



Scheduling and Event Services Guidelines Manual

**A guide to holding an event at the
University of Oregon in Portland, White Stag Block**

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About the Manual

The University of Oregon in Portland's Scheduling and Event Services Guidelines Manual is produced by the Academic Affairs Scheduling and Event Services Team. Its contents include the policies, procedures and facility information which govern the use of the facilities by both internal and external clients.

This manual is meant to serve as an overview and reference tool for clients who are planning events at the White Stag Block. Additional details, questions and comments should be discussed with an Event Services Coordinator.

Getting Started!

1. Read through the UO Portland Scheduling and Event Services Guidelines Manual.
2. Go to <http://pdx.uoregon.edu/event-services> for additional information.
3. Submit an event request by filling out the Event/Room Request Form found at <http://pdxducks.uoregon.edu/eventrequestform>.
4. Within 24 hours an Event Services Coordinator will be in contact to discuss the event, required documents and next steps.
5. Have questions? Send an e-mail to pdxinfo@uoregon.edu

About the White Stag Block

The University of Oregon in Portland (UO Portland) is located at 70 NW Couch Street, Portland, OR 97209 and is often referred to as the **White Stag Block**. The White Stag Block is located within the growing and bustling neighborhood of Old Town Chinatown in downtown Portland. The state-of-the-art, LEED Gold facility serves as a hub of activity, discussion, and debate, with lectures, exhibitions, seminars, classes and other public events.

In the fall of 2008, the University of Oregon completed its move into the White Stag Block, a refurbished facility that merges parts of three historic buildings—the Bickel Block Building, the Skidmore Block Building, and the White Stag and Hirsch-Weiss Building.

The gothic **Bickel Block Building** was designed in 1883 by Justus Krumbein. It is an example of cast-iron architecture built in downtown Portland in the 1880s. It was owned by German candy-maker Frederick Bickel. He was a business partner of Frank Dekum, and the two opened their first confectionary shop in Portland thirty years before this building's construction. With the success of their candy business, both men began to invest in real estate development in downtown Portland.

The **Skidmore Block Building**, at Northwest First Avenue and West Burnside Street, is an example of a cast-iron front building in the Italianate style. The building was completed in 1889 for Charles E. Sitton—Stephen Skidmore's business partner and brother-in-law. When Skidmore died in 1882, he left the bulk of his estate to Sitton, including the parcel on which the Skidmore Block was built. In 1926, when the current Burnside Bridge was constructed, part of the south façade of the building was removed and the bridge ramp came to abut the building at the second story.

Of the three buildings, the **White Stag Building** at Northwest Naito Parkway and West Burnside Street is the largest and most industrial in character with its simplified brick and concrete façade. It was designed and built in 1907 as a manufacturing and warehouse building for the Willamette Tent and Awning Company. Max A. Hirsch—nephew of Aaron Meier of Meier & Frank—was the president at the time. When the building was constructed, the entrance faced West Burnside. During the building of the new bridge, the entire south façade was shaved off. The original wood windows were replaced with large steel-sash windows, a fifth floor was added, and the main entrance was moved to the east.

Also housed in the White Stag Block is the **White Box**. It is a visual laboratory invested in the exploration and presentation of contemporary critical inquiry in the visual arts. The White Box allows students, faculty, regional and national communities to research, explore and present global issues in art and design. Unique to Portland's exhibiting institutions; it features a state-of-the-art, multimedia, projection room, the Gray Box, which can support explorations in sound and video art. For more information, visit <http://whitebox.uoregon.edu/>.

Departments at the White Stag Block include Architecture and Allied Arts, School of Journalism and Communication, School of Law, Academic Extension, Career Center, and the Alumni Association. Students at the UO in Portland are able to work toward master degrees in Architecture, Strategic Communication and Multimedia Journalism. Fifth-year programs are offered in Product Design and Digital Arts.

University of Oregon Connection Requirement

All events held at the White Stag must be in line with the university's mission and be directly connected to a UO department. If a client does not already have an internal UO connection, the Scheduling and Event Services team can discuss options. This departmental connection can be achieved through a department head stating that they endorse, sponsor or host an event. The distinctions between these different levels of involvement are as follows:

Endorsement: A UO department states that they believe that the client and event purpose falls within the university mission, however, they will not be involved in the event. It will be considered and marketed as an event for the client in all materials related to the event.

