Event Coordinator Workshop

Help Us, Help You!

TRAINING AGENDA

- Definitions
- Event Pre Planning
- Making A Reservation
  - Reservation Request and Confirmations
- Service Scheduling
  - Facilities Services
  - Quote Generation
  - Audio-Visual Services
  - Security
  - Food Services
- Contracting Process
  - Facility Use Agreement
  - Service Contracts
- Billing & Cancellations
- Questions.

DEFINITIONS

- University Departments:
  - Drexel Departments, Centers, Institutes, and offices.
- Student Organizations:
  - Student Organizations recognized by the office of Campus Engagement
    - Undergraduate and Graduate
- Co-Sponsored Events:
  - Events that are planned and executed in partnership with one or more student organization or department.
- External Events:
  - Non Drexel University affiliated companies, organizations, or agencies.
- Externally Co-Sponsored Events:
  - Events that are planned and executed by recognized student organizations in partnership with an non Drexel University affiliated company, organization, or agency.

DEFINITIONS

- **Events:**

  All structured activities outside of the normal academic course offerings or a course that requires a service.

- **Event Contact:**

  Person planning the event that is responsible for its overall execution.

  This is the main contact between your organization and the Event & Conference Services office in regard to the all matters relating to the event.

- **Services**:

  University or externally provide resource that is not standard to the room. This may include services that are standard to the room but have been scheduled specifically to support the event. (Example: Custodial support)

  Set-up & Custodial Labor

  - Set-up of equipment or alternations to standard room configuration
  - Internal/External furniture equipment rental
  - Audio-Visual setup and/or support
  - Security
  - Building management services (Student Centers)
  - Space Rentals

GETTING STARTED



What Kind of Event Do I Want to Host?

Determining what you want to do is a critical first step. Pricing, venue availability, and even your available audience is all affected by what type of event you want to host. Spend some time to determine this information then direct your efforts toward that end.

Banquet
Lecture
Reception
Information Table
Social
Recreational Event



Where Should I Host This Event?

We strive to ensure that events are placed in an appropriate venue. To that end we collect information regarding your event to ensure that what you are planning can safely and appropriately be done in the venue. So when planning, consider your venue options carefully based on the standard configuration of the room and your needs. Consider spaces that can accommodate your needs with their default set up or with minimum change to the default set up. When you change a space out of its default set up, there are always charges associated. This is often the point that may cause "sticker shock" when the event planner first receive their event confirmation.

On Campus



Off Campus



VS.

Event Space



Classroom



General Use Event Space

Venues and locations that fall under the direct control of the Event & Conference Services office.

Behrakis Grand Hall
Greenawalt Development Center Conference Rooms

Private Dining Room
MacAlister Hall 2019 and 2020

University Club Sky View, City View, and Liberty View
Bossone Center 1st Floor Lobby and 3rd Floor Atrium

Main Building Great Court and Auditorium
AJ Drexel Picture Gallery

Ross Commons Conference Rooms and 2nd Floor
University Parks, Walks, & Outside Locations

Partnership Locations

Spaces reserved through the Event & Conference Services Office under the advisement of another office. These space may have additional restrictions on their use.

Buckley Courts @ The Armory
Buckley Green Volley Ball Courts

Bossone Center Mitchell Auditorium
Myers and Caneris Residence Halls Multi-Purpose Rooms

Papadakis Building Atrium
One Drexel Plaza Classrooms

Other Spaces With Event & Conference Service Office Support

The following spaces are reserved by other departments but supported by the Event & Conference Services office in scheduling event support services.

Daskalakis & Recreation Center Gymnasiums and Activity Rooms

Athletics Department – 215.571.3777

G.C. LeBow Hall Classrooms

LeBow College of Business – 215.895.6656

Myers Hall Tutor Lounge

Myers Hall Front Desk – 215.5713068

Papadakis Building Hassman Conference Room

College of Arts & Sciences – 215.895.1805

URBN Center & Annex

Westphal College of Media Arts & Design 215.895.1029

College of Engineering Conference Rooms

Bossone 301, 302, Hill, Spietel

College of Engineering – 215895.2210

G.C. LeBow Grand Meeting Room

LeBow College of Business – 215.895.6294

Peck Alumni Center

Alumni Relations Office – 215.895.2586

North Hall Multi-Purpose Room

North Hall Front Desk – 215.571.3087

Van Rensselaer Hall

Van Rensselaer Hall Front Desk 215.571.3068

Other Available Spaces

The following spaces are reserved by other departments. These spaces are not supported by the Event & Conference Services office in scheduling event support services.

Dornsife Center
215.571.4013
Dornsife@drexel.edu

ExCITe Center
215.895.6635

Center City Classrooms
215.762.8996
ccrooms@drexel.edu

Academy of Natural Sciences
215.299.1047
events@ansp.org

Mandell Theater
215.895.2528
Mandell@drexel.edu

Queen Lane
215.991.8208
QLCert@drexel.edu

When Can I Book My Event?

Venues across campus have varying scheduling cycles. Familiarizing yourself with the scheduling cycle for each location will go a long way in aiding you in securing the space you desire. Please be sure to consider the scheduling cycle when planning your events.

