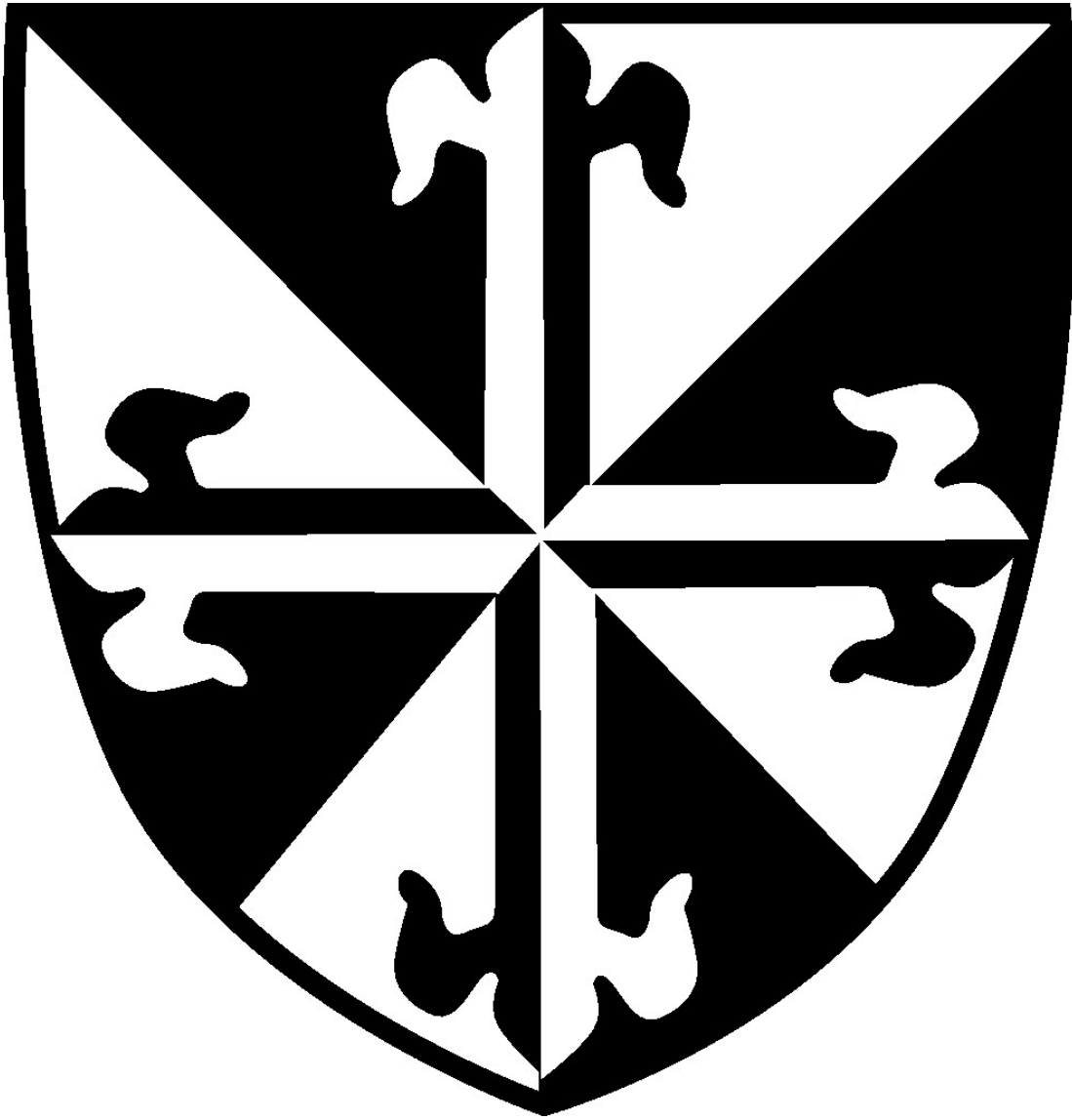


# Providence College

## Event Planning Guide for Faculty and Staff



**2019**

Revised 12/18/2019

***Faculty and Staff Event Planners:***

Conferences, symposiums, lectures, performances, and exhibits allow the College to showcase the work and accomplishments of faculty, staff, students and alumni; foster a sense of community and put into action our mission to serve the College and surrounding community as an intellectual, spiritual, and cultural center. Events provide a wonderful opportunity for the campus community and visitors to experience a wide range of scholarly and cultural programming, and to enjoy the transformation of the Providence College campus.

Following these event guidelines, you will maximize the use of institutional resources, avoid unnecessary scheduling conflicts, mitigate risk to you and the College, promote the positive image of the College, and ensure that attendees have a memorable and efficient experience.

The Office of College Events is an excellent consultant resource as you begin the planning process. This event guide assists with planning all types of events. Before you begin this process consider the following questions:

Does the event:

- Support the College mission?
- Have an educational component?
- Require my Vice President's approval?
- Support inclusion on the campus?
- Require financial resources?
- Support a collaboration with another office?
- Match available resources (venue size, physical plant resources, parking, etc.)?

If we can be of assistance as you navigate the planning process, call the Office of College Events at 401.865.2344 between 8:30 a.m. and 4:30 p.m., Monday through Friday, or feel free to email us at [colevent@providence.edu](mailto:colevent@providence.edu).