- Event Contact: Client
- Financial Liability: Client's responsibility
- Insurance Liability: Client's responsibility
- Documents Required from Client: Certificate of Liability Insurance and Facility Use Agreement

Sponsorship: A UO department states that they will receive a tangible benefit for supporting the client's event, and that they will have some involvement in the event coordination. It will be considered and marketed as a joint event between the client and the UO department in all materials related to the event.

- Event Contact: Client and/or UO department
- Financial Liability: UO department or Client's responsibility, depending upon agreement. 50% of the room rental fee can be paid by the UO department's voucher (if applicable). The remaining room rental fee and additional fees must be paid by UO index or the client.
- Insurance Liability: Client's responsibility
- Documents Required from Client: Certificate of Liability Insurance and Facility Use Agreement

Host: A UO department states that they will have significant involvement in the event. It will be considered and marketed as a UO event in all materials related to the event.

- Event Contact: UO department
- Financial Liability: UO department. 100% of the room rental fee can be paid by the UO department's voucher (if applicable). The remaining room rental fee and additional fees must be paid by UO index.
- Insurance Liability: UO department
- Documents Required from Client: None, as it is an internal event.

**It is at the discretion of the department head to state the level of involvement that they would like to have in an event. The Scheduling and Event Services staff is not responsible for gaining an internal UO connection if the client does not already have one, nor responsible for attempting to gain additional levels of involvement beyond what has been agreed to by the Client and the University department head.*

Required Documents

All events held at the White Stag Block that are not hosted by an internal UO department must have a Certificate of Liability Insurance (COI) and an executed Facility Use Agreement (FUA) on file no later than one week prior to the event. If these documents are not received by the deadline, the client's event may not be held at the facility.

Certificate of Liability Insurance (COI)

The Certificate of Liability Insurance is a document that can be provided by the client's insurance carrier upon request. It contains information about the limits of the liability insurance policy, as well as specific information regarding coverage for the event that will be held at the White Stag Block. The following information is required by UO Portland and must be included on the COI:

- **Date** in the top right-hand corner must be within the last month.
- **Description of Operations** must contain the following phrase, verbatim: "State of Oregon, Board of Trustees of the University of Oregon, and the University of Oregon, their officers and employees are named additional insured."
- **Certificate Holder** must read: University of Oregon, 70 NW Couch St, Portland, OR 97209
- **Limits:** \$1,000,000 for each occurrence and \$2,000,000 aggregate bodily injury and property damage

Facility Use Agreement (FUA)

The Facility Use Agreement is a document that is completed by the Scheduling and Event Services department once a verified copy of the COI has been received. The FUA is a contract that states details about the event that is to be held at the White Stag Block, including date, time, location and description. It also contains details about the room rental fees that are to be paid by the client and the terms and conditions that are agreed upon. This document must be signed by a person that is authorized to enter into contracts on behalf of the client. Once a signed copy of the FUA has been received by the Scheduling and Event Services department, it will be executed by an authorized signer for the university and an executed copy of the contract will be delivered to the client.

Scheduling Policy

While Scheduling and Event Services strives to meet the needs of all clients, a set of scheduling policies must be adhered to in order to accommodate all of the events held at the White Stag Block.

Room Priority

As an educational institution, scheduling protocols have been implemented in order to ensure that the needs of the faculty, staff and students of the University of Oregon are being prioritized and met. Therefore, UO classes take precedence over all other events as long as they are submitted by the appropriate deadline. Once these internal deadlines for each term have passed, rooms are released on a first-come, first-served basis to internal and external clients.

Hold

A hold may be placed on a room for a future event should the room not yet be released due to class scheduling protocols. Once the deadline has passed, if the room has not been booked for a class the event that placed the hold on the room will be booked into the system and a confirmation email will be sent to the client.