General Use Event Space

April 18th for Fall – Summer

Classroom, Auditoriums,Lecture Halls

Reserved After 3rd Week of Each Quarter

Residence Hall (Caneris &Myers)

Term Break for Following Quarter

Reoccurring Weekly Requests

Multiple, quarterly, reoccurring reservation request will not be processed, for the same organization, until after the 2nd week of each respective term. This is to allow for equitable access to reservation space. Additionally, meeting request will be restricted to a two hour time slot.

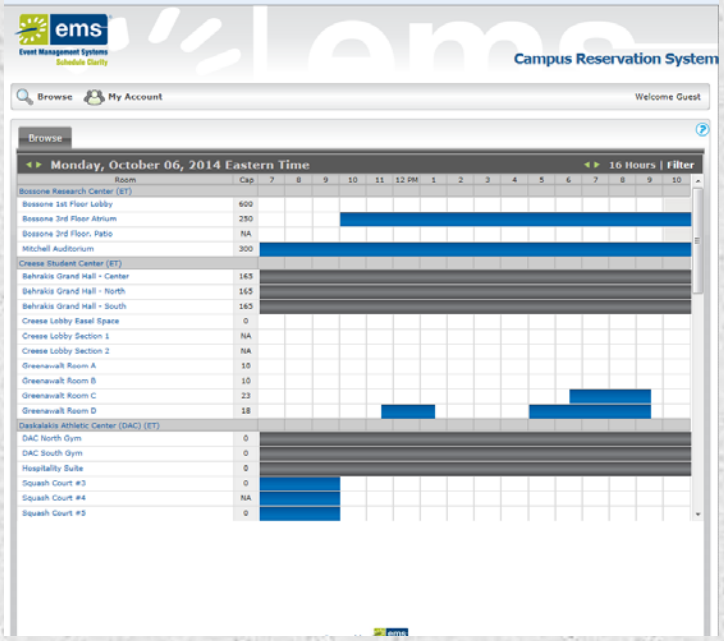


How Can I See If A Space Is Available

Once the scheduling cycle for the General Use Space has begun, a calendar depicting availability of those spaces can be viewed through the Campus Reservation System. The schedule for the recreational athletic spaces can be viewed on the calendar as well.

The system can be used to view availability without an account. An account is needed in order to submit your request for space through the system.

You may also use the Kiosk in the Event & Conference Services Office



Only the approved executive board members of each organization will be granted an account. (Ex: Event Coordinator)

Making A Space Reservation





Event Form

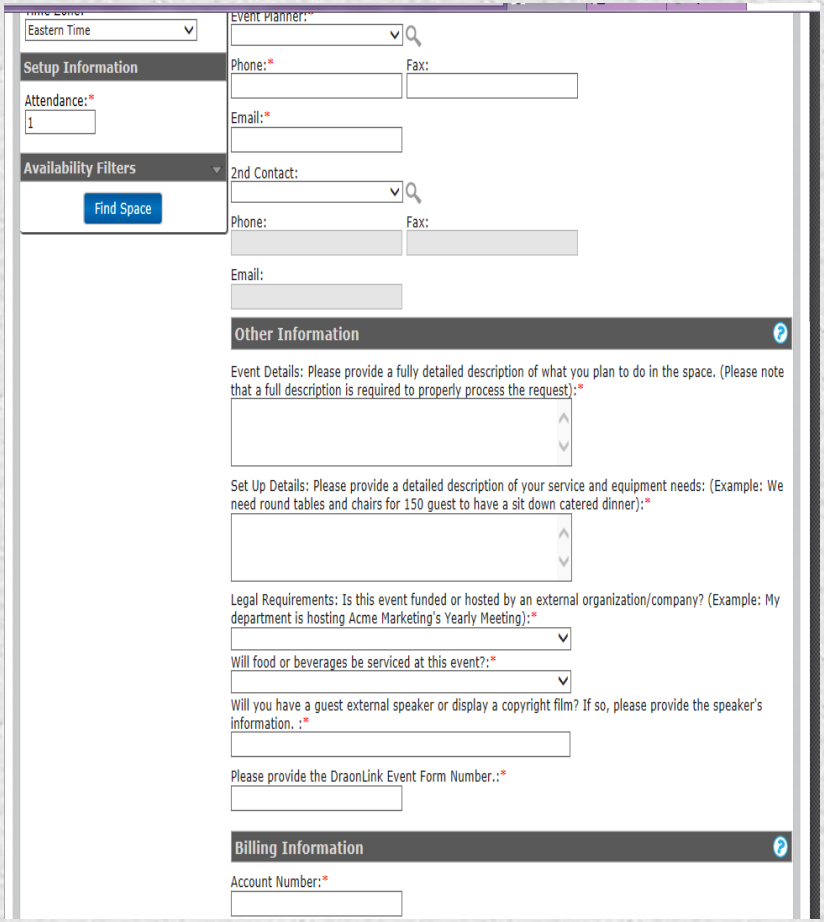
Powered by the office of Campus Engagement

