

QUICK-GLANCE INSTRUCTIONS

REGENT-HOSTED OUTSIDE GROUP EVENTS

- Consult the [Special Events Manual](#) for all questions regarding events.
- Complete Special Event Approval Form and submit to Academic Affairs to receive approval for event. Certain events are exempt from this form. Contact Academic Affairs with questions.
- Receive approval email; work with Advancement and Marketing if they have indicated they will be assisting.
- Assign an events coordinator from your own school, department, or center, to coordinate this event from the Regent side.
- Work with Administrative Services (adminfacilities@regent.edu) 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. For large events, 50% of outside group's fees are due before the event date; a final invoice will be presented to them by the end of the event with all final costs; payment will be due within two weeks. 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.
- Submit Room Reservation form to reserve special event rooms/areas. 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 or contact Wendy Decker, 757.352.4298. For rooms/areas in Housing, use appropriate form.
- 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 the room after the event.
- Submit event to Regent Events Calendar.
- 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 (ordinary@regent.edu) 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.
- 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.
- Work with Administrative Services for any certificates of insurance that are required for caterer or entertainment vendors.
- Use Purchase Requisition to purchase any goods or services costing more than \$1,500 that are not on a contract.
- Use tax-exempt letter when shopping for any supplies or groceries for the event. Catering is not tax-exempt.
- Complete event itinerary/schedule and forward to Administrative Services.
- Submit Set-up Form well in advance for tables/chairs; coordinate diagram of layout.
- 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.
- Decide on marketing of the event (allstaffs, press releases, posters, invitations, banners, flyers, programs, nametags, favors, gifts, books, photographers, etc.). Use Marketing's Job Request Form if utilizing their services.
- Send allstaff/allstudent invitation.
- 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.
- Contact Public Relations at proffice@regent.edu for media coverage/advertising.
- Submit SAA Request Form and/or President's Task Force Request Form for volunteer help, if applicable.
- 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.
- Reserve and check out warehouse club cards (Sam's Club, Costco) from Purchasing if needed (purchasing@regent.edu).
- Submit Request for Police Service Form for campus police/security needs. Phone 911 for any medical or security emergencies during the event.
- Contract with outside printer to make event marketing signs (rwood@hackworthrepro.com); allow 2-3 weeks for sign completion. Submit request to adminfacilities@regent.edu for use of A-frames. Email your

request to create 8.5 x 11 signs for interior building signage to copies@regent.edu using approved Regent sign template.

- Request reserved parking for special speakers/caterers by emailing adminfacilities@regent.edu. You will receive a confirmation email. Event coordinator will make signs for reserved cones.
- Plan for shuttles/buses, etc. if necessary; submit Shuttle Request Form to contract with university shuttle services or contact an outside vendor.
- Submit Jackie's Flower Closet Form for borrowing flowers for decorations. No candles/glitter/confetti/sand or like materials.
- 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 x4442 during business hours; x2075 after hours.
- 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.
- Give final catering numbers to caterer.
- Check out keys for rooms/kitchens/atrium lighting/guard shacks from Administrative Services.
- Decorate event area/complete the set-up.
- 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.
- Submit expense reports to Accounts Payable; reconcile bills for payment. Charges for items the Regent department is paying, 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 within the two-week deadline.
- Keep copies of all event forms and details in a binder for reference as event may occur again in the future.