



Prescott College

For the Liberal Arts, the Environment, and Social Justice

Events Management Protocol

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A Brief History With the recent changes in the structure of employees at Prescott College, the Events Management Team (Greg Lazzell, Mark Montague, David Divelbliss and Vita Marie Phares) have revised the Events Management Handbook to accommodate policies passed to events from the President's Office, Business Office, Student Activities and Risk Management. These employees meet weekly to coordinate events on campus and to discuss the limitations or situations that currently affect successful execution of events at Prescott College. A mandate from the President's office that "no Prescott College resource is free" (includes rooms, equipment, employee time and any other resources Prescott College pays for) has instigated a new approach to the events that can be facilitated, insured and accommodated. Any special circumstances can be discussed with the Events Committee at their weekly meeting (8:30 am in the ITV Classroom on Tuesdays). We ask that patience and acceptance of the current limitations of the staff be accommodated by the Prescott College Community and those organizations that will be utilizing the Prescott College facilities.

Things to keep in mind

- Last minute requests may not be able to be accommodated. A Monday by noon deadline is in place for events that need to be accommodated for any given week. All events are coordinated on Tuesday each week; student workers assigned, set ups managed, and departments notified.
- Events should not be published or announced until confirmation is received from the Events Manager that the event has been approved and scheduled in a space on the Prescott College Campus.
- Sponsorship (employee of Prescott College) presence is contingent on the inherent risk of the activity. If the public is invited, a Prescott College employee must oversee and attend the event and collect releases. All internal events held on the Prescott College campus must have an employee present during the event and the event space requested by a Prescott College employee or student.
- Event requests with "Associations" of Prescott College require MOUs or contracts filed with the Business Office, signed by the Provost or CFO. Insurance will be provided by the Association to cover their daily business activities and any external events scheduled on the Prescott College campus. (see Insurance below)
- Academic Offerings take priority and cancellation any event can occur to accommodate Prescott College Academic Offerings.
- All Resident Undergraduate events that have an invited guest will be approved by the Associate Dean of Student Affairs. The events request must be submitted into the system 10 (ten) days prior to be considered. A detailed description of the speaker (bio) and what they will be speaking about will need to be provided by the submitter.
- Any organization that is requesting a waiver of the room fee at Prescott College must get approval from Administration. An Insurance Certificate of Liability naming Prescott College as the additional insured and a \$250 cleaning/security deposit must be provided by the organization to reserve the room, and must be submitted prior to any room fee waiver requests. The President's Office has delegated the approval of fee waivers (of all or part of the room fee costs) to the Events Management Committee. A presentation to the Events Management Committee can be scheduled for these special requests. These meetings are held on Tuesday mornings at 8:30 am in the ITV Classroom. Please contact events@prescott.edu to schedule an appointment. As of 07/01/2014, there is a "no free Prescott College resource" policy in effect.

Timelines

An room request/event request form must be submitted. The Prescott College request form can be found by going to www.prescott.edu (PC homepage), clicking on "Calendar" and then "Submit and Event". If you have never experienced this portal, you will need to "Get Started" by registering for an account. This system is procured from an external vendor, thus registering will create an account in their system. Then log in, and click on "Create and Event". Detailed instructions on how to fill out this form successfully can be found on the log in page titled "How to Submit a Request". Trainings are available by contacting Vita Marie events@prescott.edu or 928-350-3216.

It is advised that an event or meeting request be submitted well in advance to schedule your event/meeting. A minimum of two (2) weeks is notice advised for events and 48 hour notice is required for meetings. Our space is limited, so please plan ahead. The event committee has the right to turn down any request for an event or request more information regarding your event. Each Tuesday at 8:30 am the Events Committee plans out the coordination of all the events on campus for that week. A Monday by 12:00 pm deadline is in place if one wants their event or room request included in the weeks' coordination.

Sponsoring Areas for Events

The following information describes the sponsoring areas and/or departments and differentiates the types of events (no charge and/or a charge assigned).

Academic Offerings (Contact: Academic Operations, academic_operations@prescott.edu)

- Academic on campus credit bearing (directly related) courses

All College Events (Contact: Vita Marie Phares, events@prescott.edu, x3216)

- Residencies that are degree requirements in which students come to campus (Orientations, Colloquia, Symposiums & Graduations)
- Updates and changes to Academic Offerings - credit bearing courses
- Academic credit and non-credit bearing activities for courses (i.e. speakers series)
- Intensives and other events for academic programs that are open only to students of Prescott College
- Academic Grant based offerings of research & sponsored programs where MOU or grant agreements are applicable.