Sincerely,



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# Successful Event Planning Guide for Faculty and Staff

This guide includes policies, procedures, and step-by-step information you will need when planning a function at Providence College.

## College Events and Conference Service Support

The Office of College Events supports both the signature academic and advancement events for the College and conference services for faculty and staff. College Events role is to advise and identify support needs for conferences and events sponsored by these groups. The Office of College Events is responsible for navigating faculty and staff through the necessary steps to hold an “in-compliance” event on the campus. Guidelines are detailed below and should be consulted in advance of initiating any plans for events on the campus. The Office of College Events is structured under the Office of Institutional Advancement/Engagement and is located in Harkins Hall, Room 404. A member of the staff can be reached at [colevent@providence.edu](mailto:colevent@providence.edu) or X2344.

## Conferencing and Facilities Usage Policy Statement and Acceptance/Denial/Postponement of Requests

### Policy Statement

As an educational institution, Providence College has the capability of holding partial or full-day conferences and events on campus for the purpose of enhancing the intellectual life of the College, provided that the proposed activities meet the following criteria:

- The conference or event must be consistent with the mission of the College
- The purpose of the gathering must include an educational component
- The conference or event does not involve an on-campus overnight stay
- Exceptions to the no overnight policy to be made only by the President or his designee.
- The number of attendees at the conference or event is limited-typically less than 300 participants.

### Faculty/Staff

Providence College in its sole discretion reserves the right:

- To charge established fees when appropriate.
- To review, postpone and/or cancel presentations during which a speaker event intends to advocate the rejection of a clear teaching of the Catholic Church.

### Denial or Postponement of Requests

Reasons for denying or postponing use of facilities for an event/conference include, but are not limited to, the following:

- Event/conference does not comport with the Speaker Policy and/or College mission.
  - Speakers are not submitted within the time requirements.
  - A respondent is not made available regarding a specific topic, etc.
- Numerous campus events occurring simultaneously may adversely affect efficiency of the College’s services:

- Insufficient parking
- Overtaxing of the Office of Public Safety
- Overtaxing of Physical Plant
- Overtaxing of Sodexo Campus (Food) Services
- Overtaxing of Academic Media Services
- Overtaxing of College Events Personnel Services
- Proximity of requested event site is not compatible with other previously scheduled activities (Black-out period)
- Requested site is scheduled for maintenance/renovation
- Requested event/conference may negatively affect campus aesthetics (e.g., signage, equipment, overt construction required to stage event)
- Uninsured group (for external organizations)
- College contractual agreement or other required documents not signed in a timely manner or changes requested that are not acceptable to the College.
- Proper protocol is not followed

## **Speaker Policy for Faculty/Staff:**

### **Outside Speakers Hosted by Faculty of the College**

Speakers invited by the faculty of the College and sponsored by faculty through their departments, programs, or as part of a class, and presenting in an academic space (that is, classrooms and lecture halls), enjoy the benefits of academic freedom as long as the intended audience is the College community.

Reservations for events including outside speakers must be submitted to the Office of Registrar, via 25Live Pro, two weeks prior to the event to ensure space and appropriate logistical support. The name, topic, and sponsoring entity (or entities) are submitted at that time.

When a non-academic space is requested for a speaker sponsored by faculty, or when the public is explicitly invited, the event will be considered ‘public.’ Given the nature of these events, organizers are encouraged to consider the most appropriate format for each speaker and topic. When the presentation deals with particularly controversial material, the Dominican legacy of the Disputed Question can be a helpful resource to ensure that opposing sides are heard and considered. The Office of Mission and Ministry as well as the Office of Institutional Diversity are also good resources toward the planning and execution of a successful event. If it is clear that a speaker intends to advocate the rejection of a clear teaching of the Catholic Church, the College enjoys the right to ask that the format of the presentation include a respondent supportive of the Catholic position.

**Please note: The event guide is a live document and some event policies are currently under review. If you are a faculty member and plan to bring a speaker/entertainer/vendor for use in campus event space in the Spring 2020 semester, please contact College Events prior to submission of your reservation or marketing your event. As indicated above, if the speaker is part of your course curriculum, in your scheduled classroom, you are not required to contact College Events.**

## **Outside Speakers hosted by Staff and Administrators of the College**

College staff and administrators who wish to invite speakers to campus or sponsor on-campus events will inform and receive written approval from his or her divisional vice president of the intended speaker, topic, date, time and audience prior to reserving the event in the central reservations system.

Reservations for events including an outside speaker hosted by staff and administrators must be submitted via 25Live Pro at least one month prior to the event to ensure space, appropriate logistical support, and sufficient oversight, as described above. The name, topic, sponsoring entity (or entities), and any intention to invite the public is submitted at that time. Please be advised all reservation requests should receive confirmation via email within 7 days of request in 25Live Pro. If you do NOT receive a confirmation email, please call the Central Reservations Office at ext. 2070 to ascertain the reason for the delay in confirmation.

Speakers with staff-hosts are approved and processed through the Office of College Events once the original request is submitted through 25Live Pro. This office reviews the entire event to ensure compliance with the College's due diligence procedures (e.g., proof of insurance, logistics), determine fee structure, and ascertain appropriate level of support services that are needed in accordance with the College's facilities and event usage policies.

