

EVENT & CONFERENCE SERVICES  
GUIDE FOR STUDENT ORGANIZATIONS



AN OUTLINE OF POLICIES AND PROCEDURES FOR  
STUDENT ORGANIZATIONS AT TOWSON UNIVERSITY

'09 ~ '10

## WHAT IS EVENT & CONFERENCE SERVICES?

Event & Conference Services (E&CS) functions as a service for student groups that need space, equipment, and assistance for meetings and special events. E&CS is responsible for reserving campus facilities, setting up the venue according to student specifications and handling all technical services during an event. E&CS can also assist with other services such as working with Black & Gold Catering and ordering additional rental equipment. E&CS is designed to be a **one-stop-shop** for our students making the event planning process one more thing you can check off your list during a hectic semester.

Weekly meeting space and two large events (one per semester) are reserved annually on a designated day during the spring semester. This upcoming spring '10, that day is tentatively set for Monday, April 19<sup>th</sup> (notification of exact date will be sent via e-mail). **ALL reservations will be listed as 'tentative' until your organization attends a mandatory workshop held by E&CS at the beginning of each semester. Failure to attend the workshop will result in your organization losing current reservations and the privilege of reserving additional space for that semester.**

**Additional reservations will be taken on a first-come first-serve basis on or around Monday, May 24<sup>th</sup>, 2010 (notification of exact date will be sent via e-mail).**

E&CS is divided into two offices. In UU 119, students are able to speak directly to Reservations should they have any issues with the online reservation form. The office line there is (410) 704-2600. In UU 212 (next to the Info Desk) students are able to speak with an event manager for any questions regarding the details of their event. The main office line is (410) 704-2315.

## WHO'S WHO IN EVENT & CONFERENCE SERVICES



Main Office: (410) 704-2315  
 Reservations Line: (410) 704-2600  
 Fax: (410) 704-3048

### Main Contacts

Please work through your assigned Event Manager

|   |          |                         |
|---|----------|-------------------------|
| Krystle M. Ongaco - Event Manager   | 704-2469 | kongaco@towson.edu      |
| Rebecca Brunelle - Event Manager  | 704-2144 | rbrunelle@towson.edu    |
| Brooke Jacobs -<br>Assistant Event Reservationist<br>Student Groups/Organizations | 704-2246 | reservations@towson.edu |
| Dawn Henriques -<br>Assistant Event Reservationist<br>Faculty/Staff/External      | 704-2315 | reservations@towson.edu |
| Nick Gingue - Set-up Manager  | 704-2315 | ngingue@towson.edu      |
| John Fahres -<br>Technical Operations Manager                                     | 704-2315 | jfahres@towson.edu      |
| Frank Rankin -<br>Technical Production Manager                                    | 704-2315 | rrankin@towson.edu      |
| Bill Murphy -<br>Assistant Director of Towson Center                              | 704-2315 | wmurphy@towson.edu      |
| Joanne Forrester - Ticket Office  | 704-5192 | jforrester@towson.edu   |

### Department Information

|  |          |                        |
|--|----------|------------------------|
| Jim McTygue - Director                             | 704-2315 | jmctygue@towson.edu    |
| Jeannie Deckelbaum -<br>Assistant Director         | 704-2315 | jdeckelbaum@towson.edu |
| Doug Laatsch -<br>Assistant Director of Operations | 704-2315 | dlaatsch@towson.edu    |
| John Adams -<br>University Union Manager           | 704-3524 | jadams@towson.edu      |

## HOW DO I BEGIN AND WHERE DO I GO FROM THERE?

The planning process for an event should begin before a student visits E&CS. The student organization event coordinator (one per student group) should meet with his or her event committee and work out the most important details beforehand: **the type of event, expected attendance, room set-up, technical needs, event times and a few possible dates.**

- **ONLY ONE AUTHORIZED REPRESENTATIVE** (the student organization event coordinator) of each organization may submit reservation forms. This must be a full-time student in good academic standing with the University. Their name will be on file at both the offices of E&CS and SGA. Students can now update and maintain this information through the **Involved@TU** website. The organization must be in good standing with **ALL** University departments (e.g. SGA, Finance, etc.) in order to make reservations. If you need information regarding your financial standing, please see the SGA Accounts Manager located in UU 226.
  