Student Activities (Contact: Megan Letchworth, megan.leitchworth@prescott.edu, x1006)

- Activities and events produced by and/or in conjunction with Clubs (that fit under the PC criteria for Clubs)
- Collaborations are student activities associated with an official Prescott College club that involve an outside organization
- Student Boards and Committees
- Student Union Board
- Peer Education Resource Center
- General Student Activities
- Senior projects or independent study
- Student driven activities (sponsoring faculty must attend event)
- Campus events by produced by Student Activities (i.e. Blood Drive)

Advancement (Contact: Ashley Hust, ahust@prescott.edu, x4506)

- Fund development events that are produced by the Advancement department and/or that use the Prescott College non-profit status for fundraising initiatives that would bring monies into the college.
- Alumni and parent events

External Events (Contact: Vita Marie Phares, events@prescott.edu, x3216)

- External events not sponsored by a program sponsoring area (i.e. weddings, outside organization meetings/events, non-fee speakers, luncheons, etc.) These events are subject to room charges and must provide an Insurance Certificate of Liability and a \$250 cleaning/security deposit & services.
- Collaborations are events that are collaboration between program sponsoring area and an outside organization. The Prescott College employee that is instigating this collaboration is responsible for identifying and managing collaborations. These events are subject to room charges and the collaborating individual/organization must provide an Insurance Certificate of Liability and a \$250 cleaning/security. Additional fees are listed below.
- All non-credit bearing, non-academic courses, programs, events, conferences, workshops, institutes, intensives, continuing education, etc. (both internal and external) that include a fee (registration or donation), risk management, financial management, logistics, contracting, etc.
- Intensives and other events for academic programs that are open to the public.
- Any fundraising activity that would generate monies for entities other than Prescott College
- Additional charges apply for the following services (subject to availability):
 - ❖ Facilities \$125 (set up and keys)
 - ❖ Technological \$120 (first 4 hours) \$30 per hour thereafter
 - ❖ Student Worker Assistance \$10 per hour
- Technology specifics to keep in mind
 - ❖ Equipment prices vary and must be requested at the time of contract signing
 - ❖ Last minute requests for equipment and technical support may not be able to be filled
 - ❖ Training on tech – free if arranged during Prescott College business hours and two weeks prior by appointment.
 - ❖ Specific deadlines in requesting keys, equipment and technology assistance are at contract signing

Event Planning Tips

A successful event at PC – After submitting your event or meeting proposal form online, you will receive a confirmation. You will have assistance with room scheduling, equipment rental/usage, food and beverage service, etc. You may contact Vita Marie Phares (events@prescott.edu), 928-350-3216 **AFTER** you have submitted an event form. If you are a student club or student requesting event space, your event must occur during the semester (Fall and/or Spring) and your event form will be forwarded for approval from SUB (funding available). A Monday by 5:00 pm deadline is in place if one wants their event or room request included in the weeks' coordination.

Advertising – Please contact Shayna Beasley, Shayna.beasley@prescott.edu, 928-350-2103 for more information.

AV/LT Services & Equipment – All A/V equipment needs are to be checked out through Learning Technologies. Please contact ELearning at elearning@prescott.edu or [928-350-4410](tel:928-350-4410) for assistance. Short-term loan of AV equipment is available for students, faculty, staff, and College-sponsored events at no charge. Advanced notice is required. Equipment rental can include technical support and training if arranged for prior. Those responsible for checking out and returning equipment must adhere to IT policies, including, but not limited to check out and return times, late return policies, and damaged equipment policies. Streaming Services are available and arrangements must be made through Learning Technologies 48 hours prior to your event so that training can be coordinated. Video recording services are available and arrangements must be made at least one week prior to the event. Technological training on the equipment is available through ELearning during regular Prescott College work hours.

Conference Services - Depending on the time of year and size of your group, the Village Commons maybe available for housing. For more information or to submit an application, please go to the following link: [PC Conference Housing](#) Megan Letchworth, conference.housing@prescott.edu, 928-350-1006.