Vacating

All rooms at the White Stag Block must be scheduled in advance so that Scheduling and Event Services can provide the proper setup and staffing. Due to a limited amount of space, which is used for classes, meetings and events, the rooms are constantly being changed over to accommodate the next event on the schedule. Clients are required to vacate the room as soon as possible once the scheduled time has ended.

Class and Event Titles

All major events held at the White Stag Block are listed on a marquee located in the Couch Street Lobby, which helps direct external attendees to the correct location. With the limited amount of space located on the marquee there is maximum of 36 characters allowed for event titles. Scheduling and Event Services maintains the right to condense event titles should they be longer than 36 characters.

Catering Policy

All events held at the White Stag Block that will be serving food or refreshments of any kind must use an Approved Caterer from the UO White Stag Block Approved Caterer List. The list of caterers offers a variety of meal service options at multiple price points. This requirement protects the community by guaranteeing that food served is prepared in a commercially licensed kitchen by certified and licensed staff members. It also ensures that all caterers are operating in compliance with local Health Department regulations, as well as meeting the White Stag Block's sustainability initiatives as a LEED certified building.

All Approved Caterers meet the following guidelines for sustainable practices:

- Composting
- Recycling
- Food Donation
- Reusable Serving Utensils and Platters
- Local/Natural/Organic ingredients when possible
- Avoidance of disposable plates, cups, napkins, plastic containers, plastic wrap
- Additional requirements may be added without notice

The current list of Approved Caterers can be found on the Scheduling and Event Services website at: pdx.uoregon.edu/event-services.

**All cleanup of catering items must be completed by the caterer and the client. Should items be left and not cleaned up by the client additional fees may apply.*

Alcohol Policy

All events held at the White Stag Block that will be serving alcohol must gain prior approval from the Scheduling and Event Services department by completing and submitting the Alcohol Permission Form.

Filling out the Form

- The Alcohol Permission Form is located online at: <http://pdx.uoregon.edu/policies-and-forms>
- All information on the form must be complete and accurate.
- Guest count on the form must coincide with the guest count listed on the catering invoice or menu provided by a White Stag Block Approved Caterer.
- An Alcohol Designee is required at each event where alcohol is served. The Alcohol Designee must be a current UO employee and agrees to be sober throughout the duration of the event. They must also ensure that the bartender understands and complies with the alcohol quantities approved.
 - For events endorsed by a UO department: Scheduling and Event Services will provide an Alcohol Designee for an additional fee.
 - For events sponsored or hosted by a UO department: The UO department must provide an Alcohol Designee for the duration of the event.

Submitting the Form

- The Alcohol Permission Form must be submitted no later than one week prior to the event. If the form is not received by this deadline alcohol may not be served at the event.
- A catering invoice or menu from a White Stag Block Approved Caterer must be included with the form in order for it to be processed.
- Once received, Scheduling and Event Services will confirm food quantities, allowed alcohol servings and other information.
- If the form is approved, the client will be notified along with the approved number of alcohol servings. The event will not be allowed to serve alcohol until the client has received notice that the Alcohol Permission Form has been approved.

Day of the Event

- All alcohol must be served by an approved OLCC licensed bartender, which must be provided by a White Stag Block Approved Caterer or Mybartender.com.
- Non-alcoholic beverages besides water should be plentiful and available throughout the duration of the event.
- Alcohol is limited to one drink per person per hour, up to a maximum of three if the event runs longer than three hours.
- Food must be served during the event and must be more substantial than salty snacks. It is required that 3-4 hors d'oeuvres or one meal serving is provided per person, which must include one warm protein.
- If the food provided runs out prior to the event end then the bar will be closed.
- Alcoholic beverages are not allowed to be taken out of the building. Clients, staff, students, and guests are limited to the floor of the rented event room.
- Serving of alcohol will be ceased to anyone who appears to be intoxicated.
- Serving of alcohol will be ceased 30 minutes prior to the event end.