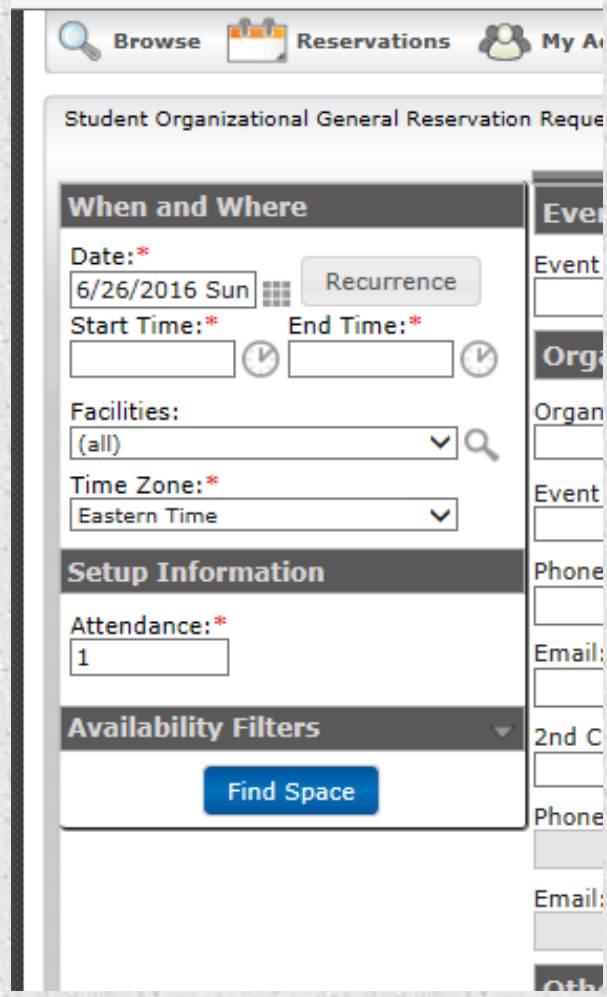
Before submitting a request for space, student organization events should be reviewed by the office of Campus Engagement. To seek approval, an executive officer from your student organization should complete and submit the Event Form located on the office of Campus Engagement's (Office of Campus Activities) Dragon Link profile.

Once approved, you will receive an event form number. The office Campus Engagement will notify the office of Event & Conference Services of the approval, referencing the event form number. You may then submit a request for a venue to support the event.

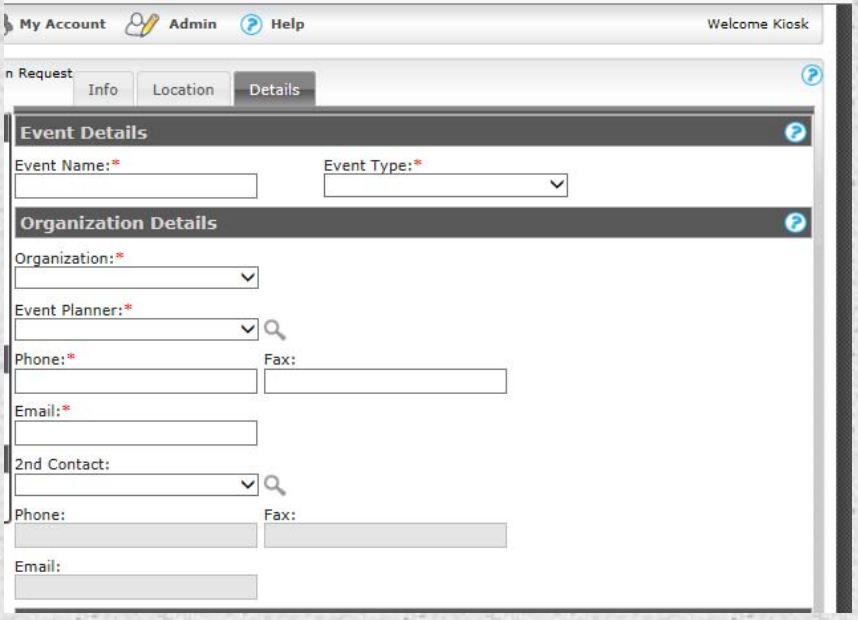
The General Reservation Request form should be completed for most general use spaces and partnership locations. Student Organizations must submit the request through the Campus Reservation System. Some partnership locations have specialized request forms and listed under the "Reservation". Be sure to complete the appropriate request form.

- Complete the form in FULL. Incomplete requests cannot be processed.
- Requests should be submitted, at minimum, (2) business weeks in advance of the marketing start date.
- Requests are processed in order of receipt
- Requests are not processed outside of the reservation scheduling cycle for the venue.