Copying, Printing, and Postal Services – Copying and other printing services (such as booklets, color copying, laminating, etc.) and postal services are available through the Prescott College General Store located in the General Store in the Cicada Building. Contact the Service Center at: 928-350-4311 or servicecenter@prescott.edu. There is a fee associated with this service and internal orders will be billed directly to your department. All faculty copy purchases must be approved by Academic Operations (academicoperations@prescott.edu OR 928-350-3224) prior to the purchase or order being fulfilled. Please allow 48 hours for small jobs and a week for large print jobs. Please note that the Dean has requested that all documents you wish to copy for your students should be place in the class' Moodle shell.

Donations – For Internal events - All donations and entrance fees received at your event must be collected, turned in and processed through the business office. Forms are available in the Business office. Once donations are processed, submitted and recorded, a check can be cut to your instructor, speaker, invited guest or benefiting organization. Do not pay your presenter or invited guest with cash. In order to make payment to the instructor, speaker, invited guest or benefiting organization, we need to have a W-9 on file. Please visit our website as soon as you can at the link provided to submit an electronic W-9 which provides a secure, electronic signature on the form: [W 9](#)

Emergency Protocols – The entrances to all College buildings contain an emergency protocol information sheet and emergency/fire exit map. Please review this information prior to your course/event so you can handle emergencies if they arise and can manage participants as necessary. If there is an emergency that warrants immediate police or paramedic care, call 911. Once you are able (or for non-police/paramedic emergencies/questions), go to a campus phone and dial 2222 for campus security (or from a personal phone dial: 928-350-2222). If an emergency, accident, incident occurs, you will work with the Prescott College Risk Manager for the College to provide an incident report.

Equipment Check out or training - Elearning located in IT, Ponderosa, elearning@prescott.edu, 928-350-4410 OR x4410. Available Equipment: Wireless, Lapel, and Headset Mics, Laptops, Projectors, Cameras, Projectors, tables, and much more! Make your arrangements the day prior to your event (or you can make other day and time pick-up arrangements).

Equipment other than what ELearning offers – Please check with the Events Manager, events@prescott.edu, 928-350-3216, regarding any non-technical needs that your event may require. Please don't hesitate to stop by the Event Management office and speak to Vita Marie or email your last minute questions or requests!

Food & Beverage – Please include in your desires for having food at your event in the events proposal you submit. If you would like the Prescott College Café to cater your event, please fill out the [catering request](#) separately from this events planning form. Prescott College prefers that food and beverages served at events on the college campus be catered by the Prescott College café, but this is not a requirement. Please go to the following link: [PC Cafe](#) to educate yourself about the college's mission regarding food and available services. There is a fee associated with this service. All food offerings must be run by the Café Manager whether or not the food is purchased from the cafe. If a potluck is offered, a pot luck agreement form must be signed and returned to Vita Marie Phares, Event Manager, events@prescott.edu, 928-350-3216.

Insurance Requirements for companies/organizations operating on Prescott College premises – A signed MOU or Lease agreement must be presented to the Event Manager at the time of the room reservation. *Assuming that an organization will be acting independently (not under the direct supervision of Prescott College) that means that they will not only be teaching Prescott College students as part of the Prescott College curriculum, but that they will be holding events for outside individuals (not associated with Prescott College) as well. The organization would need their own General Liability Insurance for their business activities naming Prescott College as Additional Insured. It would be best if the policy would also include Primary and Non-Contributory wording as a level of protection for Prescott College. Our office would be happy to assist any organization in obtaining the necessary insurance coverage. You can ask him to contact Stacy Martin, Marketing Analyst, Brown & Brown, [928-776-2722](tel:928-776-2722).*

Insurance Requirements for External clients – The Occupant shall, at the time of the execution of the room reservation contract, obtain at its own cost and expense a **Certificate of Liability Insurance** including, but not limited to, the following coverage:

- **COMMERCIAL GENERAL LIABILITY**
- Premises/operations, products/completed operations, contractual, personal injury, broad form property damage and fire legal liability: \$1,000,000 each occurrence
 - - Bodily Injury and \$1,000,000 each occurrence
 - - Property damage \$2,000,000 aggregate
 - (Combined Single Limit)
- **COMMERCIAL AUTOMOBILE LIABILITY** including owned, hired, and non-owned automobile coverage.
 - - Bodily injury and \$1,000,000 each occurrence
 - - Property damage \$2,000,000 aggregate
 - (Combined Single Limit)

The Occupant shall certify that such insurance is carried on vehicles of any subcontractor or supplier that makes delivery to the College on behalf of the Occupant