**An example of the form and how to fill it out can be found on the next page.*

Alcohol Policy

Policies

UNIVERSITY OF OREGON PORTLAND																																																																																			
<h2 style="margin: 0;">Request for Permission to Serve Alcoholic Beverages</h2> <p style="font-size: small; margin: 0;">Permission to serve alcoholic beverages on the University of Oregon in Portland facilities must be granted prior to any event</p> <p style="font-size: x-small; margin: 0;">Submit forms no later than seven days prior to event</p> <p style="font-size: x-small; margin: 0;">UO Portland Event Services 503-412-3699, pdxinfo@uoregon.edu, or by fax at 503-412-3695 70 NW Couch Street, Portland, OR 97209</p>																																																																																			
Contact Person/ Organization Information	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Individual's Name</td><td></td></tr> <tr><td>Organization/Department</td><td></td></tr> <tr><td>Title/Position</td><td></td></tr> <tr><td>Phone Number(s)</td><td></td></tr> <tr><td>E-Mail Address</td><td></td></tr> </table>	Individual's Name		Organization/Department		Title/Position		Phone Number(s)		E-Mail Address																																																																									
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If problems arise from excessive consumption, the University of Oregon in Portland Security.</p> <p style="font-size: x-small; margin: 0;">In signing this form I understand that I or my designee will be responsible for: 1) seeing that no one under 21 years of age consumes an alcoholic beverage and assisting the server in carrying this out; 2) seeing that no one excessively consumes alcoholic beverages and assisting the server in carrying this out; 3) ensuring that advertising for the event reflects that the focus of the event is not on alcohol; and 4) complying with the UO Standards for alcohol service (as appended to this document).</p> </td></tr> <tr><td colspan="2">Applicant Signature:</td><td colspan="2">Print Name/Date:</td></tr> <tr><td colspan="2">Designee Signature:</td><td colspan="2">Print Name/Date:</td></tr> <tr><td colspan="2">Department Head Signature:</td><td colspan="2">Print Name/Date:</td></tr> <tr><td colspan="2">For UO Event Services Use Only</td><td colspan="2">Wristbands Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To Be Determined Quantity</td></tr> <tr><td colspan="2">Portland Director of Operations Signature:</td><td colspan="2">Print Name/Date:</td></tr> <tr><td colspan="2">Approval, Vice Provost of Portland Programs Signature:</td><td colspan="2">Print Name/Date:</td></tr> </table>	Event Name			Event Date	Location	Select One	Event Times	Alcohol Service Times		UO Employee Designee Name & Title			Expected Attendees	Number of Attendees	Type of Attendees Select One	LIMIT THREE ALCOHOLIC BEVERAGES – ONE PER PERSON PER HOUR			Beverage Type	Serving Style	Proposed Servings	UO Event Services Approved Servings	Beer	Select One			Wine	Select One			Non-Alcoholic				Will there be a charge for or will donations be accepted by attendees for alcohol, food, or admission?		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← Contact/Applicant's Information

← Event Information
 Alcohol designee must be a current UO employee

← Alcohol Information
 Proposed servings equals the total amount of alcohol requested, not the amount per person.

← *See description at bottom of page

← Menu Acknowledgement

← Disclosure of Responsibility

← Application must include all 3 signatures

← To be completed by Event Services

*Alcohol Being Served By: Must be a White Stag Block Approved Caterer or Mybartender.com
 *Food Provided/Served By: Must be a White Stag Block Approved Caterer.

Event Room Descriptions

Room 142/144 (Main Event Room)

As the site of major events and University functions, the main event room features wall-to-wall carpet, a large projection screen, podium, extensive technical capabilities, and an adjacent lobby (the Light Court Commons) that is perfect for receptions.

- Lectern
- Installed Projector with Screen
- Cable
- Recording
- Conference Phone
- Pin-Up Wall
- Plasma Screen
- Videoconferencing
- Live-Webcasting

Room 148B

A small conference room that looks out over Naito Parkway and the waterfront. Note: This room must be preauthorized and will only be allowed if there are no other adequate rooms in the building available.

- Plasma Screen
- Conference Phone
- Videoconferencing
- Recording

Room 149

A small conference room that looks out over Naito Parkway and the waterfront.

- Plasma Screen
- Conference Phone
- Videoconferencing
- Recording

Room 150

A classroom featuring one full wall of windows with a view of the waterfront, this room is perfect for a class or meeting.