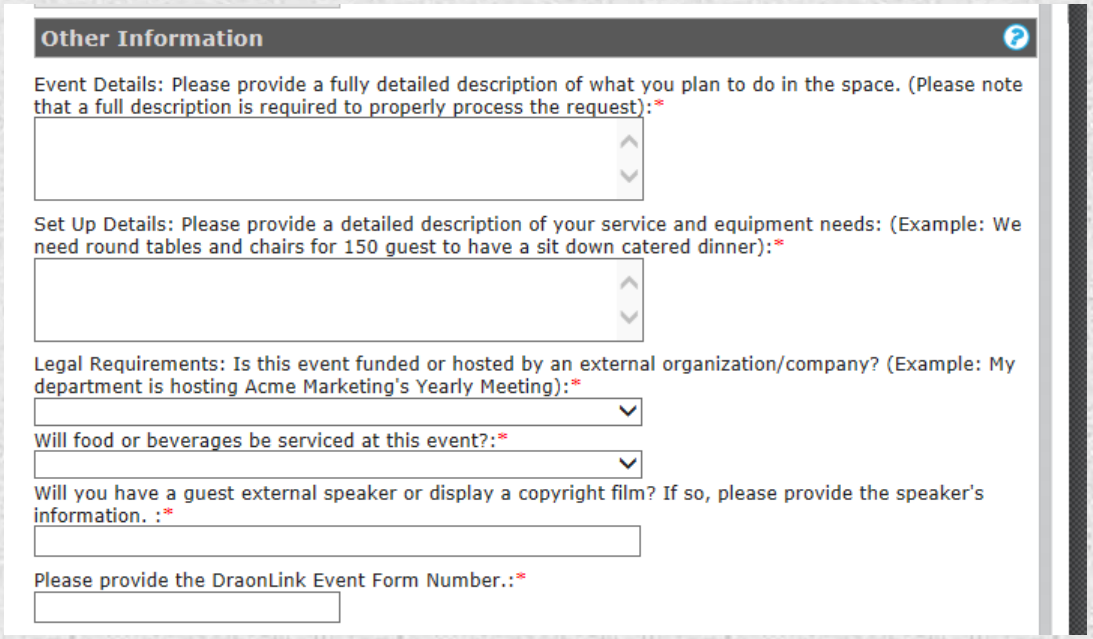


- Please submit your advertised event start and end time.
- Please be sure to include the maximum estimated attendance.
- If you have an alternate date, specify it in the Other Information section.



- Request must be submitted by the Event Coordinator or designated back-up
- Please be sure to list the contact information of person responsible for overall planning of the event.

- If there is a day of contact, please list as a secondary contact.
- Please provide university email address



Other Information

Event Details: Please provide a fully detailed description of what you plan to do in the space. (Please note that a full description is required to properly process the request):*

Set Up Details: Please provide a detailed description of your service and equipment needs: (Example: We need round tables and chairs for 150 guest to have a sit down catered dinner):*

Legal Requirements: Is this event funded or hosted by an external organization/company? (Example: My department is hosting Acme Marketing's Yearly Meeting):*

Will food or beverages be serviced at this event?:*

Will you have a guest external speaker or display a copyright film? If so, please provide the speaker's information. :*

Please provide the DraonLink Event Form Number.:*

- Please provide a detailed description of what you are planning to do.
- Please provide a detailed description of what furniture or equipment will be brought into the space.
- The more detailed you are, the less likely you are to encounter issues further along the process.
- If there is an external entity involved in the planning or funding of this event, you MUST identify the entity and explain their role.



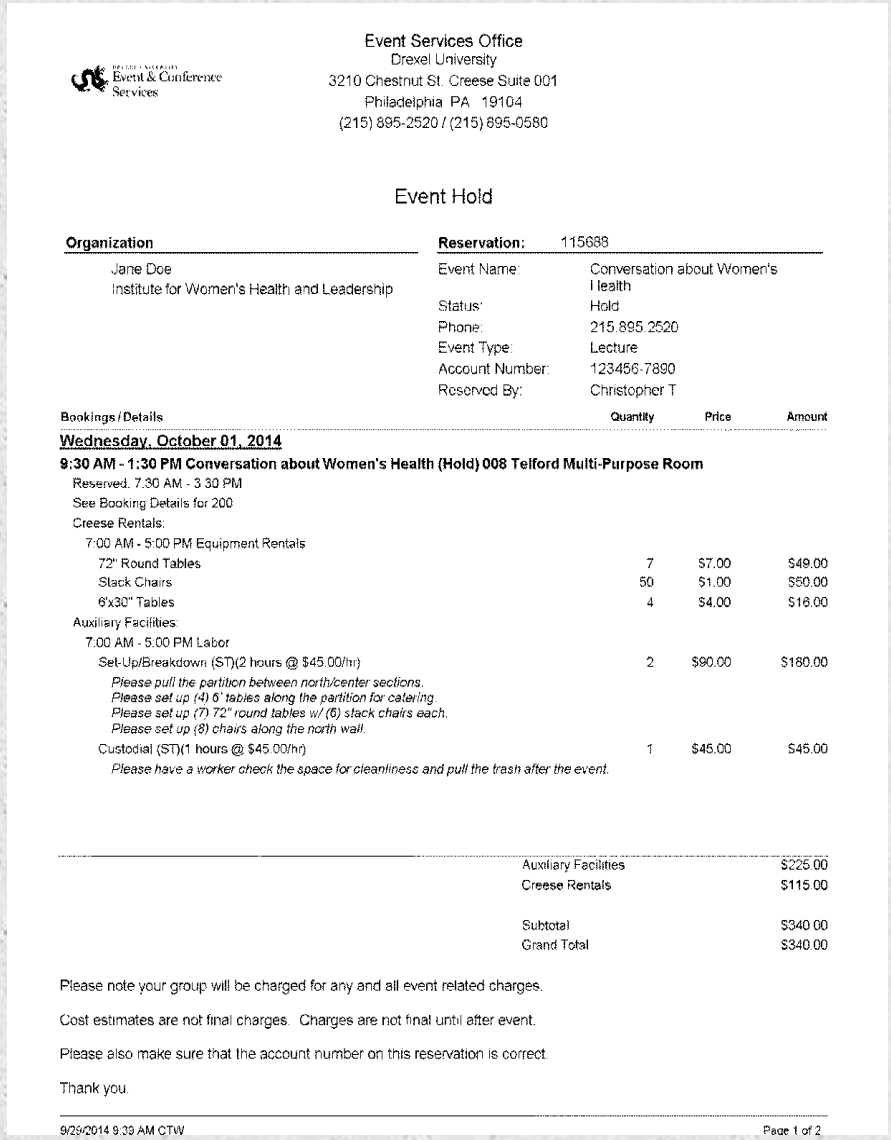
- Account information is required for ALL reservations. If funding is coming from a source other than your organization's account number please indicate so in the Other Information area under Event Details.
- If you are a new organization and do not currently have an account number, please be sure to work with the office of Campus Engagement to submit your request.

