an on-line work order at least seven days before your event but NOT more than 90 days before the event...also, complete a second work order to have tables, chairs, etc. removed and rooms returned to their original set-up. WORK ORDER
- Questions on set-up call 25620...please include date and location in the body of the work order.
The following rooms require at least 4 hours before and after your event for set-up and breakdown...
SC127, SC161, BR118, BB316, Meldon Lecture Hall (BB111), Center for Early Learning patio, LLRC Reading area, Smith Conference Room (AD207)
- The following rooms have maximum capacity limits that must be adhered to:
  Meldon Hall – 249  Art Gallery – BB Building – 100
  Theatre – 750  SC 127 – 200 (may be less depending on table set-up)
  For all other rooms be sure to check capacity limits when you reserve the space.

Step 5:
Arrange for Security (if applicable)
- If you need special security coverage call 25600 to discuss your needs
Step 6: Arrange for Tents (if applicable)
- Tents require inspection and approval of placement for life safety reasons. **Tents may only be up for a maximum of three days.**
- Submit THREE work orders 7 days in advance of your event: **WORK ORDER**
  - One work order to have the tent put up
  - One work order to have the tent inspected 3 days prior to your event
  - One work order for the day you want the tent taken down

Step 7: Arrange for Media or Computer Equipment (if applicable)
- Media Equipment - for microphones, data projector, laptops, music, filming, etc. order on-line at [www.palmbeachstate.edu/mtis/forms/pbg_mediarequest.htm](http://www.palmbeachstate.edu/mtis/forms/pbg_mediarequest.htm)
  - For questions or for further information call 25815
- Computer Equipment call Helpdesk at 13100

Step 8: 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!
- **Make sure your event is listed on the Campus Outlook Calendar. Completing an Event Form automatically enters it on the calendar but you can have any event (open to the college) added by emailing the information to Sandy Lembo. To get access to view the Campus Outlook Calendar contact Sandy Lembo in the Provost’s Office.**
- **Publicity** – for a press release contact College Relations & Marketing at 13122 to request
- **College-wide Events Calendar (website)** - to list your event on the official College Events Calendar, on the College Social Media sites, and on the campus LED signs, fill out the one page form found here: [www.palmbeachstate.edu/Events](http://www.palmbeachstate.edu/Events)
- **Alluser North 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, Dean of AA or Dean SS as appropriate for approval and distribution to the campus.
- **Sign on PGA Blvd** - email Jackie Shepherd to request
- **CCTV** - to get your event listed on CCTV - e-mail event information to nmedia@palmbeachstate.edu.
- **Facebook & Twitter** - to have events promoted on the College Social Media sites, fill out the College Events form [www.palmbeachstate.edu/Events](http://www.palmbeachstate.edu/Events)

**IMPORTANT – READ CAREFULLY**

- **FLYERS** (no larger than 8.5” x 11”) to be posted in the Campus Events bulletin boards around campus must be approved in Student Activities Office in BRSC – they will be posted on the 1st and 15th of the month for a maximum of two weeks. Flyers may NOT be posted on walls, pillars, elevators, windows, doors or in bathrooms around campus.
  - The college logo MUST be printed on every flyer. Go to the college website for details and graphic standards [www.palmbeachstate.edu/CRM/Graphic-Identity-Standards](http://www.palmbeachstate.edu/CRM/Graphic-Identity-Standards)
  - Flyers may also be distributed in the theatre lobby to the general public – email Theatre Director
- **BANNERS** require a work order be submitted 7 days in advance to hang them and a separate work order to remove them no later than one day after the event **include specific dates on the work order.** Banner placement must be approved by Facilities and requests will be taken by work order only: **WORK ORDER** Banners can be up for no longer than 2 weeks and are subject to available space which is determined by Facilities.
- **SANDWICH BOARDS** are owned and managed by individual departments on campus. They are not for general posting of flyers. All sandwich boards should be clearly marked or labeled with the department responsible for maintaining them.
- **YARD SIGNS** – all yard signs must be approved by Student Activities and can only be placed in certain places on campus. They must be removed within one business day of the event.