

CLASSROOM / SMALL CONFERENCE ROOM EVENTS

Consult the **Special Events Manual** for all questions regarding events.
All of the referenced webpages can be found at 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.
 - 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.
 - 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.
- ☐ **EVENTS CALENDAR:** Submit event to Regent Events Calendar for campus-wide awareness at www.regent/events/calendar/
- ☐ 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.
- ☐ 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. Under no circumstances should you or your student org pay all costs and then request a reimbursement check from the outside group.

- ☐ 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.

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- ☐ **CATERING NUMBERS:** Give final catering numbers to caterer by established deadline.

BUYING SUPPLIES

- ☐ **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), 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) to see if their tables can be utilized. [For law orgs using Robertson Hall, check with law school (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 PUBLIC RELATIONS

- ☐ **UNIVERSITY-WIDE EMAILS:** Send allstudent/allstaff invitation, if appropriate. Send information for students to stusrv@regent.edu by 2 PM Tuesday for inclusion in Wednesday morning email. Send information for faculty/staff to allstaff@regent.edu by 4 PM Monday for inclusion in Monday evening email.
- ☐ **PR NOTIFICATION:** Contact Public Relations at proffice@regent.edu for media coverage/advertising

MISCELLANEOUS

- ☐ **CAMPUS MAP:** Email campus map to all guests. Instruct them to enter through the

Centerville entrance and park in Lot L, the Communications Parking Lot, which is approved visitor parking.

- ☐ **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) in the Office of Advancement to initiate a contract and negotiations. Then you will forward it to Purchasing for final approval.
- ☐ **KEYS:** Check out keys for approved rooms, kitchens, atrium lighting, and/or guard shacks from Admin Services.