Once your request has been processed by the Event & Conference Services office, you will receive an email with a PDF attached. It is the responsibility of the event planner to review both the email and pdf. If your event is on hold the email will outline any missing information. The pdf will outline any support services either requested or required base on your event needs.

<u>The event planner must review the documents for accuracy</u>

Corrections or adjustments should be forwarded immediately.

Here is a sample of the pdf attachment.



Event & Conference Services

Event Services Office
Drexel University
3210 Chestnut St. Creese Suite 001
Philadelphia PA 19104
(215) 895-2520 / (215) 895-0580

Event Hold

Organization

Jane Doe
Institute for Women's Health and Leadership

Reservation: 115688

Event Name:	Conversation about Women's Health
Status:	Hold
Phone:	215.895.2520
Event Type:	Lecture
Account Number:	123456-7890
Reserved By:	Christopher T

Bookings / Details	Quantity	Price	Amount
Wednesday, October 01, 2014			
9:30 AM - 1:30 PM Conversation about Women's Health (Hold) 008 Telford Multi-Purpose Room			
Reserved. 7:30 AM - 3:30 PM			
See Booking Details for 200			
Creese Rentals:			
7:00 AM - 5:00 PM Equipment Rentals			
72" Round Tables	7	$7.00	$49.00
Stack Chairs	50	$1.00	$50.00
6'x30" Tables	4	$4.00	$16.00
Auxiliary Facilities:			
7:00 AM - 5:00 PM Labor			
Set-Up/Breakdown (ST)(2 hours @ $45.00/hr)	2	$90.00	$180.00
Please pull the partition between north/center sections.			
Please set up (4) 6' tables along the partition for catering.			
Please set up (7) 72" round tables w/ (6) stack chairs each.			
Please set up (8) chairs along the north wall.			
Custodial (ST)(1 hours @ $45.00/hr)	1	$45.00	$45.00
Please have a worker check the space for cleanliness and pull the trash after the event.			

Auxiliary Facilities	$225.00
Creese Rentals	$115.00
Subtotal	$340.00
Grand Total	$340.00

Please note your group will be charged for any and all event related charges.

Cost estimates are not final charges. Charges are not final until after event.

Please also make sure that the account number on this reservation is correct.

Thank you.

9/29/2014 9:39 AM CTW Page 1 of 2

SAMPLE RESERVATION CONFIRMATION



Event & Conference Services

Event Services Office
Drexel University
3210 Chestnut St. Creese Suite 001
Philadelphia PA 19104
(215) 895-2520 / (215) 895-0580

Event Hold

Organization

Jane Doe
Institute for Women's Health and Leadership

Reservation: 115688

Event Name:	Conversation about Women's Health
Status:	Hold
Phone:	215.895.2520
Event Type:	Lecture
Account Number:	123456-7890
Reserved By:	Christopher T

- Review the primary contact information for accuracy.
- Review the Billing Information for accuracy.

Status Types

Inquiry: Used for quotes and Virtual Requests – Doesn't secure venue or services

Hold: Secures venue. Details needed to secure services. Event still pending.