Inviting the Public to your event – Please include this on your room reservation or event request form so that the Event Committee can review your request and communicate any needs the College may have. If your event has inherent risk, Participation Agreements must be signed by all the participants that are not Prescott College students or employees (Faculty & Staff) and turned into the Event Manager via scan or hard copy. These releases are kept digitally in an internal file for use by Administration when necessary. Please see the **Donation** information if you are asking the participants for donations or an entrance fee. There is an external event packet for these types of events that includes a W-9 and hold harmless release (your presenter(s) must sign these) and a participation agreement for the participants that is available from Vita Marie Phares, Event Manager, events@prescott.edu, 928-350-3216. Please stop by the Cicada building and pick up the packet at your leisure. Signed and dated documents need to be brought by the Event Manager's office within 10 days of your event (before or after). Please also instruct your participants that all food and beverage must be placed on tables or be in closed containers and not to place their food or beverage under the chairs or on the floor.

Inviting a speaker (or organization speaker) to your event – Please include information on the speaker in the room reservation or event request form which can be found by going to the Prescott College website and clicking on "Calendar". Include the name of your presenter, title of the presentation, description of the presentation, and a bio of your presenter for review and approval. All speaker requests will be reviewed and approved by the Dean of Student Affairs. This request must be approved a minimum of 10 (ten) day prior to your event. You will be notified of any additional requirements. Please do not publish or confirm with your speaker until you receive approval from the Event Manager.

Access to Facilities - All requests for access (keys and ID Cards) to the Prescott College grounds will be arranged through the Events Management office, events@prescotte.du, 928-350-3216. Access is granted to Prescott College employees only. A minimum of a week's notice is preferred and usually necessary.

Liquor - All internal events that include liquor need approval from the President's Office. Requests will be forwarded to Julie Munro (Risk Manager, jmunro@prescott.edu, 928-350-2239) for approval and will then be submitted to Susan Harvey, (susan.harvey@prescott.edu, 928-350-4007) for clearance from our insurance providers. **For External events**, there is a limited number of events per year that can host alcohol on the Prescott College campus. Please notify Vita Marie Phares, events@prescott.edu, 928-350-3216 if you did not include this offering on the event request form. **If your event combines money and alcohol** in any way, a special permit liquor license is required. If there is alcohol being served at your event, an additional alcohol liability insurance policy is required along with the appropriate state event liquor license if liquor sales are occurring. A certified bartender must be hired for all events in which alcohol is being served. **Do you need a license?** If you are "selling" liquor of any kind at an event you are holding at Prescott College, you will need a special permit liquor license. If you are providing alcohol and charging an entrance fee or asking for donations, you must secure a special permit liquor license. After you receive permission from the President's Office, the following will describe the process you need to complete. Only 12 special permit liquor licenses are allowed per year "per location".

The procedure for getting a liquor license is as follows:

- Application and Information links:
 - www.azliquor.gov
 - http://www.azliquor.gov/forms/lic_specialeventapp_access.pdf
 - http://www.azliquor.gov/faq/charity_specialevent.cfm
 - <http://www.azliquor.gov/>
- All applications must be completed in "black" ink or it will not be accepted.
- Make sure you allow enough time to get the application filled out and processed - usually a 6 to 8 week process. Otherwise, you will be taking a trip down to Phoenix for the permit. General rule is the permit must be filled out 10 days before the actual event.
- Prescott College's EIN number can be obtained through the Prescott College Business Office (928-350-4000). Our business name is: Prescott Center for Alternative Education DBA Prescott College.
- Once the application is completed and a map of the location (please contact your sponsor to obtain the needed maps) including all exits (all which have to be open when having the event for fire safety), is completed, the application needs to be sent over to the City of Prescott City Clerk office (Rhonda Basore, Department City Clerk, 928-777-1313) along with a check for the fees (\$62.00 to the City Of Prescott, \$25.00 to State of Arizona) for each day the special permit is required. (Only checks, cash, or money orders are taken - no credit cards.) Please be aware that you will be getting a license for the specific location and must provide information as to security, etc. If you are going to do the process in person and take the application to Phoenix, please make sure they the City signs the application AND marks the approved check box. If you don't have both, the application will not be accepted in Phoenix.

Liquor (cont.)