- **RESERVATION PROCESS:**
  - The reservation form can now be accessed on-line at [www.towson.edu/facilityreservations](http://www.towson.edu/facilityreservations) (once you've accessed the form you should bookmark it)
  - Student groups must be University recognized to reserve space.
  - **Reservations for student events must be made either:**
    - 21 days prior to the event for any concerts, conferences, performances or any other event requiring special needs or equipment.
    - 10 days prior to the event for all other events/meetings.
    - 24 hours for AS-IS space (using the space with the room set-up as-is) with no additional required services.
  - Prior to the event, you may also want to acknowledge your audio/visual needs so as not to incur any unexpected charges and insure it is set aside for your event. If an event manager has not been assigned, please contact Krystle M. Ongaco at 410-704-2469 for assistance.
  
- **RESERVATION CONFIRMATION** - After filling out a reservation form, you will receive a confirmation of your date by e-mail. **DO NOT** advertise for an event **UNTIL** an E&CS reservationist has confirmed all details. **PLEASE CHECK YOUR RESERVATION CONFIRMATION FOR EXACT DATES AND LOCATIONS, AS IT IS A FIRST-COME FIRST-SERVE BASIS. THERE IS NO GUARANTEE THAT YOUR PRIMARY REQUEST CAN BE FILLED SO PLEASE DOUBLE-CHECK THE DATES.**

- **PARKING** - Events that will result in 10 or more outside guests will be automatically directed to the parking form upon submission of the facilities reservation form. If charges will be assessed the student organization will be contacted by parking services directly to discuss payment options. For assistance, please contact (410) 704-3515.
- **OUTSIDE ENTERTAINMENT** - Parties and/or socials will require a technical rider (list providing the performers technical needs) from whatever form of entertainment is provided (a DJ, band, performer, etc.) **AT LEAST 21 DAYS PRIOR** to the event in order to properly assess if E&CS can accommodate them. Please review ALL riders with an E&CS Senior Technician prior to signing any contract.
- **EVENT MANAGER ASSIGNMENT** - Once the event has been confirmed, an event manager will be assigned to assist you with the final stages of planning. You may contact the main office at 410-704-2315 to find out who your event manager is. It is best to meet with your event manager at least 2 weeks prior to the event to discuss room set-up. **Failure to do so at least 7 days prior to your event (or 21 days for larger events) will result in automatic CANCELLATION OF YOUR SPACE.**
- **FOOD** – Dining Services is interested in working with student organizations to meet their needs, which is why they've created a separate menu for **students only** called "Just the Basics". It is recommended that you meet with a catering representative at least 2 weeks prior to your event. The full service catering menu is available at [www.towsonu.catertrax.com](http://www.towsonu.catertrax.com) or you can call (410) 704-3480 to speak to someone directly.
  - The University has a contractual obligation to purchase catering and food related services from Chartwell's Dining Services and Black and Gold Catering for all campus events. If you wish to provide your own food/refreshments, a food waiver must be completed for any food that is not provided by Dining Services. However, there is no guarantee that the waiver will be approved. It is at the discretion of **Black & Gold Catering**. They require the form to be submitted at least **10 business days** prior to the event to be considered. You can access the form at: <http://towsonu.catertrax.com/images/FoodWaiverRequestForm.xls>
  - If you wish to provide **alcohol** at any event approval from the AVP of **Campus Life** will be required. Alcohol for student events must be served by **Dining Services** who must be **TIPS certified** and must have sufficient food options to coincide. Refer to the **Procedures for Events with Alcohol** for more information.
  - **ALL raw foods for BBQ's must be purchased from B&G**
- **BUILDING HOURS** - If you need to have the building hours altered from regular posted hours, a \$16 per hour fee will be charged to your organization to

cover additional costs. Please note: extended hours are subject to the approval of the building manager. There will be a minimum of one-hour charged. Any changes in hours must be scheduled 2 weeks in advance.

- **CLEAN-UP** - Your group is responsible for leaving the room or space as you found it. Pick up and dispose of all trash accumulated during the event. Any additional clean-up that is required, will be billed back to your organization.
- **EVENT UPDATES** - If you need to cancel or change the details concerning your events please contact both your event manager and the facility reservationist with the information. This will allow for another organization to possibly reserve the space in time to plan a successful event.