Confirmed: Secures venue and support services – No further communication required

SAMPLE RESERVATION CONFIRMATION

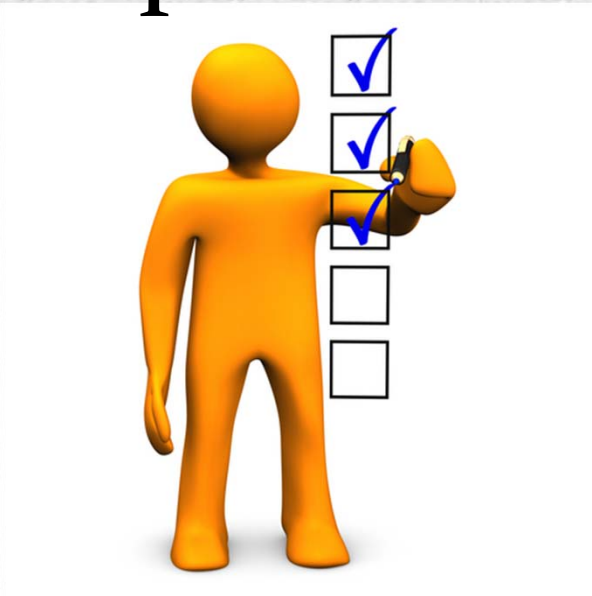
Bookings / Details	Quantity	Price	Amount
Wednesday, October 01, 2014			
9:30 AM - 1:30 PM Conversation about Women's Health (Hold) 008 Telford Multi-Purpose Room			
Reserved: 7:30 AM - 3:30 PM			
See Booking Details for 200			
Creese Rentals:			
7:00 AM - 5:00 PM Equipment Rentals			
72" Round Tables	7	$7.00	$49.00
Stack Chairs	50	$1.00	$50.00
6'x30" Tables	4	$4.00	$16.00
Auxiliary Facilities:			
7:00 AM - 5:00 PM Labor			
Set-Up/Breakdown (ST)(2 hours @ $45.00/hr)	2	$90.00	$180.00
Please pull the partition between north/center sections.			
Please set up (4) 6' tables along the partition for catering.			
Please set up (7) 72" round tables w/ (6) stack chairs each.			
Please set up (8) chairs along the north wall.			
20 rounds of 10 plus Boxed lunch and beverage tables.			

Auxiliary Facilities	$225.00
Creese Rentals	$115.00
Subtotal	$340.00
Grand Total	$340.00

- **Event Time:** Actual Event Time
- **Reserved Time:** Time venue is allocated for your event.
- **Support Services:** Outlines what will be scheduled, what is being set up and how, and when the work is scheduled to be completed and broken down.
- **Billing:** Service charges will be billed to the account listed by the various service departments. Web Finance will only display the sub totals.

Please note: If a service is not listed, it is not scheduled

Keep In Mind



- Reservation Details are required before events are listed as confirmed
- Do not advertise your event before receiving a confirmation of event space.
- Work with our office to determine cost prior to committing the university to hosting an external event.

Service Scheduling



AS NEEDED FOR YOUR EVENT

The university owns a finite amount of equipment to be used in support of campus events. Most in-house equipment is rental free for the use of student organizations.

- Room Setup
  - 6’ Rectangle tables
  - 5’ tables (rectangle) – **Creese Complex Only**
  - 30” Pedestal /Cocktail Tables – **Fee applies**
  - 60” Round tables
  - 72” Round tables – **Creese Complex Only**
  - Folding chairs
  - Stack chairs
  - Stage – **Creese Complex Only**
  - Podiums
- In the event in-house equipment isn’t available, equipment will be rented from an external vendor. **(Fee applies)**
- Additional items can be rented through a preferred vendor. These items will be billed to your group.
  - Staging
  - Décor (plants, lighting)
  - Specialty Tables
  - Tents

University Facilities

The university has a unionized labor contract outlining what work should be performed by the unionized workforce. This includes set up of equipment, grounds and custodial cleaning, and electrical support.

Custodial

Responsible for maintaining the cleanliness of all corridors, public space, classrooms, labs, offices, restrooms, elevators, and stairwells.

Electrician /Maintenance

Manages university electrical and mechanical infrastructure. Provide electrical and maintenance support to events

Utility

Responsible for the moving and relocation of office furnishings and laboratory equipment such as desks, filing cabinets, tables, chairs, and boxed items to buildings on campus as requested

Grounds Keeping

Responsible for maintaining all campus sidewalks, lawns, stairways, building entrances, and athletic fields including the daily removal of trash, debris, and snow; graffiti removal; and providing support to University City Campus events.

University Facilities Labor Rates & Scheduling

	Straight-Time (ST)	Over-Time (OT)	Double-Time (DT)
Custodial Grounds Keeping Utility	$45.00	$67.00	$89.00
Electrical Maintenance	$56.00	$84.00	$112.00

ST	8:00am – 5:00pm Monday - Friday
OT	5:01pm – 7:59am Monday – Friday, and Saturday
DT	Sunday and University Holidays

Any work scheduled outside of the university normal operational hours of 8:00am – 5:00pm, Monday through Friday, is subject to a (4) hour minimum of scheduled work.