- If you have the time, the City will run the request by the City Council, and if it receives approval, will mail the form down to Phoenix and all can be done in the mail. If you are short on time, take the approved application (signed and approved by the City of Prescott) down to the State Government Liquor License Offices at 800 W Washington St, in Phoenix. Please note their hours as they close at noon on Wednesdays.
- If everything is filled out correctly, and you have paid your state fees (again, only check or money order or cash is accepted), you will receive your license. If per chance, there is a mistake, then you may be required to come back to Prescott to fill out another application. Take the telephone numbers for the City of Prescott with you in case you need to fax the form back to them for a needed approved box, etc.....
- Once you have your state permit, go back to the City of Prescott for the City's Special Event Permit. Although they may tell you that this is not needed, I would suggest you get it, as the bartender is required to post it.

Meeting Room and Equipment – You are responsible for making sure the meeting room is kept clean and in the same condition when you leave. If you change the furniture set up of the room for your event, please put the room back in the original configuration before you leave. A cleaning bucket with cleaning supplies will be provided. Please stop by the Events Management office in Cicada prior to your event to pick up the bucket and please return it when your event is finished. Please wipe down all chairs and table that are utilized during your event. Equipment in the room is to be kept to the standard of care expected by the College. Please notify us immediately if there is a problem with the meeting room/equipment or if damage occurs. Requests for equipment (i.e. projector/other AV) must be made in advance with Learning Technologies. It is your responsibility to arrange for training, pick up and return of equipment and management of your event. Bring your own dry erase markers for use of dry erase boards. Please instruct your participants to place food and beverages on tables. There may be a cleaning fee associated with any unusual cleanup or damaged equipment. Please take the time to put all trash that your event has generated into trash receptacle and off all whiteboards and chalkboards.

Parking – If your event generates the need for more than 30 parking spaces; please arrange parking with the Event Manager (events@prescott.edu, 928-350-3216)

Presentation Requirements – Presentations are required to be on a flash drive or accessible by the internet (Google Drive, your email, etc.) A PowerPoint remote clicker can be provided by request. A Windows-based computer, LCD projector, and speakers will be provided. No outside A/V equipment or computers will be allowed. Private recording equipment or computers are allowed but will NOT be the responsibility of the Prescott College Staff. All media and presentations must be compatible with a Windows-based computer.

Risk Management – Providing/hosting an event or meeting at Prescott College must adhere to College protocols, procedures, and standards and must be insured. Your Sponsor will clarify these requirements as it pertains to your event. All events, and some meetings, must include a Participant Agreement (which includes assumption of risks and agreements of release and indemnity) and/or some form of notification of risk (your Sponsor will clarify this per your event). Some events, and some meetings, also require a medical form and/or other forms as necessary for the type of event or meeting you are providing. If this is a non-College sponsored event, you will be required to provide proof of insurance, naming Prescott College as an additionally insured (general liability insurance with a million dollar minimum). If there is alcohol being served at your event, an additional alcohol liability insurance policy is required along with the appropriate state event liquor license if liquor sales are occurring. A certified bartender must be hired for all events in which a charge is being collected for alcohol.

Room Configurations – The following room configurations may be available for your event or meeting:

- Banquet (meal at Round Tables 10' round tables that seat 6-8 people)
- Benefit (rectangular tables around the edge of the room and two or three sections of chairs)
- Circle (chairs in a circle)
- Classroom (tables and chairs set in rows facing whiteboard/screen/head-table)
- Conference (tables and chairs set in a square with no openings)
- Empty (no chairs or tables – open space only)
- Horseshoe (chairs in a “U” shape)
- Horseshoe classroom (tables and chairs set in a u-shape with an open end facing a whiteboard/screen)
- Panel (chairs theatre style facing a table with chairs for panel)
- Sale (rectangular tables throughout the room)
- Theater (two or three sections of chairs)
- Theater and Banquet mix (side to side or split)
- Stage (add a stage to any of the set ups)
- Custom (a mix of any of the above or an individual creation)

Set up diagrams – Pictures of each set up diagram can be found at the end of this document.

Signage for your event – Please contact your sponsor on the availability of signage for your event.

