

QUICK-GLANCE INSTRUCTIONS

REGENT-HOSTED OUTSIDE GROUP EVENTS

Getting Started

- MANUAL: Consult the [Special Events Manual](#) for all questions regarding events.
- APPROVAL: Complete [Special Event Approval Form](#) and submit to Academic Affairs to receive approval for event.
- APPROVAL CONFIRMATION: Receive approval email; work with Advancement and Marketing if they have indicated they will be assisting.
- COORDINATOR: Assign an events coordinator from your own school, department, or center, to coordinate this event from the Regent side.
- COST: Work with [Administrative Services](#) to let them know which costs will be billed to outside group. Administrative Services will generate a facility use agreement and invoice. It is imperative you make sure each auxiliary department you are working with is aware that this is a Regent-hosted outside group event.
- PAYMENT DEADLINE: Payment will be due day of event for all invoiced services. Deposits may be required depending on event scale. Under no circumstances should the Regent school/department pay all costs and then request a reimbursement check from the outside group as it results in problems with accounting.
- REQUEST SPACE(S): Submit [Room Reservation form](#). For special event rooms and Ordinary rooms, [Administrative Services](#) will be confirming your reservation. For classrooms, [Registrar](#) will be confirming your rooms. For Performing Arts Center rooms, submit the [appropriate form](#). Contact [Rick Hall](#), 757.352.4744 with questions. For rooms/areas in Housing, use [Commons' form](#) or [Village form](#).
- EVENTS CALENDAR: **Submit event to Regent Events Calendar for campus-wide awareness at <http://www.regent.edu/events>**

Food and Entertainment

- CATERING: Although this is an outside group, the [catering policy](#) applies. If your Regent department is paying for the catering, submit the [Catering Request Form](#) to contract with Ordinary; if using Founders Inn catering, must work with [Advancement](#) for negotiation of contract (do not call Founders Inn directly). If Ordinary is unable to cater, must request three similar quotes from outside caterers and send to Purchasing for approval and signature; coordinate delivery or pickup of food from outside caterer. If the outside group is paying for the catering, contact [Chef](#)

directly to inquire about availability, menus, and rates. The group will be billed separately and must pay on the date of the event. Tax will be charged.

- FOOD: Registrar will copy Administrative Services on event classroom reservations with food so trash receptacles will be scheduled (for classrooms only); event coordinator must remove trash and clean room after the event.
- OUTDOOR EVENTS: If an outdoor event, schedule a mandatory meeting with [Administrative Services](#) and Facility Services to discuss the scope of the event. Submit application to City of VA Beach for outdoor permits if necessary. Remember to make a rain plan.
- PLAN ENTERTAINMENT: If Regent is covering the entertainment, submit all contracts to [Purchasing](#) for signature; Purchasing will sign and forward to Accounts Payable for processing of deposits. Submit separate check requests/honorarium requests to [Accounts Payable](#) as they relate to entertainment/speaker/moderator.
- INSURANCE: Work with [Administrative Services](#) for any certificates of insurance that are required for caterer or entertainment vendors.

Purchasing Supplies

- PURCHASING REQUISITION: Use [Purchase Requisition](#) to purchase any goods or services costing more than \$1,500 that are not on a contract.
- TAX-EXEMPT: Use [tax-exempt letter](#) when shopping for any supplies or groceries for the event. Catering is not tax-exempt.
- WHOLESALE CLUB CARDS: Reserve and check out [warehouse club cards](#) (Costco, Sam's Club) from [Purchasing](#) if needed.

Set Up & Media Services

- FACILITIES SET-UP: Submit [Set-up Form](#) well in advance for tables/chairs; coordinate diagram of layout. A \$50 fee will apply to those received less than two weeks prior to event date.
- EQUIPMENT REQUEST: Submit [Equipment Request Form](#) two weeks in advance for Media Services equipment or support. [Media Services](#) will forward estimate of charges due to Administrative Services to be included on central invoice.

