Events at Prescott College

A resource guide
Event Planning Tips

A successful event at PC .......................................................... 4
Access to Facilities ............................................................... 4
Advertising ........................................................................... 4
AV/LT Services & Equipment .................................................. 4
Calendar Postings ................................................................. 4
Conference Services .............................................................. 4
Copying, Printing, and Postal Services ..................................... 4
Donations ............................................................................. 4
Emergency Protocols .............................................................. 5
Equipment Check out or training............................................. 5
Equipment other than what ELearning offers ......................... 5
Food & Beverage .................................................................. 5
Insurance Requirements for companies/organizations operating on Prescott College premises ........................................ 5
Inviting the Public to your event ............................................... 5
Inviting a speaker (or organization speaker) to your event .......... 5
Liquor - All internal events ..................................................... 6
Meeting Room and Equipment ................................................ 6
Parking .................................................................................. 6
Presentation Requirements: .................................................... 6
Risk Management ................................................................... 6
Room Configurations ............................................................ 6
Set up diagrams .................................................................... 6
Signage for your event ............................................................ 6
Student Activities Center (SAC) ............................................. 6
Student initiated events .......................................................... 7
Student Union Board Funding (student events only) ................. 7
Transportation ...................................................................... 7
QUICK REFERENCE SHEET FOR EVENTS

Where to submit your event: events.prescott.edu, 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 Prescott College Event calendar postings. 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):
- 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 & Emergencies Facilities Director, 928-350-4507
- Hanging Posters on Campus Drop of five (5) of your posters/flyers with Housing and Student Activities; Megan Letchworth, student.activities@prescott.edu 928-350-1006
- Room Reservations & 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 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
- Turn off TV internet system 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

Closing
- The 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. All internal events held on the Prescott College campus must get approval from the Providence Office, signed by the Provost or CFO. Please do not schedule events during holiday weekends or college closures.
- 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
A 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 large 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 Wednesday 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 (approved Prescott College sponsors)
- Academic Offerings (Contact: Academic Operations, academic_operations@prescott.edu, x3224)
- Advancement (Contact: Deseree Zurcher, deseree.zurcher@prescott.edu, x4506)
- All College Events (Contact: Vita Marie Phares, events@prescott.edu, x3216)
- Resident Student Activities (Contact: Megan Letchworth, student_activities@prescott.edu, x1006)
- Employee (Faculty/Staff) or Department Events Vita Marie Phares, events@prescott.edu, x3216)
- External Events (Contact: Vita Marie Phares, events@prescott.edu, x3216)

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 not during Prescott College recognized holidays. The event form will be forwarded for approval from SUB (funding available) for student events and student clubs. Senior Projects may be approved for funding. A Monday by 5:00 pm deadline is in place if one wants their event or room request included in the weeks' coordination.

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@prescott.edu, 928-350-3216. Access is granted to Prescott College employees only. A minimum of a week's notice is preferred and usually necessary. College facilities are not available during college closures.

Advertising – Please contact Stephanie Krusemark, Stephanie.krusemark@prescott.edu, 928-350-2230 for more information.

AV/LT Services & Equipment – All classrooms on campus have computer/flat screen setups in which the instructions are on the wall next to the equipment. If one feels training is needed, please contact eLearning at elearning@prescott.edu or 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 and equipment can be checked out through the AV check out systemhttps://prescottcollege.myturn.com/library and the equipment is located in Ponderosa. Equipment rental can include technical support and training if arranged for prior. Those responsible for checking out and returning equipment must adhere to LT policies, including, but not limited to check out and return times, late return policies, and damaged equipment policies. Video recording services are available for college-wide academic events and arrangements must be made at least one week prior to the event. Technological training on all A/V equipment is available through eLearning during regular Prescott College work hours.

Calendar Postings – Event postings for the Prescott College website calendar must fall either as an Academic offering, approved student event, internal event or meeting, or external event renting facilities category. All other events are subject to approval.

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.) are currently not available at the General Store. Equipment (laminator, binding machine and copy machine are available for use). 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 note that the Dean has requested that all documents you wish to copy for your students should also be placed in the class’ Moodle shell.

Donations – No donations may be solicited from Prescott College students for any Prescott College or Prescott College associated event. Student events, Collaborations, Internal Collaboration, and Community events are all free for Prescott College students.
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 the 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, Kristine Preziosi “KP”, 928-350-2306, kpreziosi@prescott.edu, for the College to provide an incident report.

Equipment Check out or training - Elearning located in Ponderosa, elearning@prescott.edu, 928-350-4410 OR x4410. Available Equipment: Chromebooks, Projectors, Cameras, GoPros, and much more! Make your arrangements the day prior to your event (or you can make other day and time pick-up arrangements) through https://prescottcollege.myturn.com/library/.

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. All Associations of Prescott College will need to provide insurance and sign contract for the use of Prescott College facilities. "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."

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 Property Damage: $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 Property Damage: $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 Manzanita 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.
Liquor - All internal events that include liquor need approval from the President's Office. Requests will be forwarded to Kristine Preziosi “KP” (Risk Manager, kpreziosi@prescott.edu, 928-350-2206) for approval and will then be submitted to Andrea Jaeckel, CFO 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 whether or not you included this intent on the event request form. If your event combines money and alcohol in any way, a special permit liquor license is required.

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 Manzanita (President’s office building) 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 so that a facilities or IT requests can be submitted. Requests for equipment (i.e. projector/other AV) must be made in advance with Learning Technologies (https://prescottcollege.myturn.com/library/). It is your responsibility to arrange for training, pick up and return of equipment and management of your event during regular office hours. Bring your own dry erase markers for use of dry erase board. Please instruct your participants to place food and beverages on tables during the session. All participants should be instructed to take their personal items with them when they leave. 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 thumb drive or accessible through the web. (i.e. Prezi, PowerPoint uploaded to Google Drive, OneDrive or other cloud platforms.)
- Presentation and any associated media must be compatible with a Windows-based computer.
- A Windows-based computer, flat screen TV, and speakers will be provided. No outside A/V equipment will be allowed. You may not use your own device.
- Please arrive 25-30 minutes before the session in which you are speaking to load your presentation. This means that if you are scheduled for 11:00 you should arrive at 10:30 to load your presentation.
- If you are using a Mac to formulate your presentation, please be sure to use a font that will be acceptable for Windows. Please see link for font equivalents. http://www.ampsoft.net/webdesign-WindowsMacFonts.html

Risk Management – Providing/hosting an event or meeting at Prescott College must adhere to College protocols, procedures, and standards and must be insured. Prescott College insures all academic offerings. Approved sponsors are listed at the beginning of this document. Your Sponsor (or the Event Manager) can clarify all 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 if it applies. Some events, and some meetings, also require a medical form and/or other forms as necessary for the type of event or meeting. If the event is a non-College sponsored event, proof of insurance, naming Prescott College as an additionally insured (general liability insurance with a million dollar minimum), 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 licenses (applies to liquor sales). A certified bartender must be hired for all events serving alcohol. All academic events serving alcohol must get approval from the President’s office.

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 theater sections of chairs)
- Circle (chairs in a circle)
- 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 Vita Marie Phares, events@prescott.edu, x3216

Student Activities Center (SAC) - Once these events are approved by the Director of Student Housing s 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, 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 au@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.

6

11/7/2018 vmp
**Student initiated events** - Students may have events at Prescott College if they are not in a club. This requires a faculty or staff sponsor, and the sponsor must attend your event in its entirety. If a student event has applied for and received funding from SUB no students may be charged for the 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 the Equipment warehouse x2331 with questions after you have submitted the form. 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.