- Lectern
- Installed Projector with Screen
- Cable
- Recording
- Conference Phone
- Pin-Up Wall
- Plasma Screen
- Videoconferencing
- Live-Webcasting
- Whiteboard

Room 152

A classroom located next to 150 and slightly larger, this room is perfect for a class or meeting.

- Lectern
- Installed Projector with Screen
- Cable
- Recording
- Conference Phone
- Pin-Up Wall
- Plasma Screen
- Videoconferencing
- Live-Webcasting
- Whiteboard

Room 302 (Wayne Morse Suite)

A room with a wonderful view of the waterfront and one full wall of windows. Note: This room must be preauthorized and will only be allowed if there are no other adequate rooms in the building available.

- Lectern
- Installed Projector with Screen
- Cable
- Recording
- Conference Phone
- Plasma Screen
- Videoconferencing
- Live-Webcasting

Event Room Descriptions

Room 350 (Shirley Papé Forum)

A room situated on the Burnside Bridge with wrap-around windows and a spectacular view of the bridge. Note: This room must be preauthorized and will only be allowed if there are no other adequate rooms in the building available

- Lectern
- Cable
- Recording
- Conference Phone
- Plasma Screen
- Videoconferencing
- Live-Webcasting

Room 342

A conference room that looks out over Naito Parkway and the waterfront. Note: This room must be preauthorized and will only be allowed if there are no other adequate rooms in the building available.

- Plasma Screen
- Conference Phone
- Videoconferencing

Room 366D

A private conference room, as it does not have any windows. This room is best for small meetings that need complete privacy.

- Plasma Screen
- Conference Phone
- Videoconferencing
- Recording

Room 374 (Computer Classroom)

A computer classroom that consists of computers configured to boot in either Mac OS or Windows 7 operating system. The computers include a range of design, productivity, and multimedia applications. A list of current software is available upon request.

Skidmore Lobby

Located on 1st Avenue, this is the main lobby to the Skidmore Block building and is best for small receptions in conjunction with the White Box.

Audio Visual Options and Definitions

Basic Technical Support (Included in Room Rental Fee)

Room Rental Fees include basic technical support in all rooms:

- Setup of A/V equipment
- Installed Projector with Screen
- Conference Phone
- Monitoring of A/V During Event
- Videoconferencing
- Static Video Recording
- Microphone (Wired or Wireless)

Additional fees may apply depending upon the event's technical needs. Not all options listed will be available in all rooms. If the client chooses to bring their own equipment, Scheduling and Event Services is not responsible for setup, maintenance, or compatibility with the established systems. Ask an Event Services Coordinator for more information.

CD Player

A CD player can be provided to play music during the event.

Document Camera

A document camera can be provided to display images on a built-in screen.

DVD Player

A DVD player can be provided to play a video during the event.

Cable - Comcast

An option to view live television through cable service. Additional fee applies.

Conference Phone

A conference phone is available in most rooms. Additional fees apply for more than one caller calling in.

Guest Internet Access

WIFI access can be granted to attendees of an event. The e-mail addresses of all attendees who will require access must be given to the Event Services Coordinator prior to the day of the event.

Laptop

A laptop can be provided during the event. Additional fee applies.

Laser Pointer/Remote Control

A laser pointer and a remote control that can be used for PowerPoint presentations to change slides and perform other tasks. Additional fee applies.

Microphone - Wired

A basic microphone that is set on a stand and cannot be moved. This is provided for most events that are using the lectern for a single speaker or for a panel of speakers.

Microphone - Wireless Handheld

A microphone that is set on a stand but can be lifted and moved around the room. It is typically used for events where the speaker will be moving around the room or a Q&A session from the audience.

Audio Visual Options and Definitions

Microphone - Wireless Lapel

A microphone that can be attached to a person's clothing. It is best used for events where the speaker will be moving around the room and would not like to carry a microphone. The speaker must meet with the technical team prior to the event to ensure that the microphone can be properly attached and is functioning as normal. Additional fee applies.

Music

An option have music played during the event. The music can be provided by the client or Scheduling and Event Services can provide an iPod shuffle to play generic music.