### ADDITIONAL NEEDS FOR YOUR EVENT

- **RAFFLING/GAMING** – Any event having a raffle or any sort of gambling taking place during the event must attain a permit from the **Baltimore County Office of Licenses and Permits** (See **Office of Student Activities** for more info).
- **TICKETING** – Events requiring tickets for entry must be open to outside guests. **ALL ticketed events must go through the Ticket Office.**
- **DONATIONS** – Groups accepting donations for their event may not do so at any entry point into the event; the donations area must be located away from the entrance so as not to give the impression that a donation is *required* for entry.
- **DECORATIONS** – Environmental Health and Safety has provided a link to their decorations policy; Refer to it when planning your event:  
[http://wwwnew.towson.edu/adminfinance/facilities/ehs/documents/UniversityDecorationsPolicyRevised11-01\\_002.pdf](http://wwwnew.towson.edu/adminfinance/facilities/ehs/documents/UniversityDecorationsPolicyRevised11-01_002.pdf)  
Any damages incurred from decorations will be billed back to your organization.
- **MOVIE SCREENING** – In order to screen a movie on campus, you must attain the **Copyright License**. Please see the **Office of Student Activities** for more information.
- **FIRE PERMITS** – Required for any event with an open flame (BBQ). You may access the fire permit at:  
<http://wwwnew.towson.edu/adminfinance/facilities/ehs/documents/FirePermit.pdf>  
The student organization is responsible for providing a bucket of water for the event in case of emergency. Please see additional Open Flame and Candle Policy on page 14.

Towson University's policies, programs and activities comply with federal and state laws and University System of Maryland regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability and sexual orientation.

## WHICH FACILITIES ARE AVAILABLE?

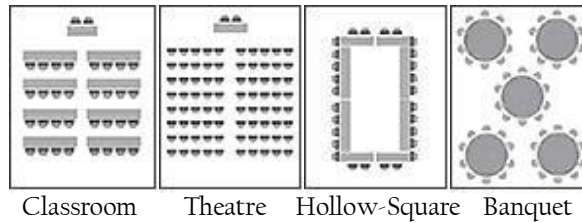
Many spaces on campus are available for use by student groups. The primary areas are the University Union, Burdick Hall Gyms and Field, Newell Field, and select academic space. E&CS has set aside evenings in the University Union from Sunday to Wednesday to accommodate weekly meeting requests. Any additional event requests will be fulfilled on a first come first serve basis.

Events scheduled on Thursday should fit into the following four-hour time period: 8pm – 12am or 9pm – 1am. Events scheduled on Friday or Saturday should fit into the following four-hour time periods: 8pm – 12am, 9pm – 1am, or 10pm – 2am. Please note that any late night socials taking place in the Union will require additional security and possible other costs. Your organization will be responsible for ALL associated charges.

Any events taking place outdoors must comply with the Noise and Lighting Standard that the University has in place. Weekday (Sunday evening through Thursday) events must cease making noise by 10pm and maintain a 55dBA (sound measurement) at the property line. Weekend (Friday evening through Saturday) events must cease making noise by 11pm and maintain a 55dBA at the property line. All evening events taking place on Burdick Field must cease by 10pm to ensure that the field lights are turned off by 11pm.

**IF YOUR FIRST CHOICE HAS BEEN PREVIOUSLY RESERVED OR DOES NOT MEET THE NEEDS OF YOUR FUNCTION, THE RESERVATIONIST WILL WORK WITH YOU TO DISCUSS ALTERNATIVES.**

## FACILITY AND SET-UPS W/ CAPACITY LIMITS



| Facility                                 | Classroom | Theatre | Hollow Square | Banquet | Exhibit Tables |
|--|-----------|---------|---------------|---------|----------------|
| Chesapeake Rooms (All)                   | 288       | 612     | N/A           | 336     | 80             |
| Chesapeake's Individually**              | 96        | 204     | 64            | 100     | 23             |
| Chesapeake I & II/ II & III              | 192       | 408     | N/A           | 216     | 38             |
| Conf. Rooms 305 & 306                    | 36        | 80      | 36            | 40      | 7              |
| 307 & 308                                | 15        | 40      | 18            | 24      | 4              |
| 314                                      | 18        | 30      | 22            | N/A     | 5              |
| 315                                      | 18        | 40      | 22            | N/A     | 6              |
| 316                                      | 12        | 20      | N/A           | N/A     | 4              |
| 314 & 315                                | 36        | 75      | 36            | N/A     | 9              |
| 315 & 316                                | 30        | 75      | 36            | N/A     | 7              |
| 314- 316                                 | 48        | 100     | 42            | N/A     | 11             |
| Loch Raven                               | 72        | 100     | 30            | 56      | 21             |
| Potomac Lounge                           | 120       | 300     | 54            | 300     | 65             |
| Susquehanna Terrace*                     | 48        | 144     | 30            | 144     | 24             |
| Auburn Pavilion w/ 1 <sup>st</sup> Floor | N/A       | 150     | N/A           | 200     | N/A            |