- If the event is open to the public, it is the responsibility of the administrator host to inform his or her vice president of whether the speaker or event intends to advocate for a position contrary to a clear teaching of the Catholic Church.

**Note: The event guide is a live document and some event policies are currently under review. If you are a staff member and plan to bring a speaker, entertainer or vendor to campus in the Spring 2020 semester, please contact College Events prior to submission of your reservation or marketing your event.**

## **Invited Dignitaries:**

When considering inviting a declared candidate for public office, current elected official, or other dignitary (i.e. religious official or former governor) to campus, please contact the Office of Public Affairs, Government & Community Relations for guidance and assistance at least two weeks prior to the event.

## **Fundraising Events/Activities:**

**Definition:** A fundraising activity or event is a function where all proceeds above expenses are donated to an individual, a charitable organization, or a recognized student group.

**The following policies and procedures apply to fundraising:**

College employees shall not solicit gifts for or in the name of Providence College or any part of Providence College without prior approval from the College's Executive Vice President. Many charitable organizations would like to solicit contributions from members of the College community.

The ability to allow charitable organizations to solicit on campus is extremely limited as a result of the demands on College facilities for educational purposes.

The College acknowledges the appropriateness of solicitations, such as the support of the annual solicitation by the United Way and Rhode Island blood drives on campus. At the same time, the College reserves the exclusive right to determine whether to approve a fundraising activity or event on a case-by-case basis.

### **Process for any Fundraising Approval for Faculty, Staff or Alumni**

- Fundraising and solicitation by a faculty, staff member or Alumnus must be coordinated with the overall fundraising efforts and priorities of the College, must not negatively impact the College, and must not interfere with the College's development activities.
- Prior to final approval of a fundraising event, the Office of Institutional Advancement shall review and endorse the proposal, which should include a list of prospective individual donors or targeted groups of donors (e.g., faculty, staff, alumni) to be invited and/or solicited, and the budget for the event. The requestor may collaborate with the Office of College Events to obtain permission from the Office of Institutional Advancement.
- A fundraising activity or event must be officially sanctioned and approved by the vice president to whom the event sponsor reports.
- Approval of a recurring event must renew for each subsequent occurrence of the event.
- The faculty/staff member or department sponsoring the fundraising activity or event must comply with relevant provisions of the College's due diligence requirements and procedures, including matters related to risk management, as outlined in the Event Guide.

### **Important Guidelines:**

#### **Alcohol Policy for Faculty/Staff-Sponsored Events**

Alcohol service for **faculty or staff-sponsored events**<sup>1</sup> must be coordinated through Sodexo Catering Services or through an approved and licensed liquor service authorized by the Office of College Events. Liquor must be served by certified professionals at all college functions. If faculty and staff are sponsoring an outside group, unrelated to Providence College business, alcohol is not permitted. Any component of alcohol should be identified in the College's reservation system.

#### **Terms and Conditions for Alcohol Service**

- Alcohol service is permitted after 4:00 p.m., Monday through Friday, and after 12 noon on weekends.
- Prior approval from the Office of College Events is required for a hosted (open and unlimited) or cash bar service on campus.

## **Liquor Licensing and Insurance**

A liquor license must be secured by Sodexo and /or subcontractors through the City of Providence. Insurance and proper City licenses should be obtained by the provider of alcohol service and submitted to the Office of College Events at least 5 days prior to the event.

## **Security Measures When Alcohol is Served**

In collaboration with the Office of College Events, the Office of Public Safety will review the request, and relevant circumstances to determine whether or not a security detail will be required. If the event is open to the public and/or the event does not lend itself to an advanced registration system such that it is difficult to estimate the number of guests, a security detail normally will be required.

## **Proper Identification for Alcohol Service**

The faculty or staff member sponsoring the event will be notified promptly when a security detail is required. Guests who are of legal age must provide legal identification to a vendor's staff member or a certified bartender for all college events. Providence College employees<sup>2</sup> are not permitted to perform this task at this time.

## **Events to Which Students will be Invited or Welcomed with Alcohol Service**

In collaboration with the Office of College Events, the Associate Vice President/Dean of Students must approve alcohol service at events attended by students. Providence College students who are of legal age must provide legal identification to a vendor's staff member or a certified bartender for all college events. Providence College employees<sup>3</sup> are not permitted to perform this task at this time.

## **Alcohol Policy Application**

Exceptions to one or more provisions of this Policy can be granted by the Vice President of the division sponsoring the event after consultation with the Associate Vice President/Chief of Public Safety and, if the event will include students, after consultation with the Dean of Students. A Notice of Change is to be given to the Office of College Events within five (5) days of the event.

**A list of 21+ Providence College students should be obtained by requesting the list 5-7 business days in advance, from the Office of the Registrar. The main office phone number is 401.865.1033.**

## **Definitions related to Alcohol Policy**

<sup>1</sup> **Event:** An "event" is a College-sponsored, hosted, or approved gathering of a group of individuals. Events include but are not limited to those meant to support the educational, employment, and/or promotional objectives of the College, or to celebrate institutional or individual achievements. Activity in the Dominican Priory, Dominic House or Cabinet-level conference rooms does not constitute an "event" for purposes of this Policy.



<sup>2</sup> **Employee:** For purposes of this Policy only, an “employee” includes the College’s faculty, staff, and student employees, irrespective of their status (i.e., full- or part-time; permanent or temporary; tenured, pre-tenured, or adjunct).