Plasma Screen

A screen that can be connected to a laptop to display information or can be used with the cable option to watch a particular television program.

Projector and Screen

A projector and screen that can be connected to a laptop to display information or can be used with the cable option to watch a particular television program. A portable option can be rented for an additional fee.

Recording - Static

An option to have the event recorded. The "static" option refers to the positioning of the camera, in which it will be pointed at one location in the room and will not be moved for the duration of the event. Upon conclusion of the event the client will be e-mailed a link of the unedited recording.

Recording - Active

An option to have the event recorded. The "active" option refers to the positioning of the camera, in which a designated Event Services staff member will move the camera around the room throughout the duration of the event at the direction of the client. Upon conclusion of the event the client will be e-mailed with a link to the unedited recording. Additional fee applies.

Sound System - Mobile

An option to have a sound system in a location where there are not already speakers built in. Additional fee applies.

Videoconferencing

An option that allows the client to connect to another location to hold a videoconference. There is also the option of dual screens, in which the screen can be split to display the other location on one side and a presentation on the other. Additional fees may apply.

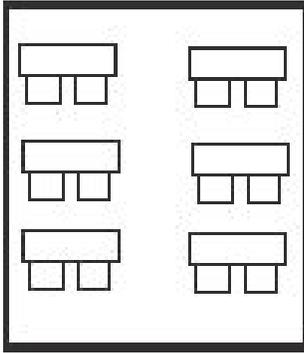
Live-Webcasting

An option to have the event live-streamed on the UO Portland website throughout the duration of the event. Additional fee applies.

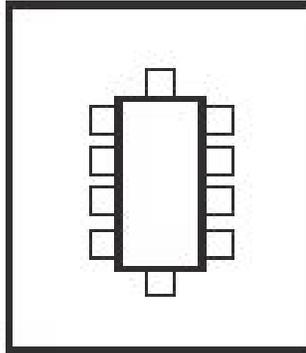
Setup Options and Definitions

Basic Setup Information

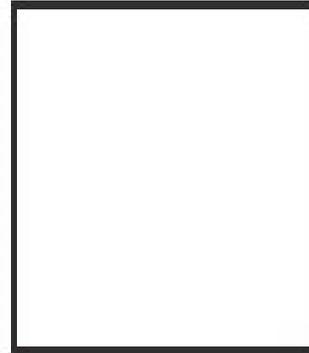
Room Rental Fees include basic setup in all rooms. This includes the setup of the room based on the client's needs as discussed with the Event Services Coordinator prior to the event. Not all setup options are available in all rooms and additional fees may apply depending upon your setup needs. Ask an Event Services Coordinator for more information.



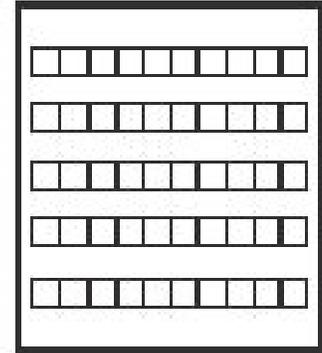
Classroom



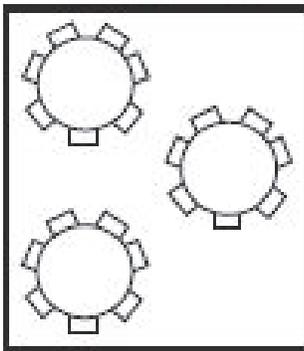
Conference



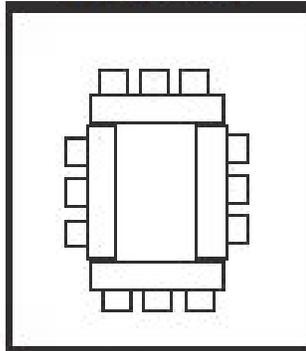
Custom



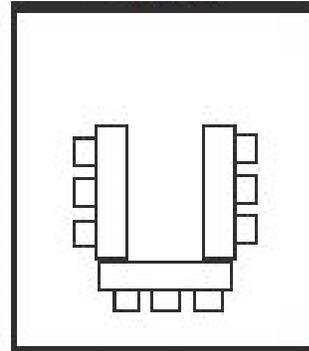
Lecture



Rounds



Square



U-Shape

**A custom setup based on the client's needs can be arranged.*

Frequently Asked Questions

What kinds of events are allowed at the White Stag Block?

