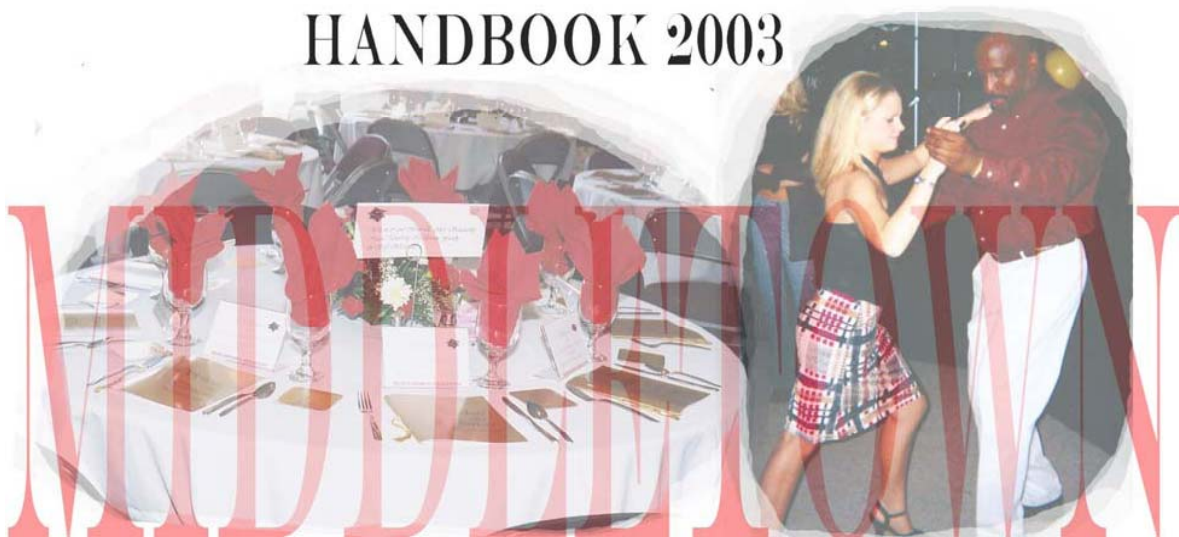




EVENT PLANNING AND SCHEDULING

HANDBOOK 2003





**MIAMI
UNIVERSITY
MIDDLETOWN**

Event Planning and Scheduling Handbook

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Introduction

Whether a small on-site meeting or national conference, thorough event planning is key to the outcome of your event. The purpose of this handbook is to provide information about facility usage on campus and to assist departments in planning successful campus events. The handbook is a guide to enhance, improve, and simplify the planning process in an effort to avoid duplication of events and conflicts in reserving space.

This handbook is the result of collaborative efforts by the offices of the Executive Director, Physical Facilities, and Development.

Special thanks to Jason Webb, student worker in both the Office of Development and in the Computer Center. Jason's efforts in designing and formatting the handbook have led to an ultimate resource tool for your meeting and event planning needs.

Dave Finkelman Auditorium Guidelines for Use

General Conditions:

1. Facility is only available for use on dates that the campus is open.
2. The facility is a smoke-free environment.
3. The seating and stage auditorium area is intended to be used primarily as a performance space; acoustic performances, dance or theatrical performances, guest lectures, presentations or other activities that are deemed appropriate for the facility. The seating capacity of the facility is a maximum of 749 but this may be reduced based on stage and seating arrangements. The space is not recommended for groups of less than 200.
4. The lobby area is intended for use by performance patrons in conjunction with ticket sales and collection, intermissions and post event receptions. The Office of the Executive Director may schedule other receptions or gatherings in this space as appropriate.
5. The Green Room is intended for use by performers during productions.
6. Makeup (joint men and women) and Dressing Room (one men, one women) spaces are available to users of the facilities and have shower and bathroom facilities located within each space. There are no private or star dressing or makeup rooms available within the facility.

Scheduling:

1. The Middletown Campus Physical Facilities Department, 26 Johnston Hall, (513) 727-3202, will handle scheduling of the facility based on Guidelines for Use, Facility Usage Form and the Rental Agreement for Use of Dave Finkelman Auditorium and Rules of Usage documents (for use with outside groups).
2. The Middletown Physical Facilities Department and Technical Director reserve the right to determine the appropriateness and/or feasibility of any requested use of the facility.