<sup>3</sup> **Employee:** For purposes of this Policy only, an “employee” includes the College’s faculty, staff, and student employees, irrespective of their status (i.e., full- or part-time; permanent or temporary; tenured, pre-tenured, or adjunct).

## **Other Relevant Event Guidelines:**

### **Non-Smoking Guideline**

The Rhode Island Public Health and Workplace Safety Act prohibits smoking in all enclosed public places within the state, including post-secondary education facilities (R.I.G.L. 23-20.10, et seq). Smoking is expressly prohibited in all College-owned and operated buildings and vehicles, including but not limited to residence facilities, suites and apartments, work spaces and offices, auditoriums, classrooms, conference and meeting rooms, elevators, hallways and stairwells, cafeterias, lounges, and restrooms. This non-smoking policy applies to faculty, staff, students, contractors, and visitors. Evidence of indoor smoking, including the ashes of cigarettes, cigars, pipes, or other smoking equipment or products, will result in disciplinary action.

Smoking outdoors is permitted in College-designated smoking areas only. Receptacles for waste are provided in designated outdoor-smoking locations. For a list and map of designated outdoor smoking areas on campus, visit the Office of Public Safety. Additionally, the sale and marketing of cigarettes and other tobacco products is prohibited on campus.

### **Copyright Guideline**

The federal Copyright Law (Title 17, United State Code, Section 101 and following) requires all members of the Providence College community to respect the proprietary rights of owners of copyrights and to refrain from actions that constitute an infringement of copyright or other proprietary rights. Copyright Guidelines have been developed to assist members of the community to comply with federal copyright law. Members of the Providence College community are expected to become familiar with these Copyright Guidelines, to act with careful consideration of their requirements, and to seek assistance whenever necessary and as directed. Willful disregard of Providence College’s Copyright Policy by members of the community may result in personal liability in the event that legal action is taken against them. Further, the College may refuse to defend employees named in a court suit and employees may be personally liable for any damages incurred as a result of the copyright violation. Refer to the Phillips Memorial Library’s website for the Guidelines and other resources focused on copyright law and higher education: <https://pml.providence.edu/research/>.

### **Photography Guideline**

Event attendees may need to sign a photo release form provided to you by College Events and required by General Counsel. If you are planning to film or photograph any aspect of your event, this notice should be posted in an area where any participant can view it upon entry:

*“Your entry to this event constitutes implied consent to be photographed and to have those photos published. Should you not like your photos to be released, please let someone at the registration table know.”*

### **ADA Guideline regarding Events**

- All official notices about your event must inform the attendees of the procedures for requesting 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].”*

Please use the following link to the ADA hospitality guide as a helpful resource in planning an ADA compliant event.

<https://www.adahospitality.org/accessible-meetings-events-conferences-guide/book>.

## **Key Roles:**

### **Central Reservations**

Central Reservations is responsible for general scheduling of all **non-instructional (non-classroom) space** for the College through the Web-based 25Live Pro Scheduling System. Central Reservations has the authority to approve use of space requested by a member of the College’s internal community—students, faculty, or staff—to hold a meeting or routine event in non-instructional space. Requests may be made by accessing <https://25live.collegenet.com/pro/providence/> at least two weeks in advance of the event date. If the event is to include an outside speaker, the request should be made no later than one month in advance. **Approvals must be received via email (for both the speaker and their content, as well as the space) before your event can take place.**

### **Office of the Registrar**

The Registrar is responsible for the scheduling of all **instructional space** at Providence College. The Registrar’s Office will approve or deny a request for space for routine events that involve the internal community (student or faculty/staff in academic space); it will forward information to the Office of College Events for approval of those events that involve the external community.

Requests maybe made by accessing the 25Live Pro website at <https://25live.collegenet.com/pro/providence/>.

### **Office of College Events**

Special events or conferences that do not require Cabinet approval are assessed by the Office of College Events. The role of the Office of College Events is to review space requests that

originate in Central Reservations for faculty and/or staff groups that involve a keynote speaker or external constituency. Through a process of Due Diligence, the Office of College Events works to ensure that general and legal requirements have been met. Due Diligence involves a review of the criteria a group must meet in order to gain approval through the Office of College Events when external constituencies are involved- contract and insurance compliance, review of logistical needs, etc. If an outside speaker or panel is involved, please contact the office of College Events prior to marketing and reserving space for your event.

### **Cabinet**

All inquiries for College facilities and support which depart from established Providence College overnight housing rates, as well as requests for College funding, must be reviewed by the Cabinet when the event requires “Official College Events Status.” This status is defined as any event that may have a significant impact on overall campus resources (e.g., summer overnight conference requests, large academic conferences which consist of more than 300 people for one or multiple days).

### **Office of General Counsel**

The Office of General Counsel works with the Office of College Events to ensure compliance with Due Diligence mandates and other legal matters as necessary.

### **Building Space Coordinator**

A building space coordinator is a faculty or staff member that has oversight responsibility for a particular reservable space on campus. This person responds to requests from Central Reservations regarding usage of that particular space.

### **Conference or Event Definition**

An organized gathering of a group of individuals meeting for the purpose of consultation or the exchange of information and discussion among participants who have a defined topic (e.g., colloquium discussion, seminar, or lecture). The conference or event must include an educational component.