All events held at the White Stag must be in line with the university’s mission statement and have a UO connection. This can include events such as lectures, community workshops, educational seminars, etc. Events such as weddings and private holiday parties are not allowed.

Does my event have a UO Connection?

All events must be directly connected to a UO department. If the client does not already have an internal UO connection, the Scheduling and Event Services can discuss options. More information can be found on the “University of Oregon Connection Requirement” page.

Does Scheduling and Event Services provide catering?

Scheduling and Event Services does not provide catering services but offers a comprehensive list of White Stag Block Approved Caterers. If food and/or alcohol are served at the event a caterer from this list must be used. It is the responsibility of the client, not the Event Services Coordinator, to coordinate catering. More information can be found on the “Catering Policy” page.

Who is responsible for setup/cleanup?

The Scheduling and Event Services staff will ensure that the room is set up as listed on the confirmation. If catering is provided, the caterer will setup and help clean up food and beverages. It is the responsibility of the client to clean up any excess from the event and to leave the room in the condition that it was found. If custom setup and/or decorations are needed, please ask an Event Services Coordinator.

Does Event Services provide linens?

No, Scheduling and Event Services does not have linens to provide for an event. Linens can be rented through most White Stag Block Approved Caterer’s or a party rental company.

Table Type	Dimensions	Recommended Sizes
5'	60" x 18" x 29"	60" x 108" Rectangle- 21" Drop or Floor Length Modesty Drop
7'	84" x 18" x 29"	60" x 108" Rectangle- 21" Drop or Floor Length Modesty Drop 72" x 144" Rectangle- Almost Floor Length
Round	60" x 29"	108" Round- 5" Above Floor 120" Round- Floor Length
Bistro	30" x 42 ½"	108" Round- Floor Length

When am I billed for my event?

The client will receive an invoice with all Room Rental and Additional Fees within one week following the event date. Payment may be made by cash, check, or credit card (Visa or MasterCard only).

How are room rental and additional fees determined?

Room Rental and Additional Fees are determined based on the group that is hosting the event and can be found online at: <http://pdx.uoregon.edu/policies-and-forms>. Discounts on Room Rental Fees may be offered to groups that can show non-profit status or those that are located within the OUS or governmental system.

Timeline and Checklist

This section provides an overview of the timeline and checklist that can be expected for an event held at the White Stag Block. An Event Services Coordinator will be in touch with the client throughout the duration of the planning process to ensure that the timeline is being followed.

At least two weeks prior to event

- Client completes Event Request Form found at: <http://pdxducks.uoregon.edu/eventrequestform>
- Client request is reviewed by Scheduling and Event Services staff to ensure that it meets requirements.
- If requirements have been met an Event Services Coordinator will contact the client to confirm availability and event details, including fees and paperwork requirements. An event is not confirmed until a confirmation e-mail and report is sent to the client.

One week prior to event

- Event Services Coordinator and Client finalize details of the event, including times, setup, caterer, agenda, etc.
- Event Services Coordinator will verify that an executed Facility Use Agreement and Certificate of Insurance are on file.
- Client must submit an Alcohol Permission Form for approval (if applicable). Failure to submit this form at least one week prior to the event may result in denial of alcohol service at the event.
- Client must submit all e-mail addresses that will require WIFI internet access (if applicable).

Day of Event

- Event Services Coordinator ensures the room is set correctly and checks in with caterer (if applicable) to show them where to set up.
- Event Services Coordinator checks in with the client and makes introductions to any other relevant staff.
- Event Services Coordinator or other staff stay on-site throughout the duration of the event to ensure the event program runs smoothly and troubleshoots any issues that come up.
- Client cleans up all items including catering left at the conclusion of the event and vacates in the allotted time. Any cleaning required by Scheduling and Event Services Staff after the event may incur an additional fee.

After the Event

- Client will be billed for the event within one week. Payment in full will be due within 10 days from the invoice date.