3. Priority of Scheduling is as follows (number of days, dates that can be scheduled prior to event):
 - a. Office of the Executive Director
 - b. Artist and Lecture Series (360)
 - c. Miami University Middletown departments (180)
 - d. Student groups (120)
 - e. Non-Middletown campus departments and non-university groups (90).

Exceptions are for graduation ceremonies (campus and local high schools) and dance recitals that have priority in that order in the months of April, May and June. Dance recitals are scheduled based on available dates and number of event dates requested. A lottery or some other means may be employed if requests exceed availability.

Any group submitting a request after their priority deadline will be granted use on a first come first serve basis.

4. All requests for use of the facility must be made 30 days prior to date of use.
5. Student organizations may request use of the facility for events directly related to the mission of their organization. Requests for use of the facility, using the Facilities Usage Form signed by the organization adviser with account code information included on the request, are to be submitted to the Office of the Executive Director (116 Johnston Hall). The Office of the Executive Director will review requests for appropriateness. Approved requests will be forwarded to Middletown Physical Facilities Department for technical review and scheduling if appropriate.

Fees and Costs:

1. Non-university groups are required to pay the full facility rental fee and any fees for additional services (e.g. security, piano tuning, load-in, load-out staff, additional production personnel). Changes in the standard rates can only be made by the Middletown Campus Office of the Executive Director or Designee in writing to the Middletown Physical Facilities Department prior to scheduling of the event.
2. Rental fee waiver requests for events that are produced by outside groups and co-sponsored by departments or student organizations must be approved by the Office of the Executive Director. Approval will be based on appropriateness to campus mission and cost to the campus.
3. Non-renters, including campus departments and student organizations, are required to pay for any overtime costs for the set-up, rehearsal, production and space restoration associated with their activity. An estimate of costs will be provided by the

Middletown Physical Facilities Department upon request. An account code to be charged must be submitted in writing two weeks prior to the event. The account code will be charged for the actual costs incurred. Regular hours are Monday thru Friday 7:00am - 3:00pm. Use outside of these hours is considered overtime hours and will be charged accordingly.

4. A security guard provided by the Middletown Campus is required for any group larger than 200 participants. A guard will be scheduled for any event that meets this requirement. The cost of the guard is an additional cost charged by the Middletown Campus Business Office and is the responsibility of the user.
5. Additional charges for items not included in the basic rental/use of the facility are the responsibility of the user (e.g. security, piano tuning, load-in, load-out staff, and additional production personnel).

Responsibilities and Restrictions:

1. All positioning of portable equipment (e.g. music stands, chairs, risers, podiums, etc.) including load-ins and load-outs are the responsibility of the user, unless prior written approval of other arrangements have been made by the Middletown Physical Facilities Department.
2. Operation of building systems (lighting, sound, projection, rigging, stage elevator, etc.) is restricted to University personnel, except with prior approval by and under the supervision of the Technical Director/Designee.
3. There is no unsupervised use of the stage/auditorium facility. The Technical Director/Designee will be present during all times this area is open for use (rehearsals, set ups, performances, lectures etc.) for any group.
4. No signs or posters are allowed in the facility without prior written approval.
5. General Restrictions on use of space include:
 - No liquids or food on stage or in auditorium seating area.
 - Cannot break, spray or release items that require clean-up or create an unsafe condition.
 - Events and activities must comply with all federal, state, and local laws.
 - Facility, equipment, and furnishings must be treated with respect and not altered, marred, used inappropriately or damaged.
 - No fires, pyrotechnics, smoke, chemicals or other special effects that are deemed inappropriate are allowed without prior written approval by Middletown Physical Facilities Department and the Technical Director.

6. Ticket sales, ticket collection, ushering and coat check are the responsibility of the user.
7. No food, beverage, or concessions are to be sold or given away to audience members before or during an event (including intermission) without written approval at time of scheduling. Approval may require user to pay additional costs for this privilege.