## Choosing a Day and Appropriate Space:



It is important to find a date and a location before you begin planning your event. When making a room reservation, provide as much advance notice as possible, and have alternative locations identified for Central Reservations. It is helpful to know what furniture, audiovisual equipment, or other special setups you may require, and submit into the 25Live Pro form. If you plan to utilize Sodexo catering service a secondary space may need to be reserved.

**Request a room that matches your audience.** Be realistic about how many people are likely to attend your event. Room capacities are listed on the online room reservation form.

### Date and time considerations/ target audience:

- Time of day is important- i.e. fewer undergraduate students have class later in the day, Wednesday afternoons might be better times for faculty participation, consider avoiding the dinner hour unless a meal is planned, etc.
- Events that overlap or conflict with major College events compete for audiences and make it difficult to attract attendees from the campus community. Consult the school's online public calendar, the reserved rooms schedule on 25Live Pro, and the College's calendar for potential conflicts.
- Consider religious and institution holidays when choosing a date.
- Reading Period and Exam Weeks: Events involving student audience or participation should not be scheduled during reading days or the exam period.
- Events scheduled after a holiday break need more promotion or should be avoided.
- Study the class schedule and academic calendar. Consult with the Office of the Registrar regarding class schedules.
- Submit your room reservation request promptly (at least one month in advance) even if some details have not been finalized.
- Note that events are held in a tentative status until all details are finalized (ex. confirmation of a guest speaker).
- Remember to consider accessibility issues for guests and vendors when reserving space.
- Be aware of work hours for campus partners. Your needs may fall outside of normal work hours.
- **REMEMBER: Your space reservation is not guaranteed until you receive a confirmation email from 25Live Pro. If you do NOT receive a confirmation email**

**within 7 days of making your reservation, please call the Central Reservations Office x2070 to reserve an alternate space or get more details.**

If you are unsure, schedule a consult with College Events about dates, times and target audience.

### **Reserving a Space:**



All College facilities and spaces must be booked online through 25Live Pro.

<https://25live.collegenet.com/pro/providence/>

Use your network username and password to login. Contact the Central Reservations staff at [reservations@providence.edu](mailto:reservations@providence.edu) for assistance. Once you log in, the reservation form will ask for:

Event Name

Event Title

Event Type

Primary Organization/Host for this event

Expected head count

Event description

- Provide as much information as possible. This description will be visible to all viewing the College calendar and serves as advertisement of your event.
- This information can be edited by Central Reservations to account for any changes or updates to your event.

Event date and time

- This should be the actual start and end time of the event (the time that will be published on the calendar)

- Additional time should be added before and after your event if needed for set-up and break-down

#### Repeating pattern

- Does your event repeat? (Is this reservation for more than one date?)

#### Location of the event

- You may search for a specific location
- If the desired location displays a blue box stating “Request”, then the space is available
- If the desired location displays “Unavailable”, you must choose a different space
- Once you find the location you want, you must click on it to assign it to your reservation

#### Answer all additional questions

- These questions are designed to provide the necessary information to the space approvers. Skipping/omitting information can result in longer approval times.
- If you are hosting an outside group or speaker, or if your event is open to the public, it is necessary to indicate this in the reservation. If your event has an outside speaker or attendees, members of the College Events department will contact you to gather information about the speaker or the outside group. There may be a need for a contract, insurance, and waivers to mitigate liability for the College. As the sponsor you will need to be on campus for the entirety of the event, including set-up and breakdown.
- Has your event been approved by your respective member of the Cabinet? If not, this is a requirement prior to submission for any event hosted by a faculty or staff member with external constituents. For more information regarding this particular requirement, please consult the Internal Space and Facilities Events Usage Manual or contact the Office of College Events for assistance.
  - **If you are hosting an outside group, minors or speaker, or if your event is open to the public, it is necessary to indicate in the reservation. If your event has an outside speaker or attendees, members of the College Events department will contact you to gather information about the speaker or the outside group. There may be a need for a contract, insurance, and waivers to mitigate liability for the College. As the sponsor, you will need to be on campus for the entirety of the event, including set-up and breakdown.**

Requestor – enter the name of the person responsible for the event

- This person will be contacted with any event questions. If you are reserving space on behalf of another staff member, please identify the sponsor/host for the event. The sponsor must be present for the event.

Physical Plant set-up requirements

- Include number and type of tables, chairs, staging, etc.
- Request recycling bins, trash cans, etc.
- Include the name and phone number of the contact person for this event.
- Enter "none" if you do not need Physical Plant setup.
- For special and large scale events, provide sets and diagrams 72 hours prior to the event.

Your event will NOT be submitted for review until you click the “Save” button at the bottom right of the form.

The approval/confirmation process typically takes between 5-7 business days, providing all information has been included and is accurate. If your request is for a date in the distant future, and information is not known at the time of submission, the approval/confirmation will not take place until the event date is closer and the pertinent information is known.

**YOUR EVENT/SPACE REQUEST IS NOT CONFIRMED UNTIL YOU HAVE RECEIVED A CONFIRMATION EMAIL FROM CENTRAL RESERVATIONS WITH THE “CONFIRMED” STATUS CLEARLY INDICATED.**

It is the responsibility of the requestor/host to follow up on items delaying the approval process.