- Paws Downstairs is only available as 400 festival-style (no seating)
- Susquehanna I/II\*, Patuxent Room\* and Severn Lounge\* are available as is – NO SET-UP CHANGES
- For safety reasons, dances are not permitted in the Chesapeake Rooms

**NOTES:**

\* These are dining facilities and will not be available until after 4pm Monday-Friday (except for Susquehanna I & II which are open until 7pm), or at the discretion of University Dining Services  
 \*\* Chesapeake 1 & 2 used individually will require a door monitor for any event over 49 people per room.

\*\*\* All capacities listed above are subject to change pending on additional set-up needs.

Outdoor events may also be scheduled on one of the following locations:

- \*Burdick Field
- \*Newell Field
- \*Glen Dining Areas
- \*Under the Lecture Hall
- \*Speakers Circle

**\*Additional sound restrictions apply**

## TECHNICAL OPERATIONS



Technical Operations is the audiovisual support arm of E&CS. The department provides coordination of the technical requirements associated with events held on campus which are not part of an academic class.

### REQUEST FOR SERVICE

Requests for technical services must be placed at least 10 days (21 days prior for larger events) prior to the day of the event. Inside of this period, no guarantee will be made that the service can be provided. Requests made three working days (Saturday and Sunday not included) or less prior to the day of the event will incur a \$25 charge. A \$25 cancellation fee will also be applied if cancelled within 24-hours of event start time.

There are several key pieces of information required to request technical support for an event. These are the:

- Name of the event
- Date(s) of the event
- Location(s) of the event
- Actual event times
- Event reference number (found on confirmation)
- Sponsor and account number for billing purposes
- Contact name and phone number
- Technical needs

All of this information will be communicated through the event manager assigned to the event. The event manager will then take your request and information and arrange the details with a representative from technical services. If requested, Technical Operations will provide you with an estimate of the costs prior to the event so that the group can properly assess their budget.

**COSTS INVOLVED**  
(Please refer to the rate sheet enclosed)

The organization hosting the event will be charged for all services provided. These charges are based on the rate sheet published for each fiscal year. The two main components to the charges incurred for an event are equipment and labor. Please keep in mind that the rates enclosed have the general set-up and breakdown of an event added on to the cost (one hour for each). For those events requiring labor on site for the entire event (concerts, performances, etc.) additional labor costs will be added to the final bill.

University Technical Operations will strive to assist organizations in bringing their ideas to fruition. In this light, the opportunity to provide advice and information concerning the technical requirements is our pleasure. Please contact this office with any questions you may have. Throughout the planning process we will endeavor to provide clear, concise details so that you may achieve your goal.

**\*Organizations that are not budgeted through SGA will be required to pay for their equipment 24-hours prior to their event.**

## TECHNICAL OPERATIONS RATE SHEET

'09 – '10

Basic set-up and breakdown labor included on all rates

### Sound Equipment –

Includes 2 microphones, CD/Cassette player and sound system

|  |  |
|--|--|
| Chesapeake Rooms – One Room                            | \$47.00                                      |
| Two Rooms  | \$72.00                                      |
| Three Rooms  | \$97.00                                      |
| Potomac Lounge   | \$97.00                                      |
| Loch Raven Room  | \$42.00                                      |
| Conference Rooms - Per Room                            | \$15.00                                      |
| Portable Sound System<br>(Rooms w/out built in system) | \$30.00 (EONS)/<br>\$50.00 (Battery powered) |

### Visual Packages

|  |          |
|--|----------|
| # 1 – 3500 Projector, screen, cables,<br>power         | \$95.00  |
| # 2 – 3500 Projector, screen, laptop,<br>cables, power | \$145.00 |

### Concert Equipment – Requires at least 21-days notice for use

\*Additional labor may be required

|                            |  |
|----------------------------|--|
| Open Mic                   | \$350.00                               |
| Concert Sound (Small acts) | \$450.00                               |
| Full Front of House        | \$850.00                               |
| Lighting                   | \$175.00 (12-can)<br>\$325.00 (24-can) |
| Spotlight                  | \$75.00                                |

