

Successful Event Planning Guide for Faculty and Staff:

This guide was created in response to inquiries we have received regarding event planning details. It includes policies, procedures and step by step information you will need when planning a function.

Reserving Space:

NOTE: All official notices about this event/activity/program must tell the attendees how they can request disability-related accommodations. Include language such as the following: "If you are a person with a disability and require an assistive device, service, or other accommodation to participate in this [event, activity, program], please contact the Central Reservations Coordinator (401-865-2070; M-F 8:30a.m. – 4:30p.m.) well in advance of this [event, activity, program]."

It is important to find a location for your event before you begin making further plans. When making room reservations, provide as much advance notice as possible and have alternative locations in mind in case your first choice is unavailable. It is also helpful to know what furniture, audiovisual equipment, or other special setups you may require and place that information directly onto the form.

All College facilities and spaces, must be booked online through 25Live. A username and password are required to use the system. Please contact the Central Reservations staff at reservations@providence.edu for assistance in setting up an account. Once you log-in, the reservation form will ask you for the following information:

- Event name
- Event title
- Event type
- Primary Organization for this event
- Expected head count
- Event description
- Select the event date - the system will also ask you if your event has more than one occurrence
- Event Time (actual start and end time)
- Amount of Prep Time Needed in Advance of Event Time
- The system will then ask you to find and select event locations
 - The system allows individuals to search by location name
 - OR select advanced search and fill in the criteria for the system to find you an appropriate space based on your selected space capacity, room features, etc.
- Once you complete the event location portion, the system will ask you to select custom attributes for the event (these will vary depending on the event type you select).
 - Included in that selection will be a second choice of date and space for your event, as well as the option to highlight your event on the main PC calendar.
- Completing that section will bring you to a form which asks you to specify the name of the person responsible for the event, as that will be the person who will be contacted with any questions.

- The next page will ask for event details such as physical plant set-up, if College Events should be alerted because the requestor is sponsoring an outside group/speaker, or is open to the public, and if SAIL should be alerted if you are attempting to reserve a space in Slavin or if the event is considered to be a student event.

To make changes to a reservation, log into 25Live. If the word “edit” is visible next to the event on your “Event drafts” page, you can make changes directly. If your event is no longer visible on your “Event drafts” page, you must email reservations@providence.edu to make any changes. Be sure to include your reservation number, which may be found on the email you received immediately after submitting your reservation.

Once you submit a reservation request, you will immediately receive an acknowledgement of your request via email. This does not mean that your reservation is confirmed. A reservation confirmation will be sent following the approval process. The reservation confirmation process typically takes between 5-7 business days, so please plan accordingly.

Physical Plant/ Cleaning:

Please note that College resources are not unlimited and they will be allocated on a case-by-case request. One cannot assume that there will be tables and chairs available for your event. When planning an event there is always a possibility that tables and chairs will have to be rented from an external vendor.

Recycling, Cleaning & Trash Removal:

Please keep the following in mind as you plan for events:

- When reserving your event space, be sure to request recycling bins and trash cans
- ABM provides custodians to clean during and after your event. Please make these requests as far in advance as possible by contacting 401.865.2073
- ABM will bill you for any cleaning services they provide. These costs vary based on the size of your event and cleaning needs. Cost will be determined on a case-by-case basis, so please ask for an estimated cost when you call with your request.
- Please note: Your organization may receive a bill for cleaning services if it was determined that a space needed to be cleaned following your event and cleaning was not previously requested.

Tables, Chairs and Other Equipment:

The College owns a limited supply of tables and chairs. You should indicate your setup needs (tables, chairs, podium, etc.) when you make your initial room reservation through 25Live. If you are using a space without dedicated equipment, it is important for you to anticipate your needs and order chairs and tables well in advance of your event. If you need to rent additional tables and chairs, or coat racks with hangers, please contact an external vendor for a quote.

Staging:

The College owns a limited supply of 32", 24", and 16" tall staging (each piece measures 4'x8') that may be used in a variety of settings. A reservation may be made online in your 25Live Space Reservation Request for this equipment. Please contact an external vendor if you require staging that is more elaborate than that which the college owns, or if the college's staging is unavailable. You should connect with your speaker regarding their staging and sound requirements well in advance of an event.