University labor, space, and equipment rates can be found on the Event & Conference Services webpage under RATES

Event & Conference Services Audio/Visual Services

- Request should be submitted at minimum (1) business week in advance of your event.
- Late requests are subject to a $50 service fee, if fulfilled.
- Requests are accepted on a first-come-first-served basis, as equipment and technicians are available.
- Do-It-Yourself (D.I.Y.) Systems are available for student organization use.
  - D.I.Y. A and B have no cost
  - You pick it up, set it up , and return it.
  - One system per organization/event.
  - If system is taken out on the weekend it isn't available again until the following Monday.

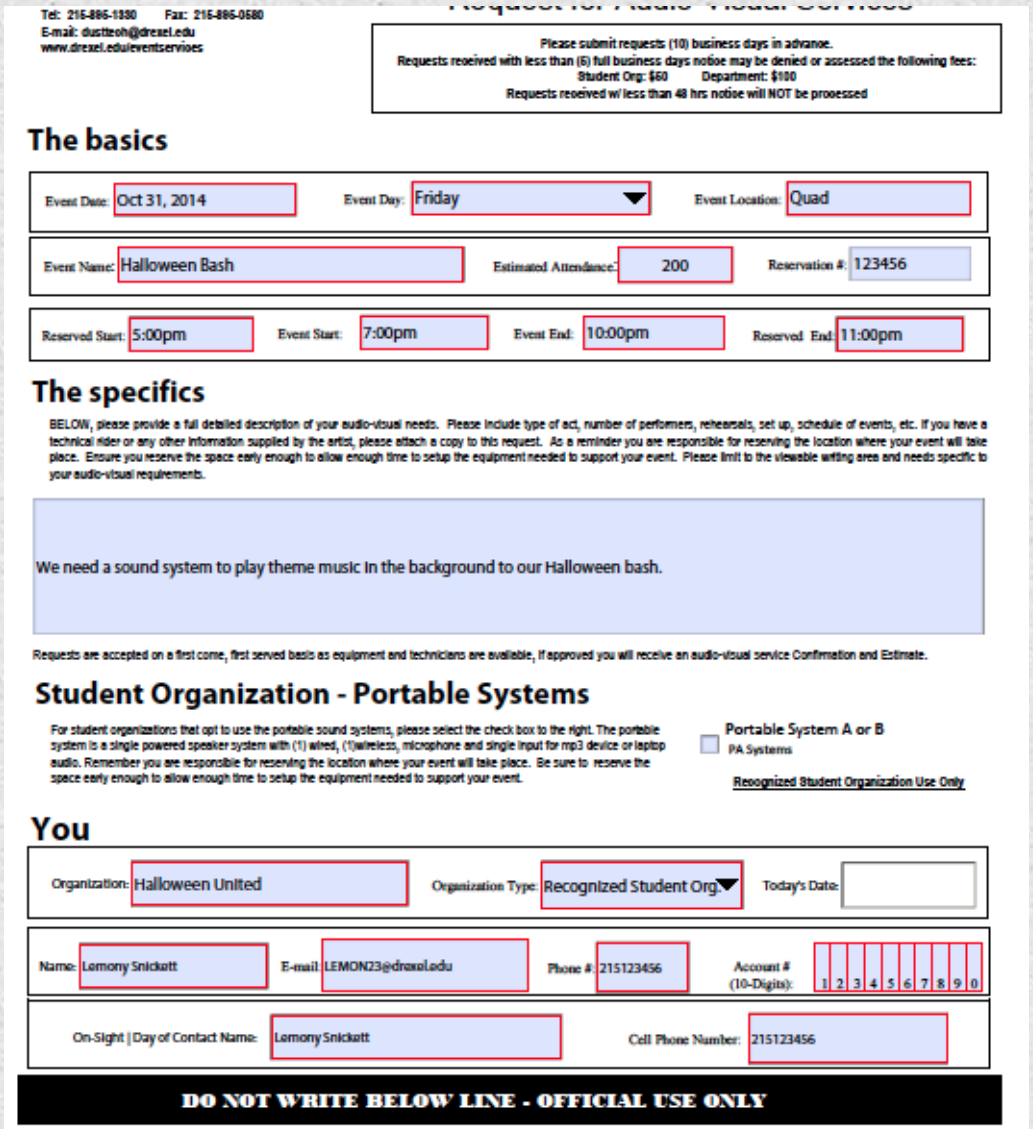


Audio/Visual Services

- Technical Operations manager can serve as a consultant if an external vendor is needed to support your request.
- For co-sponsored events involving student organization and non-affiliated groups and/or internal departments, The student organization must fill out the Audio/Visual form and organization must be billed to receive the student pricing.



Properly Completed Request Form



Tel: 215-895-1330 Fax: 215-895-0580
E-mail: dustteoh@drexel.edu
www.drexel.edu/eventservices

Please submit requests (10) business days in advance.
Requests received with less than (5) full business days notice may be denied or assessed the following fees:
Student Org: $60 Department: $100
Requests received w/ less than 48 hrs notice will NOT be processed

The basics

Event Date: Oct 31, 2014 | Event Day: Friday | Event Location: Quad

Event Name: Halloween Bash | Estimated Attendance: 200 | Reservation #: 123456

Reserved Start: 5:00pm | Event Start: 7:00pm | Event End: 10:00pm | Reserved End: 11:00pm

The specifics

BELOW, please provide a full detailed description of your audio-visual needs. Please include type of act, number of performers, rehearsals, set up, schedule of events, etc. If you have a technical rider or any other information supplied by the artist, please attach a copy to this request. As a reminder you are responsible for reserving the location where your event will take place. Ensure you reserve the space early enough to allow enough time to setup the equipment needed to support your event. Please limit to the viewable writing area and needs specific to your audio-visual requirements.