To make changes to a reservation, log into 25Live Pro. 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](mailto:reservations@providence.edu) to make adjustments (please include your reservation number).

Note:

- Academic Space requests that are submitted prior to the next semester of courses starting are pending until the course schedule is set.
- Please do not submit events on behalf of students.
- Further information regarding school policy and opening an event to the public can be found in the larger Internal Space Facilities Event Usage Manual as can prioritization of space requests.
- Refer to [Faculty/Staff 25Live Pro requestor handout](#) for additional information.

## Event Checklist: Secure the proper approvals

- Choose a preferred date and space
- Reserve room(s) online via 25Live Pro
- Book Speakers (must be identified in 25Live Pro)
- Receive confirmation of room reservation within 7 days of request. (If you do NOT receive a confirmation, contact the Central Reservations Office x2070 to determine the reason for the delay and discuss necessary actions.)
- Identify audience and invite mechanism (print, email, social media)
- List contact numbers of vendors, campus partners, and volunteers in case of an emergency.
- Arrange hotel or accommodations, if applicable
- Book audio-visual needs -indicate on your room reservation and contact AMS (X1271) or [ams@providence.edu](mailto:ams@providence.edu) for support
- Requests Facilities support and cleaning
  - Physical Plant (X2216)- if after hours request the Physical Plant supervisor on duty through Security (X2391)
- Generate publicity (if interested in inviting media to your event)
  - Office of Public and Community Affairs (X1887) or [mparment@providence.edu](mailto:mparment@providence.edu)
- Prepare for parking
  - Office of Public Safety (X2391)
- Organize event supplies- (easels, Presidential Seal, etc.)
  - Office of College Events (X2344) or [colevent@providence.edu](mailto:colevent@providence.edu). The requestor should be prepared to be fiscally responsible for ordering event supplies, loss or damage to College property.
- Arrange food/catering
  - Sodexo (X2314)
- Order professional photographer (refer to College vendor list housed in MYPC portal)
- Photography Policy Posting:

*“Your entry to this event constitutes implied consent to be photographed and to have those photos published. Should you not like your photos to be released, please let someone at the registration table know.”*

- Event Directional Signage
  - Contact Paul Bienvenue in AMS (X2117) or [pbien@providence.edu](mailto:pbien@providence.edu).
  - Approved self-serve Providence College signage templates are located on the College Events Conference Services website or on the Marketing and Communications website. See Signage section for links.





## Physical Plant:



## Tables, Chairs and Other Equipment:

The College owns a limited supply of tables and chairs. You should indicate your setup needs (tables, chairs, coat racks, podium) when you make your initial room reservation through 25Live Pro. Coat hangers are not supplied by Physical Plant but a limited number may be obtained through the Office of College Events. Physical Plant does not provide skirting or table coverings. These items may be obtained through

Sodexo or rented from an outside vendor. If you are using a space without dedicated equipment, it is important to order chairs and tables well in advance. For large-scale events and outside groups, the College cannot guarantee tables and chairs will be available, as student and academic needs are first priority. If you need to rent additional tables and chairs, linens, coat racks with hangers, and other supplies, contact an external vendor for a quote. Note: If your event includes food and/or beverages, catering services may also need tables for set-up. Please include these catering services table requirements in your request for Physical Plant or when renting from an external vendor.

College resources are limited and are allocated on a case-by-case request. It is important to identify your specific needs when submitting the request in 25Live Pro and then direct specific requests to Physical plant (X2166).

Larger Events Note: If you are requesting more than 100 chairs and 20 banquet or 40 round tables, you will need to contact Physical Plant to ascertain whether you may need to rent the items from an outside vendor.

If you have submitted a reservation on 25Live Pro and require Physical Plant assistance, **do not** submit a work order on School Dude.

Please designate one member of your department, per the reservation, to be the point of contact with Physical Plant.

If there is a specific set-up diagram for the event, please e-mail the diagram as an attachment to the Physical Plant at [pplant@providence.edu](mailto:pplant@providence.edu).

## Recycling, Cleaning & Trash Removal:

The College cleaning company (UG2) provides custodians to clean during and after your event. Make these requests as far in advance as possible by contacting Physical Plant (X2166). UG2 may bill you for any cleaning services that fall outside of the current contractual agreement.

These costs vary based on the size of your event, cleaning needs, and schedule. Cost will be determined on a case-by-case basis. Ask for an estimated cost when you call with your request. **It is the sponsor and requestor's responsibility to arrange for timely breakdown, food removal and cleaning following your event.** All events require disposal of trash in appropriate receptacles. Please make sure that all items specific to your event have been removed by the completion of your reservation.

### **Staging:**

The College owns a limited supply of 32", 24", and 16" tall staging (each piece measures 4'x8') which may be used in a variety of settings. It is recommended to check with Physical Plant when putting in your reservation to inquire as to feasibility on location and availability. A reservation can be made online in your 25Live Pro Space Reservation Request. Contact an external vendor if you require staging that is more elaborate, or if the College's staging is unavailable. You should connect with your speaker regarding staging and sound requirements in advance.

Note: Staging does not come with finished skirting or covering. You will need to purchase disposable skirting through WB Mason. You may leave the stage un-skirted, but we do not recommend this for a professional event.