Verity Lodge Guidelines for Use

General Conditions:

1. Facility is only available for use on dates that the campus is open.
2. Events can be scheduled from 7:00 am - 11:30 pm. Users are expected to have completed any necessary cleanup and leave the facility prior to 12:00 Midnight.
3. The facility is a smoke-free environment.
4. Serving of alcohol in the facility must comply with University Policy and be conducted in accordance with Ohio law.
5. Use of the facility is for university and community functions (e.g. meetings, receptions, parties, showers, weddings).
6. Areas included in use are the front meeting room (102), back meeting room (101), kitchen (105), and single stall unisex restroom facility (103).
7. The seating capacity of the facility is approximately 75-100 persons (chairs only). Capacity is dependent on set up arrangement.
8. Profit making functions (e.g. Mary Kay, Longaberger, Amway, Tupperware) are not permitted.
9. Items provided for use in the facility include: tables, chairs, and piano. Users with permission may use fireplace. Wood is provided and stored on lodge porch when available. Some restrictions apply. No other equipment, furnishings, utensils, linens, covers, coffee makers, food storage, etc. are provided.
10. The Child Care Center, located in the basement of the Verity Lodge, operates during the hours of 7:30am and 5:00pm, Monday-Friday. It does create noise and occasional foot traffic through the front meeting room (102). This needs to be considered when deciding if the facility is appropriate for an event scheduled during these times.

Scheduling:

1. The Middletown Campus Physical Facilities Department, 26 Johnston Hall, (513) 727-3202, will handle scheduling of the facility based on Guidelines for Use, Facility Usage Form and the Rental Agreement and Rules of Usage documents (for use with outside groups).
2. The Middletown Physical Facilities Department reserves the right to determine the appropriateness and/or feasibility of any requested use of the facility.
3. Priority of Scheduling is as follows (number of days, dates that can be scheduled prior to event):
 - Office of the Executive Director
 - Artist and Lecture Series (360)
 - Miami University Middletown departments (180)
 - Student groups (120)
 - Employees (90) current Middletown faculty and staff may use the facility 1 time every year (fiscal) for a FAMILY FUNCTION at no charge.
 - Community groups, individuals, students, non-Middletown campus departments and non-university groups (90).

Any group submitting a request after their priority deadline will be granted use on a first come first serve basis.

4. All requests for use of the facility must be made 10 working days prior to date of use.
5. Student organizations may request use of the facility for events directly related to the mission of their organization. Requests for use of the facility, using the Facilities Usage Form, signed by the organization adviser are to be submitted to the Office of the Executive Director (116 Johnston Hall). The Office of the Executive Director will review requests for appropriateness. It will forward approved requests to Middletown Physical Facilities Department for scheduling based on availability.
6. Based on availability the facility can be opened before the scheduled time for decorating and set up. Arrangements can be made to accommodate requests made prior to the event.

Fees and Costs:

1. Non-university groups are required to pay the full facility rental fee and any fees for additional services (e.g. security, piano tuning). Changes in the standard rates can only be made by the Middletown Campus Office of the Executive Director or

Designee in writing to the Middletown Physical Facilities Department prior to scheduling of the event.

2. Rental fee waiver requests for events that are produced by outside groups and co-sponsored by departments or student organizations must be approved by the Office of the Executive Director. Approval will be based on appropriateness to campus mission and cost to the campus.
3. A security guard provided by the Middletown campus is required for any group larger than 75 participants. A guard will be scheduled for any event that meets this requirement. The cost of the guard is an additional cost charged by the Middletown Campus Business Office and is the responsibility of the user.
4. Additional charges for items not included in the basic rental/use of the facility are the responsibility of the user (e.g. security, piano tuning).
5. Deposits may be required dependent on type of use, number of persons, and other factors.

Responsibilities and Restrictions:

1. All positioning of portable equipment (e.g. music stands, chairs, risers, podiums, etc.) including load-ins and load-outs are the responsibility of the user unless prior written approval of other arrangements have made by the Middletown Physical Facilities Department.
2. Users cannot install any wires, electrical units, or other appliances without prior consent noted on the Facilities Usage Form/Rental Agreement.
3. Users cannot use tape, adhesives, nails, screws or similar articles on any surface of the facility, or alter the structure of the facility in any way without prior written consent specific to the action requested.
4. The lodge must be left in the condition it was found. The user is to make sure the facility is swept and all trash bagged and left in kitchen area.
5. Use of alcoholic beverages must be requested and approved by the Office of the Executive Director, and be in compliance with University policy.