### Additional Equipment

|   |             |
|---|-------------|
| Additional Microphone                   | \$7.50 each |
| CD Player                               | \$17.50     |
| 4 Channel Audio Mixer                   | \$14.00     |
| Mixer Rack Audio System –<br>16 channel | \$50.00     |
| 7-foot Projection Screen                | \$5.00      |
| Overhead Projector and Screen           | \$15.00     |
| TV/VCR/DVD Combo Unit                   | \$25.00     |
| Flip Chart w/ Markers                   | \$7.50      |

### RATES & EXPENSES:

- Certain events, speakers or performers may require a technician on site thus incurring additional labor expenses.
- Labor Rates:
  - Student Technician \$11.00/hour
  - Student Supervisor \$15.00/hour
  - Senior Technician \$22.00/hour
  - Technical Crew Chief \$26.00/hour

### LIGHTING EQUIPMENT:

Fixed in-house lighting systems will be adjusted at no charge. Specialty lighting equipment is available upon request.

### POWER DISTRIBUTION:

There is no charge for power used. There is a charge for the equipment necessary for power distribution, and if necessary, a TU Electrician for power tie-in. Cost estimates will be given upon receipt of requirements.

### NOTES:

- All rates are based on a per day rental
- Any equipment rented or services rendered from an outside contractor will be billed at **actual invoice cost** and may include E&CS labor
- Certain events, facilities or outside spaces require a rental of equipment from outside companies. Please contact your Event Manager for an estimate.

## ADDITIONAL CHARGES RATE SHEET

E&CS is now limited in the amount of tables, chairs, stage pieces, etc. we can provide in spaces outside of the University Union (Burdick Field and Gyms, Newell Field, Under the Lecture Hall etc.). Please contact your event manager early on to discuss rental prices for your event and note that these prices are subject to change based on any changes made to the University's contract. Please keep in mind that labor costs may also be incurred for the set-up and breakdown of an event depending on location (i.e. Towson Center, Burdick Gyms or Field).

| Equipment                                   | Cost  |
|---|---|
| Plastic Folding Chairs                      | \$0.77  |
| Padded Folding Chairs                       | \$2.45  |
| White Tablecloths                           | \$4.50  |
| Trash Boxes w/ Bags                         | \$5.00  |
| Black Box-Skirts                            | \$5.00  |
| 6' Table (rectangular table)                | \$5.25  |
| Round Table (60")                           | \$5.60  |
| Stage Pieces (4' x 4')                      | \$28.00/piece   |
| Grill                                       | \$56.00 (without coal/lighter fluid)<br>\$74.25 (with coal and lighter fluid) |
| Tents                                       | Varies by size and location   |
| Labor Type                                  | Cost/Hour   |
| Student Event Staff                         | \$11.00   |
| Student Event Staff Supervisor              | \$15.00   |
| SAFE Management<br>Crowd-Control/Tailgating | \$15.38   |
| SAFE Management<br>Supervisor               | \$18.45   |
| SAFE Management<br>Manager                  | \$20.24   |
| Housekeeping                                | \$20.44   |
| Medical/First Aide                          | \$30.00   |
| Ambulance                                   | \$125.00  |
| TU Police Aide                              | \$26.50   |
| TU Police Officer                           | \$49.90   |

\*SAFE Management/Housekeeping/Medical/First Aide/Ambulance all require a minimum 4-hour charge for any event

\*SAFE Management per hour rates may change based on required contract increases

## OPEN FLAME AND CANDLE POLICY

*Except as specified below, the use of candles, incense or any type of open flame device for any purpose is strictly prohibited in University buildings.*

- Open Flames – The use of open flame devices (such as tiki lamps, oil lamps, torches, etc.) are absolutely prohibited in University buildings and must be approved for outdoor use by Environmental Health and Safety (EHS) on a case-by-case basis.
  - Ceremonies – The use of candles, incense or any type of open flame device for ceremonial purposes is strictly prohibited in University buildings.
  - Mood & Scent Candles – Mood and scent candles are strictly prohibited in all University buildings.
  - Incense – The use of incense is strictly prohibited in all University buildings.
  - Any outdoor cooking done in conjunction with decorative events shall be approved by EHS and shall utilize suitable outdoor cooking appliances manufactured/intended for that use and placed an adequate distance from any decorations. A Fire Permit (approved by EHS) and water bucket\* are required during the event.
- \* A fire extinguisher issued by ECS is required for concerts, etc.
- Barbeque Grills - Barbeque Grills are not permitted on any balcony at a University facility with the exception if Black & Gold Catering is handling the grill. In this case, B&G must be present at all times to monitor the grill. In a case where B&G is providing the food only the grill may not be placed on the balcony. Under no circumstance may a grill be used on the Union 3<sup>rd</sup> floor balcony. A bucket of water must be located next to the grill prior to lighting the grill which must be placed a minimum of 50 feet from the building. The Event Manager charged with managing the event is responsible for the correct placement of the grill and ensuring that the direction sheet for operation of the large grills are provided to all.