### **Security: Office of Public Safety**



Campus Security must be notified of all events that occur on the Providence College campus. A security plan should be produced in collaboration with the Office of Public Safety as part of the planning process. Below is a general list of what you will need to form an effective plan:

- Event name
- Location
- Time you would like room to be open for set-ups
- Times of event (event start/end time)
- Estimated number of attendees; this will impact the need for a fire marshal and dedicated EMT's, Security will determine the events needs and order the fire marshal and EMT's. Your event will be charged for their services.
- Parking plan

- The College is requesting that all attendees (non-PC employees) park in the Anderson Garage and access campus through the main entrance on Huxley Avenue. When you make your event space reservations, address any parking concerns.
- Inform your guests of our parking policies (permit/pass enforcement) and provide them with the appropriate detailed parking instructions specific to your event. Use this link for further parking and directions: <https://safety.providence.edu/campus-parking/>.
- Presence of a dignitary or special lecturer
  - Does this individual require a security detail? Or special parking? Contact the Office of Public Affairs, Community & Government Relations (at least two weeks in advance) regarding any expected dignitaries (X1887).
- Identify target audience
  - Identify whether minors will be present or if there will be guests from the outside community.
- Inform of types and number of vehicles expected on campus (buses, shuttles, etc.)
- Indicate presence of alcohol
  - Refer to the alcohol guidelines on page 7.
- Consider budget
  - If you require a detail your event budget will need to support that expense.
- The exterior doors to campus buildings are on an electronic locking system.
  - Slavin Center is open Monday- Friday 6 a.m.-midnight, Saturday and Sunday, 7 a.m. -midnight.
  - Harkins Hall is open Monday- Friday, 6 a.m.-10 p.m., Saturday 7:30 a.m. - 4:30 p.m., and Sunday 8 a.m.- 2 p.m.
  - Ruane Center for the Humanities and Ryan Center for Business Studies are open Monday-Friday 6 a.m. - midnight, Saturday 8 a.m.-midnight and Sunday 9 a.m. - midnight.
  - Note that building hours are subject to change each semester, during holidays and breaks. Contact Security (X2391) to discuss building access issues.
- **Contact the Office of Public Safety to determine if you require a fire marshal or security detail. Requests can be submitted via: <https://providence.tfaforms.net/212>.**
- **Announcements must be made prior to the start of each event regarding all exits.**  
*“Please note the closest exits within this event space. In the event of a fire or fire alarm, evacuation is mandatory. Please proceed out of the building through the closest marked exit.”*

### **Crowd Management:**

To comply with RI state fire code, crowd management will be required for events over 250 people on the campus at Providence College. Crowd management is fulfilled by Providence College trained staff members, these are in addition to the required fire marshal.

The law reads:

- NFPA 101 12/13.7.5.1 Assembly occupancies shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided

at a ratio of 1 crowd manager/supervisor for every 250 occupants, unless otherwise permitted by the following:

- (1) This requirement shall not apply to assembly occupancies used exclusively for religious worship with an occupant load not exceeding 2000.
- (2) The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant.

For more information about the law and training classes, visit the RI State Fire Marshall's Office site at: <http://fire-marshal.ri.gov/fireacademy/crowdmanagement.php>. For help identifying events needing crowd managers, contact the security office at x2290 (Koren Kanadian is the College liaison).

### **Catering:**

Sodexo is the contracted and preferred catering entity on campus. Should the requirements of your event fall outside of the CaterTrax offering, please contact Sodexo directly to discuss other menu/specialty options. We recommend that only one member of your department, per reservation, be the contact with Sodexo. When you are discussing your event with Sodexo, inquire how many tables will be needed for catering and incorporate that into your Physical Plant request.

Requests for Sodexo catering should be made by contacting X2314, [catering@providence.edu](mailto:catering@providence.edu) or making an online order through CaterTrax. Visit the Sodexo website for more information and to view their catering guides.

<https://dining.providence.edu/dining/catering/>



### **Technology:**



Contact Academic Media Services, X1271, to request audiovisual equipment for lectures or speaking programs. *You are responsible for discussing your event's technical needs and support issues with AMS before your event -at least 48 hours in advance of your event.*

AMS will assist you with audiovisual or technological support, but staff are not able to provide in-person support during all events. Classroom technology often can be easily operated without AMS support, with a short

demonstration before your event or room reservation. AMS will not provide support or sound equipment to be used by bands or DJs.

For more information, visit the AMS website: <https://friarsprovidence.sharepoint.com/ams>

### **Guest Access to the PC Wi-Fi Network:**



Guests may access the PC Wi-Fi network. Guests must be sponsored by a PC-affiliated organization or individual. Guests are responsible for abiding by PC policy when using the network. PC sponsors will be the contact for any security or policy concerns related to the guest's use of the College wireless network.

Contact the Help Desk for further information at extension X4357 or [helpdesk@providence.edu](mailto:helpdesk@providence.edu).

### **Copy Center Services:**

The Copy Center, X2436, is located in Feinstein Academic Center, Room 102.

Hours: Monday to Friday 8 a.m. to 4:30 p.m.