Student Activities Center (SAC) - Once these events are approved by the Director of Student Housing or the Graduate Assistant for Student Activities and if the event occurs outside of the time when a SUB member is present at the SAC, keys can be obtained from the Director of Student Housing or the Graduate Assistant for Student Activities, [928-350-1006](tel:928-350-1006), student.activities@prescott.edu. The SAC is for all Resident Undergraduate students and during operating hours, any meetings scheduled will have to work around the daily activities. During open hours (contact SUB at su@prescott.edu for current “open” hours), the SAC is open for all OCU student to utilize as they see fit. When SUB is not active, please contact Student Activities (student.activities@prescott.edu).

Student initiated events - Students may have events at Prescott College if they are not in a club. This requires a faculty or staff sponsor that attends your event. If the general public is invited to your event, and there is an entrance fee charge, there will be a room charge. If a donation is collected see the “Donations” section above. Prescott College students putting on a PC event for PC people – there is no charge for the room, security deposit and the liability insurance is waived. A Prescott College student putting on an event inviting non-Prescott College people (the public) the security deposit is waived, the liability insurance is waived and the room rate is charged.

Student Union Board Funding (student events only) – SUB approves clubs, event funding, and senior project funding. In order to apply for Student Union Board funding, please follow the step-by-step directions located online after signing into your myPrescott portal at: [SUB funding](#). If student activity fees are being solicited from SUB, then all Prescott College students must be able to attend your event free of charge.

Transportation – The Van Reservation Request form can be found under your MyPrescott, under the Facilities tab. Please contact Greg Lazzell (928-710-1405, glazzell@prescott.edu) with questions. Please note that only college certified drivers will be approved to utilize Prescott College vans. There is a fee associated with this service and one must be 25 years of age to drive a company vehicle. Academic Offerings have the priority at Prescott College over all requests.

QUICK REFERENCE SHEET FOR EVENTS

Where to submit your event events.prescott.edu Please take time to read the Events Management Protocol and Events Calendar instructions located <http://www.prescott.edu/community/events-meetings/index.php> . Vita Marie (events@prescott.edu, 928-350-3216), the Prescott College Event Manager, will work with you to secure a room, create a set-up diagram for facilities, arrange technical assistance if necessary, and coordinate keys or entry cards, signage and PC calendar postings. Vita Marie is the contact you can depend on to direct you to the Prescott College employee (Faculty or Staff) that can assist you with your event desires. Additional charges may apply or insurance coverage may be required.

PC staff that can assist you (Monday – Friday, 8 am – 5 pm unless otherwise arranged):

Advertising Shayna Beasley, Shayna.beasley@prescott.edu , 928-350-2103

Catering Mark Montague, Café Director, mmontague@prescott.edu, 928-350-1400 OR x1400, catering request web link: <http://www.prescott.edu/cafe/cafe-catering.html>. Fill out the form.

Conference Housing Megan Letchworth, 928-350-1006, Conference.housing@prescott.edu.

Custodial Services Greg Lazzell, Facilities Director, glazzell@prescott.edu, 928-710-1405

Emergencies Greg Lazzell, Facilities Director, glazzell@prescott.edu, 928-710-1405 OR x 4302 OR x2222

Equipment Check-out or training Elearning, elarning@prescott.edu, 928-350-4410.

Hanging Posters on Campus Check drop of five (5) of your posters/flyers with Housing and Student Activities; Megan Letchworth, megan.leitchworth@prescott.edu 928-350-1006

Room Reservations Vita Marie Phares, Events, events@prescott.edu, 928-350-3216 OR x3216

Room Set-up Vita Marie Phares, Events, events@prescott.edu, 928-350-3216 OR x3216

Technical Problems IT Help Desk, helpdesk@prescott.edu, [928-350-4406](tel:928-350-4406) OR x4406

Additional Checkout Options

- From Megan in Conference Housing: **Popcorn Machine** (must arrange to be trained prior to use)
- From ELearning: **Wireless, Lapel, and Headset Mics, Laptops, Projectors, Cameras/Camcorders, Projector tables, and much more!**

Day prior to your event (or you can make other day and time pick-up arrangements)

- Pick up signage, av equipment and keys (or id card programmed)

During your event

- Please instruct your participants to place their food and beverage on tables
- Keep doors and windows closed

Closing

- Turn off projector, place all trash in trash can
- Take down signage or posters you placed around campus for your event
- Return remote & microphone to podium
- Lock room and return key(s) or key cards to Events Manager, Vita Marie
- Return borrowed signage (take your signs off) or equipment to the appropriate department
- Return keys, equipment and signs to appropriate departments the next business day, or make arrangements for a different drop off day and time