We need a sound system to play theme music in the background to our Halloween bash.

Requests are accepted on a first come, first served basis as equipment and technicians are available, if approved you will receive an audio-visual service Confirmation and Estimate.

Student Organization - Portable Systems

For student organizations that opt to use the portable sound systems, please select the check box to the right. The portable system is a single powered speaker system with (1) wired, (1)wireless, microphone and single input for mp3 device or laptop audio. Remember you are responsible for reserving the location where your event will take place. Be sure to reserve the space early enough to allow enough time to setup the equipment needed to support your event.

☐ Portable System A or B
PA Systems

Recognized Student Organization Use Only

You

Organization: Halloween United | Organization Type: Recognized Student Org | Today's Date:

Name: Lemony Snickett | E-mail: LEMON23@drexel.edu | Phone #: 215123456 | Account # (10-Digits): 1 2 3 4 5 6 7 8 9 0

On-Sight | Day of Contact Name: Lemony Snickett | Cell Phone Number: 215123456

DO NOT WRITE BELOW LINE - OFFICIAL USE ONLY

AS NEEDED FOR YOUR EVENT

- Security Services are assigned based on:
  - Event Type
  - Number of Attendees
  - Venue
  - Event Time
  - Historical value of event or participants.

Public Safety managers will assess events and determine security needs. There is a four hour minimum for all security scheduling.

- Food & Beverages: All events on university facility is subject to the university catering guidelines.
  - Food costing $100 or more must be purchased through Chestnut Street Caterers.
  - Food under $100 can be purchased from preferred vendors
  - Potluck Policy established for event w/ 50 attendees or less
  - BBQ policy established for bbq events w/ 50 attendees or less

For more information on the catering policy please visit
http://www.chestnutstreetcaterers.com

Events with Alcohol Policy

Student organizations must receive approval from the office of Student Life in order to serve alcohol at an event.

- Complete the Event with Alcohol request on the office of Campus Activities Dragon Link page, under forms.
- Form should be submitted two weeks in advance of the event date
- Once approved an email notification will be sent to the group from the office of Event & Conference Services.

Off campus University events with alcohol must be approved by the appropriate affiliated University department and held at a properly insured third party facility. All contracts related to the third party facility must be reviewed and approved pursuant to the contract protocol policy in order for this request to be reviewed.

Contracting





University facilities and resources can be used in support of external programing. However, certain guidelines must be followed. Additionally, more processing time is required, as several university departments must be involved. This often requires additional levels of approval and contracts to be drafted. These contracts can include agreements for external vendors, facility use, or speakers.

It is critically important, at the point of reservation, to make the Event & Conference Services office aware of any external company or organization involved in the planning of your event

Facility Use Agreement Process

If you denote that an external organization is involved in this event and it is determined by our office that this event is externally co-sponsored, a facility use agreement must be completed. The typical process is as followed:

- Meeting w/ Event & Conference Service office is required to assess the nature of the external organization's involvement
  - Will this event occur if university space is not available?
  - Is the group paying for services?
- Event Details Will Be Gathered
- Facility Use Agreement Will Be Drafted
- Signed Agreement, Certificate of Insurance, and Payment (if applicable) is Due
- Event Occurs

Vendor Service Contracting Process

Contracts for external specialty service providers are processed through the office of Campus Engagement. (Example: Bounce House, Dunk Tank)

- Submit request for contract via Dragon Link.
  - Visit the Office of Campus Activities Dragon Link profile
  - Select FORMS from the left-navigation bar
  - Select Contract Request Form





- Required Documents (Paid Services Only)
  - Vendor Invoice
  - Vendor W-9

Vendor Service Contracting Process

- Request for Contract is required for all external vendors, speakers, and/or performers. (paid/unpaid)
- Service Agreement Drafted by the Office of Campus Engagement
  - Outline Service to be rendered
    - Specific Times of Service
    - Specific Quantity of Product
    - Outline Payment amount, and timeline.
- Signed Agreement is Due
- Payment process will begin

Event Contact will be copied on all communication w/ vendor for review.

Agreement should be carried with the group to the event for clarity and verification.

Billing and Cancelations





BILLING/INVOICING

- Charges are submitted for billing on the 20th of each month for the previous month
- Event Charges will be billed per service category
  - Auxiliary Facility
  - Security
  - External Rentals

Please note that services not rendered, or rendered improperly should be reported the next business day.

CANCELLATIONS

- Event without services should be canceled (1) business day in advance of event.
- Events w/ service should be canceled (1) business day in advance of service rendered.
- If an event is not properly canceled with the Event & Conference Services office, service charges may apply.



Questions?