Security:

It is a requirement that campus security be notified of all events that occur on the Providence College campus. A security plan needs to be developed in conjunction with the event planning process. Below is a general list of what you will need to provide to form an effective plan:

- Event name
- Location
- Time you would like to room to be open for set-ups
- Times of event (event start/end time)
- Estimated number of attendees
- Parking plan (where will participants park? Which gate should they enter?)
- Note the presence of a dignitary or special lecturer (Does this individual require a security detail? Special parking area?)
- Target audience (i.e. Will minors be present? Visitors from other area colleges?)
- Types and number of vehicles security should be expecting on campus (busses, shuttles...)
- Event organizers must inform security of the presence of alcohol at any events – students must be carded by security to make certain they are of age, therefore, a detail must be present to check IDs.
- Budget (Will any security costs be incurred? It is the sponsoring organization's responsibility to pay for security services.)
- Note any areas of concern

Catering:

Sodexo is the contracted catering entity on campus. Food and beverage, as well as any necessary linens, may be ordered through Sodexo. It is recommended that only one member of your organization be in contact with the catering office of Sodexo to minimize confusion. Requests for Sodexo catering may be made by contacting 401.865.2314 or making an online order through catertrax. Please visit their web-site for more information regarding catering services and to view their catering guides. <https://pcdining.sodexomyway.com/catering/index.html>

AV Needs:

Contact Academic Media Services for audiovisual equipment for lectures or speaking programs. They will not provide sound equipment to be used by bands or DJs. Requests must be made at least 48 hours in advance of your event to 401.865.1271. For more information regarding their services, please visit their web-site: <http://www.providence.edu/ams/Pages/default.aspx>

Copy Center Services:

The Copy Center is located in Feinsein Academic Center, Room 102.

Hours: Monday - Friday 8am to 4:30pm

Phone: 401-865-2436

Please visit their website for a list of offered services: <http://www.providence.edu/copy-center/Pages/default.aspx>

Signage/advertising:

Posters may be printed through Academic Media Services to advertise campus events. To have posters printed, please email AMS (pbien@providence.edu) with a PowerPoint slide, PDF file, or JPEG image, the number of posters requested, the size of the poster (ex. 18x24) and event for which they are requested. Posters can be picked up in Feinsein 311 upon completion. Please allow at least five business days for printing.

The following procedures and regulations apply to campus posting:

- Flyers and posters must bear the name of the sponsoring organization(s) and must be removed within 24 hours after the completion or cancellation of an event. Departments granting posting approval have the right to deny any advertising materials based on inappropriate content (in text, graphic, or photographic form), lack of information, date or location of event, or any other concerns.
- The posting of flyers and posters on kiosks across campus and in or around the Slavin Center must be approved by the SAIL Office. Kiosks are located outside of Phillips Memorial Library, and Davis, Raymond and Moore Halls. The SAIL Office is unable to approve more than five flyers or posters for any given event.
- The posting of flyers and posters within the residence halls is prohibited without the express permission of the Dean of Residence Life or a designee.
- Advertisements may not be affixed to walls, doors, windows, or posts. All posted materials must be hung in covered bulletin boards or on campus kiosks.
- All campus emails sent to specific classes or the entire student body must be approved by the SAIL office. SAIL has the right to delay or deny the distribution of any emails based on lack of information, or any other concerns. Email requests must be submitted at least five business days in advance of the requested distribution date to the following addresses:

pc-2016@lists.providence.edu
pc-2017@lists.providence.edu
pc-2018@lists.providence.edu
pc-2019@lists.providence.edu
pc-faculty@lists.providence.edu
pc-staff@lists.providence.edu

Please keep in mind that your message will be distributed exactly as it is received by the mailing list. Do not include any type of instructions to the mailing list moderator(s).

Keep in mind:

- Proper planning is very important and one must never assume anything. For example, when reserving a room on campus, do not assume that the space will have the furniture in it you saw at an event you attended or that a podium and microphone will be there for you.
- Understand your intended audience and determine a realistic expectation of event attendance.
- Consider other departments that may wish to co-sponsor the event. These collaborations can increase creativity and decrease event costs.
- Determine possible dates and times for your event while considering religious and institute holidays and the scheduling of other campus events by checking the PC Events Calendar.
- Remember to consider accessibility issues when reserving space.
- It is important to have list of contact numbers of vendors and volunteers in case of an emergency.