Special Event Checklist

Before You Begin Planning Your Event

Contact the following offices:

- ❑ Executive Director's Office special assistance or approvals such as serving alcohol and furnishing some limited hosting supplies.
- ❑ Physical Facilities facility scheduling, equipment needs, set-up requirements, other special needs regarding the physical support needs of an event.
- ❑ Public Affairs publicity, promotion, campus marquee.
- ❑ Marketing publications, programs, posters and other printed materials.
- ❑ Business Office security, hosting requirements, catering checklist, entertainment/speaker contracts and other special procedures.
- ❑ Development Office sponsorships, grants, and other possible funding sources.

Preliminary Planning Steps Who, What, When, Where, and Why

- ❑ Consider creating volunteer committees (planning, decorations, marketing, etc.).
- ❑ Discuss logistics - date, time, and possible locations When and Where?
- ❑ Consider alternate rain date and location for outdoor events.
- ❑ Check campus web calendar to avoid date and location conflicts.
- ❑ Set goals and objectives Why are you holding the event? What do you want to accomplish?
- ❑ Identify your target audience(s) Who are you trying to reach?
- ❑ Determine the need for speakers, entertainment or facilitators.
- ❑ Establish a preliminary budget (See appendix A).
- ❑ Develop a timeline for the planning process (See appendix B).

Before Scheduling a Facility

- ❑ Estimate number of attendees (guests, participants, and volunteers).
- ❑ Determine admission charges, if applicable.
- ❑ Discuss food/caterer and serving of alcohol.
- ❑ Establish equipment needs:
 - Audio/visual
 - Podiums, chairs, tables, lighting, staging, risers, chalkboards, trash receptacles
 - Special rental equipment such as tablecloths, silverware, glassware, china, etc.

- Determine support needs:
 - Electrical, set-up requirements, housekeeping, travel and lodging for speakers/entertainers
- Extra space needs such as registration, cloak, dressing and/or prep rooms.
- Decorations/flowers/themes.
- Registration tasks such as nametags, sign-in sheets, literature exchange, etc.
- Security requirements.
- Signage and banners.

Scheduling a Facility

- Contact appropriate scheduling office for availability.
 - Classrooms: Records and Registration at 727-3317
 - Computer Labs: Computer Services at 727-3356
 - All other spaces: Physical Facilities, at 727-3202
- Forward completed FUF - Facility Usage Form (See Appendix C).
 - Supply all pertinent information.
 - Submit the FUF as early as possible.
- Upon returned receipt of the FUF, proceed to next steps.

Note: Requesting a space does not mean it is approved. The FUF must be approved by the appropriate scheduling office. Hold all activities such as advertising, ticket sales, etc. until the FUF is approved.

Entertainment and Speakers

- Determine fees and related expenses such as travel and accommodations.
- Negotiate agreements, including technical requirements.
- Complete agreement and submit contract to the Business Office for signed approval.
- Arrange for hospitality volunteers.
- Arrange for transportation during event and to and from airport.
- Secure resume, photos, and biographical information for publicity use.

Publicity and Promotion

- Provide event information to Public Affairs and Marketing departments.
- Determine budget.
- Acquire mailing lists of target audiences.
- Determine number and type of mailings (invitations, flyers) and mailing dates.

- Consider special publications:
 - Program
 - Promotional brochure
 - Posters, flyers
 - Tickets
- Consider hiring a professional photographer.
- Determine distribution of printed materials.
- Determine how ticket sales will be handled.

Activities Timeline

Four weeks prior (Minimum)

- Formal invitation mailed.

Three weeks prior

- Press releases, advance promotional photos through Public Affairs.

Two weeks prior

- Re-confirm the following:
 - Speaker
 - Facility reservation
 - Equipment needs including audio/visual and special rentals
 - Support needs
 - Catering and hospitality
 - Volunteers working the event
 - Flowers and other decorations and delivery times
 - Security

One-week prior

- Confirm the following:
- Guests attending
- Guest count with caterer and related catering details
- Last minute advertising/promotion
- Confirm travel arrival plans with speaker/entertainer or special guests

Day before the event

- Confirm the following:

- ❑ All physical set-up if possible tables, chairs, linens, etc.
- ❑ Audio/Visual set-up and testing
- ❑ Volunteers and assignments

Day of the Event

- ❑ Set-up signage.
- ❑ Final check of set-up, support, and equipment.
- ❑ Set-up registration.
- ❑ Meet with volunteers for last minute assignment review.
- ❑ Catering arrival and set-up (no later than one hour prior to event start).
- ❑ Floral delivery (minimum one hour prior to event start).
- ❑ Speaker arrival and briefing.
- ❑ Interviews with Public Affairs
- ❑ Photos
- ❑ Photos of special guests, speaker, and any award winners/honorees.
- ❑ Schedule half hour before the event begins

At the Event

- ❑ Relax, and let everyone do their job.
- ❑ Enjoy your efforts!
- ❑ Publicly thank volunteers, staff, sponsors and others.