Advertising and PR

- UNIVERSITY MARKETING: Decide on marketing of the event (allstaffs, press releases, posters, invitations, banners, flyers, programs, nametags,

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favors, gifts, books, photographers, etc.). Use [Marketing's Job Request Form](#) if utilizing their services.

- UNIVERSITY-WIDE EMAILS: Send [allstaff/allstudent request](#) to announce your upcoming event to faculty/staff and students.
- EVENT SIGNAGE: Contract with outside printer to make event marketing signs by contacting Color@hackworthrepro.com; allow 2-3 weeks for sign completion. Submit [A-Frame/Banner Rod Request Form](#) to reserve the appropriate number for dates needed. Email your request to create 8.5 x 11 signs for interior building signage to [Copy Services](#) using approved Regent sign template.
- PR NOTIFICATION: Contact [Public Relations](#) for media coverage/advertising.

Parking

- PARKING: Request Special Guest/Event parking by completing the appropriate form with [Regent Parking Services](#). Remember to reserve spots for caterers, if needed.
- CAMPUS MAP: Email [campus map](#) to all guests; instruct them to enter through the Centerville entrance and park in Parking Lot L, which is approved visitor parking.

Miscellaneous

- VOLUNTEERS: Submit [SAA Request Form](#) and/or [President's Task Force Request Form](#) for volunteer help, if applicable.
- POLICE SERVICE: Submit [Request for Police Service Form](#) for campus police and security needs. Phone 911 for any medical or security emergencies during the event. [Call Police Dispatch for non-emergencies at 757.226.2075.](#)
- SPEAKER ARRANGEMENTS: Make speaker/guest arrangements (hotel/travel/airport transportation). If your event requires multiple room nights, do not contact Founders Inn directly. Contact [Advancement](#) to initiate a contract. They will negotiate your contract which you will forward to Purchasing for final approval.
- SUMBIT AGENDA: Complete event itinerary/schedule and forward to [Administrative Services](#) and the [Welcome Center](#).
- SHUTTLE SERVICE: Plan for shuttles/buses, etc. if necessary; submit [Shuttle Request Form](#) to contract with university shuttle services or contact an outside vendor.
- FLOWERS: Submit [Jackie's Flower Closet Form](#) for borrowing flowers for decorations. No

candles/glitter/confetti/sand or like materials.

- TEMPERATURE ADJUSTMENTS: Submit Facility Services [work order](#) for temperature change needs. This can be done in advance of the event to let them know you have an upcoming event and to request a certain temperature. The buildings usually take several hours to change temperature, so it is better to do this form in advance. For temperature change during the event, call 352.4442 during business hours; 226.2075 after hours.
- WALK-THROUGH: For library atrium or RH lobby events, do one-week advance walk-through with [Administrative Services](#); if this is a high-profile event, do the one-week walk-through with [Advancement](#); finalize set-up.
- CATERING NUMERS: Give final catering numbers to caterer.
- KEYS: Check out keys for rooms/kitchens/atrium lighting/guard shacks from [Administrative Services](#), ADM 116.
- FINISHING TOUCHES: Decorate event area/complete the set-up.
- POST-EVENT: After event, clean-up/take out trash. Leave all tables, chairs, and linens as set up, unless you have been given alternate instructions from Administrative Services. Tables used for outdoor events must be secured indoors by Regent coordinator.
- KEY RETURN: Return all keys to Administrative Services, ADM 116, except for Student Housing keys.
- FINAL BILLS: Submit expense reports to [Accounts Payable](#); reconcile bills for payment.
- FINAL CHARGES: Charges for items the Regent department is paying for, such as set-up items, media equipment and support, and catering, will be charged to your cost center via inter-departmental charge. If an outside group is paying these items, the final numbers should have already been forwarded to Administrative Services for the final invoice. It is your responsibility to insure the final invoice is paid by the event date—no exceptions.
- RECORD EVENT DETAILS: Keep copies of all event forms and details in a binder for reference as event may occur again in the future.