*All outdoor ceremonies and outdoor cooking utilizing open fires or grills require a TU Fire Permit which is issued by EHS at no charge*  
<http://wwwnew.towson.edu/adminfinance/facilities/ehs/documents/FirePermit.pdf>

## Lighting the Large BBQ Grills used for TU Events

It is very important to follow the outlined directions carefully. Lighter fluid is combustible and improper use can cause severe injury or death. If you do not feel comfortable, please arrange for someone from Event & Conference Services to help you.

### Directions for use of Event & Conference Services provided BBQ grills

- A Fire Permit must be obtained from the Department of Environmental Health and Safety for approval to use a BBQ grill anywhere on campus.
- BBQ grills may only be setup in approved locations at least 50 feet from a building with a bucket of water located in the area of the BBQ (Buckets and a shovel may be signed out from the Union Information Desk and must be returned to avoid being charged for replacement costs). BBQ grills cannot be used on any balcony without the written approval of the Department of Environmental Health and Safety.
- Ensure you have appropriate grilling tools with long handles for the food you will be cooking.
- Assume at least 20 minutes prior to cooking for the coals to be ready for grilling.
- Remove the grilling grate from the BBQ grill and place on the side. Spread the provided sand evenly around the base of the grill and add the 40 pounds of charcoal across the large Big John grill.
- Prior to attempting to light the charcoal, empty the entire 32 ounce container of lighter fluid on the charcoal evenly.
- Wait one (1) minute prior to lighting and do not move the grill once the charcoal has been lit.
- Light the charcoal in 4-5 areas and stand back and let the lighter fluid burn off. Lighter fluid burns with a slow flame and provides an easy way to start your charcoal BBQ. NEVER APPLY LIGHTER FLUID TO A LIGHTED FIRE OR HOT COALS. THIS COULD CAUSE A SEVERE INJURY OR DEATH.
- Please dispose of the empty lighter fluid container and charcoal bags properly in an outside trash container.
- Empty the bucket of water on the coals and mix the water, sand and remaining charcoal to help extinguish the charcoal. IT IS THE RESPONSIBILITY OF THE GROUP USING THE GRILL TO PLACE THE CHARCOAL INTO THE PROVIDED HEAVEY DUTY TRASH CAN FOR DISPOSAL. DO NOT PLACE CHARCOAL INTO REGULAR TRASH CANS. If the grill is not emptied, the cost to have the BBQ grill cleaned out will be billed to the organizing group.
- Lighter fluid may only be stored in the Union if it is placed in a flammable liquid storage cabinet. Only use provided charcoal and light fluid for your BBQ.



## EVENT PLANNING CHECKLIST

### 21 Days Before (Major events)/ 10 Days Before (All other events):

- ✓ Fill out reservation form at [www.towson.edu/facilityreservations](http://www.towson.edu/facilityreservations) and wait for confirmation
- ✓ Meet with my organization to discuss our ideas, expectations and budgeting options

### At Least 7 Days Before Event:

- ✓ Meet with my event manager to discuss set-up and any A/V equipment needed for the event
  - Arrangement of tables and chairs
  - Tablecloths
  - Flags or banners
  - Rental equipment (additional tables, sound, etc.)
  - Other decorations
- ✓ If the event is open to outside guests, I have considered my options with parking services and also the possibility of ticketing the event
- ✓ Work with Black & Gold Catering to discuss dining options for my event
- ✓ If a large number of people are expected to attend, I will work with my event manager to look at the various kinds of security we should have at such an event
- ✓ I will work with the University Union building manager to arrange tabling to promote my event and also find out how to properly place flyers around campus

### Day of Event:

- ✓ I will touch base with my event manager to discuss any last minute changes or additions, and to verify all things are a go