Visit the website for a list of services and associated costs:

<https://friarsprovidence.sharepoint.com/copy-center/Pages/default.aspx>



### **Signage/Advertising/Marketing & Communications:**

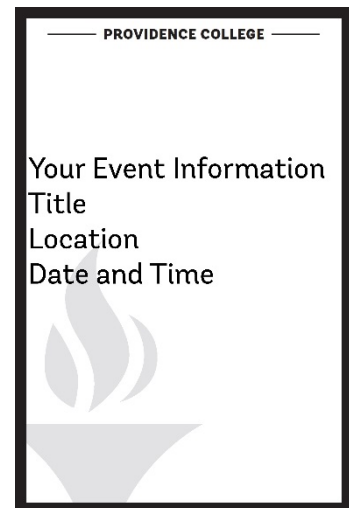
Posters, to advertise events, may be printed through Academic Media Services (foam core or large scale laminated or the Copy Center for smaller flyers). Email [pbien@providence.edu](mailto:pbien@providence.edu) with a PowerPoint slide, PDF file, or JPEG image, the number of posters requested, the size of the poster (ex. 18x24) and the event for which they are requested. You will also need to provide the organization number to be charged.

Posters can be picked up in the AMS offices located in the Library upon completion. Allow at least five business days for printing.

Marketing and Communications has created a generic signage template. Generic Providence College signage templates can be found on the College Events Conference Services page.

<https://college-events.providence.edu/conference-services/>

<https://friarsprovidence.sharepoint.com/Marketing-Communications/Pages/templates.aspx>



**Benefactor supported events** must include recognition of founding/lead benefactors. Suggested language is listed below; however, departments or offices responsible for such events are asked to consult with stewardship and donor relations regarding the appropriate phrasing for their respective program.

*This event/lecture is made possible by the generous support of \_\_\_\_\_ and the \_\_\_\_\_ fund.*

*The Rev. Robert J. Randall Lecture is made possible by the generosity of Rev. Robert J. Randall H.H.D. '06Hon.*

The following procedures and regulations apply to campus posting:

- All official notices about the event/activity/program must tell 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], contact the Central Reservations Coordinator (401-865-2070; M-F 8:30 a.m. – 4:30 p.m.) well in advance of this [event, activity, program].”*
- Flyers and posters must bear the name of the sponsoring organization 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 Student Activities and Cultural Programming Office. Kiosks are located outside of Phillips Memorial Library, and Davis, Raymond and Moore halls. The Student Activities and Cultural Programming 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 Director 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.
- It is the responsibility of the event organizer to schedule the removal of all signs, posters, and advertisements after the scheduled events.
- All campus emails sent to specific classes or the entire student body must be approved by the Student Activities and Cultural Programming office. Student Activities and Cultural Programming 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-2020@lists.providence.edu](mailto:pc-2020@lists.providence.edu)  
[pc-2021@lists.providence.edu](mailto:pc-2021@lists.providence.edu)

[pc-2022@lists.providence.edu](mailto:pc-2022@lists.providence.edu)  
[pc-2023@lists.providence.edu](mailto:pc-2023@lists.providence.edu)  
[pc-faculty@lists.providence.edu](mailto:pc-faculty@lists.providence.edu)  
[pc-staff@lists.providence.edu](mailto:pc-staff@lists.providence.edu)

Keep in mind that your message will be distributed exactly as it is received by the mailing list and events will be included in daily email, known as “The Morning Mail” for the students. Do not include any type of instructions to the mailing list moderator(s).

### **Marketing and Communications:**

To discuss possible promotional services for your approved event, contact the Division of Marketing and Communications at X1242. Review the brand standards guide, college approved logos and signage templates located on the marketing and communications webpages.

<https://marketing-communications.providence.edu/>

<https://friarsprovidence.sharepoint.com/Marketing-Communications/Pages/templates.aspx>

### **Event Registration:**

To discuss the possible online registration options for your approved non-Institutional Advancement event, contact Dan Demmons, Director, Web Design, Architecture and Services at X1755 or [d-demmons@providence.edu](mailto:d-demmons@providence.edu).

### **Hotel Accommodations for Speakers and Guests:**

There are a number of hotels near the College in downtown Providence:

#### **Graduate Providence**

11 Dorrance Street, Providence RI 02903  
Phone: 401.421.0700

#### **Omni Hotel Providence**

1 W Exchange St, Providence, RI 02903  
Phone: 401.598.8000

#### **Providence Hilton**

21 Atwells Avenue, Providence, RI 02903  
Phone: 401.831.3900

#### **Providence Marriott Downtown**

1 Orms Street, Providence, RI 02904  
Phone: 866.807.2171

#### **Residence Inn Providence**

100 Sabin Street  
Providence, RI 02903  
401.279.8008

**Providence Courtyard Marriott**

32 Exchange Terrace, Providence RI 02903  
Phone: 401.272.1191

**Renaissance Hotel Providence**

5 Ave of the Arts, Providence, RI 02903  
Phone: 401.919.5000

For a full list of area hotels, visit the Providence and Warwick Convention and Visitors Bureau: <http://www.goprovidence.com/> Assist your guests with transportation. Do not assume they know their way. They may simply need directions, or in some cases, may look to you to help make arrangements for a car/taxi service. Also, have a member of your organization greet your guest when he or she arrives on campus.

**Important Campus Phone Numbers:**

Academic Media Services	X1271
Central Reservations	X2070
College Events	X2344
Copy Center	X2436
Physical Plant	X2216
Security	X2391
Sodexo	X2314
Office of the Registrar	X1033