

## **SPECIAL EVENT ROOM / OUTDOORS EVENTS** **(i.e. Atrium, Auditorium, Moot Courtroom, Campus Grounds)**

Consult the **Special Events Manual** for all questions regarding events.

All of the referenced webpages can be found at [www.regent.edu/orgevents](http://www.regent.edu/orgevents).

### **GETTING STARTED**

- ☐ APPLICATION: Complete the Application for Special Event by Student Organization (on-campus or off-campus), and submit to Jamie Brennan (jbrennan@regent.edu).
- ☐ GUEST SPEAKER: Submit Request for Guest Speaker, and submit to Jamie Brennan (jbrennan@regent.edu). Guest speakers may not be invited until this form is approved.
- ☐ APPROVAL EMAIL: Receive approval email from Student Services with detailed action steps regarding your event.
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    - Your requested special event rooms will have been reserved through Admin Services. If you are having food in Robertson Hall, please ensure that you have reserved the first floor kitchen.
    - You will hear back from Registrar for classrooms, Housing for Housing areas, and Performing Arts Center for theatre areas.
    - Trash receptacles will have been reserved by Admin Services for food in classrooms.
    - Parking: Complete a request form at [www.regent.edu/parking](http://www.regent.edu/parking).
    - Advancement and/or Marketing will have been notified if deemed necessary due to the scope of your event. You may be required to meet with them to discuss your event.
- ☐ OUTSIDE GROUP BILLING: If you are working with an outside group, Admin Services must approve which costs will be billed to that group. Communicate with Admin Services (adminfacilities@regent.edu) and they will generate a facility use agreement and invoice. For large events, 50% of outside group's fees are due before the event date, and a final invoice will be presented to them by the end of the event with all final costs. Payment is due within two weeks. Under no circumstances should you or your student org pay all costs and then request a reimbursement check from the outside group.
- ☐ **EVENTS CALENDAR:** Submit event to Regent Events Calendar for campus-wide awareness at [www.regent.edu/events/calendar/](http://www.regent.edu/events/calendar/)
- ☐ OUTDOOR EVENT: Schedule a mandatory meeting with Admin 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.

- ☐ ITINERARY: Complete event itinerary/schedule and forward to Admin Services (adminfacilities@regent.edu).
- ☐ TRASH: After event, clean-up/take out trash. Leave all tables, chairs, and linens as set up, unless you have been given alternate instructions from Admin Services.
- ☐ EXPENSE REPORTS: Submit expense reports to Accounts Payable; reconcile bills for payment. Charges for 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 for these items, the final numbers will have already been put on a final invoice by Admin Services. It is your group's responsibility to ensure the final invoice is paid within two weeks.
- ☐ COPIES: Keep copies of all event forms and details in a file for future reference. This will be a wonderful resource to your student organization as it hosts subsequent events.

### **FOOD and ENTERTAINMENT**

- ☐ CATERING POLICY – UNIVERSITY: If using funds from the university, follow the catering policy and submit the Catering Request Form to contract with Ordinary. If using Founders Inn catering, you must work with Kathy Ruley (kruley@regent.edu) from the Office of Advancement for contract negotiations. Do not call Founders Inn directly. If Ordinary is unable to cater, you must request three similar quotes from outside caterers and send to Purchasing (purchasing@regent.edu) for approval and signature; coordinate delivery or pickup of food from outside caterer.
- ☐ CATERING POLICY – OUTSIDE GROUP: If working with an outside group that is paying for the food, the catering policy still applies. 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.
- ☐ CERTIFICATES OF INSURANCE: Work with Admin Services for any certificates of insurance that are required for caterer or entertainment vendors.
- ☐ CATERING NUMBERS: Give final catering numbers to caterer by established deadline.

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- ☐ **ENTERTAINMENT EXPENSE:** Plan 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 each individual entertainment/speaker/moderator.

**BUYING SUPPLIES**

- ☐ **PURCHASE REQUISITION:** Use Purchase Requisition to purchase any goods or services costing more than \$1,500 that are not on a contract.
- ☐ **TAX-EXEMPTION:** Use tax-exempt letter when shopping for any supplies or groceries for the event. Catering is not tax-exempt.
- ☐ **WHOLESALE CLUBS:** Reserve and check out Sam's Club or Costco wholesale cards from Purchasing ([purchasing@regent.edu](mailto:purchasing@regent.edu)), if needed.

**SET UP and MEDIA SERVICES**

- ☐ **FACILITIES SET-UP:** Submit Set-up Form **14 days** in advance for tables/chairs and coordinate diagram of layout. If using Student Center Lobby, check with Student Services ([stusrv@regent.edu](mailto:stusrv@regent.edu)) to see if their tables can be utilized. [For law orgs using Robertson Hall, check with law school ([lawrooms@regent.edu](mailto:lawrooms@regent.edu)) to see if their tables can be utilized.]
- ☐ **EQUIPMENT REQUEST:** Submit Equipment Request Form **14 days** in advance for Media Services equipment or support.

**ADVERTISING and PR**

- ☐ **UNIVERSITY MARKETING:** Decide on marketing of the event, i.e. emails, press releases, posters, invitations, banners, flyers, programs, nametags, favors, gifts, books, photographers, etc. Use Marketing's Job Request Form, if utilizing their services.
- ☐ **UNIVERSITY-WIDE EMAILS:** Send allstudent/allstaff invitation, if appropriate. Send information for students to [stusrv@regent.edu](mailto:stusrv@regent.edu) by 2 PM Tuesday for inclusion in Wednesday morning email. Send information for faculty/staff to [allstaff@regent.edu](mailto:allstaff@regent.edu) by 4 PM Monday for inclusion in Monday evening email.
- ☐ **PR NOTIFICATION:** Contact Public Relations at [proffice@regent.edu](mailto:proffice@regent.edu) for media coverage/advertising.

- ☐ **EVENT SIGNAGE:** Contract with outside printer to make event marketing signs ([Color@hackworthrepro.com](mailto:Color@hackworthrepro.com)), and allow 2-3 weeks for sign completion. For A-frame signs, submit request ([adminfacilities@regent.edu](mailto:adminfacilities@regent.edu)). Email your request to create 8.5x11 signs for interior building signage ([copies@regent.edu](mailto:copies@regent.edu)) using approved Regent sign template.

**MISCELLANEOUS**

- ☐ **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.
- ☐ **VOLUNTEERS:** Submit SAA (Student Alumni Ambassadors) Request Form and/or President's Task Force Request Form for volunteer help, if applicable.
- ☐ **SPEAKER ARRANGEMENTS:** Make speaker/ guest arrangements, i.e. hotel/travel/airport transportation. If you plan to use Founder's Inn, contact Kathy Ruley ([kruley@regent.edu](mailto:kruley@regent.edu)) in the Office of Advancement to initiate a contract and negotiations. Then you will forward it to Purchasing for final approval.
- ☐ **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 226.2075.](#)
- ☐ **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 are permitted at any time.
- ☐ **TEMPERATURE ADJUSTMENTS:** Submit Facility Services Work Order for temperature change needs. Do this in advance 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 or 226.2075 after hours.
- ☐ **WALK-THROUGH:** Admin Services and/or Advancement might request a final walk-through of your event, depending on the location, size, or its high-profile capability.
- ☐ **KEYS:** Check out keys for approved rooms, kitchens, atrium lighting, and/or guard shacks from Admin Services.