Post Event

- ❑ Clean up
- ❑ Return rental equipment
- ❑ Confirm pick-up of catering equipment
- ❑ Thank you notes to sponsors, special guests, speaker, volunteers, staff, and others.
- ❑ Follow-up with Public Affairs for after-event news coverage
- ❑ Confirm payment of fees/honorariums for speaker
- ❑ Confirm payment to vendors

Appendix A Budget Planning Checklist

Items to Consider in Budget Planning

Printing

- Invitations and related reply cards
- Programs
- Other promotional materials
- Flyers, posters
- Tickets
- Signs
- Name tags
- Registration materials

Mailing Costs

- Postage and Shipping
- First class and/or bulk mail

Recognition Items

- Awards, plaques, trophies, mementos
- Engraving
- Framing
- Calligraphy
- Shipping and handling

Decorations

- Flowers
- Table decorations/centerpieces
- Extra plants
- Props
- Corsages/boutonnieres
- Candles
- Other balloons, ribbons, etc.

Catering Charges

- Number of people to be served
- Cost per person for meals and receptions
- Liquor, Wine, Beer
- Other beverages
- Table linens
- Rented table service
- Gratuities

Facilities

NOTE: Check with the Physical Facilities Department for any charges that might be incurred for campus events.

Equipment Rental

- Audio/visual equipment
- Tables
- Canopy/tents
- Chairs
- Flooring/carpeting
- Risers
- Ropes/stanchions
- Props
- Outdoor toilets
- Booths
- Lighting
- Backdrops
- Trash containers
- Fencing

Publicity

- Advertising
- Photographer
- Printed photos
- Slides
- Duplicating/copying
- Mailing
- Hospitality for press
- Pressroom equipment
- Banners and signage

Entertainment

- Fees
- Additional equipment
- Agents fees
- Musicians

Miscellaneous

- Parking charges
- Security
- Transportation
- Buses, vans, limos, valets
- VIP/Speaker travel and accommodations
- Honoraria
- Gifts/mementos
- Insurance
- First-aid
- Video/transcription of event

Office Expenses

- Staff time
- Overtime/Comp time
- Additional staff (student workers, temps)
- Data processing
- Phone charges
- Copy charges
- Postage expenses
- Supplies (pens, paper, note pads, folders, etc)
- Committee materials
- Hospitality for committee members
- Complimentary tickets
- Staff travel expenses

Appendix B Generic Event Task List Schedule Form

Task	Start Date	Deadline	Remarks
Advertisement of Event Newspapers Fliers Posters		(Depends on type of event) 2-3 weeks prior to event 2-3 weeks prior to event	Consult with Marketing Services
Attendance Check-off name list		1 week prior to event	List will not be final until guaranteed count is given to caterer, usually few days prior to event.
Audio Visual (use 1 of 2 methods below) Include request on FUF(Facility Usage Form) Use Audio Visual Form		2 months prior to event 2 weeks prior to event	Use FUF form only when there are also other requests on the form, such as reserving a room/area or requesting set-ups.
Awards Review vendor catalogs Meet with vendor rep to review samples Fax final artwork and/or copy to vendor Request P/O, attach artwork and/or copy Delivery Deadline	3 months prior to event	2 ½ months prior to event 9 weeks prior to event 9 weeks prior to event 1 week prior to event	
Caterer Contact vendor (if signed contract required, see Business Office) Request menu information and prices Select menu and request quote Request P/O and attach final quote Give guaranteed head count	As early as possible 3 ½ months prior to event	5 - 6 months prior to event 2 months prior to event 6 weeks prior to event 3 days prior to event (or as requested by vendor)	Request first quote early to allow for changes and additional quotes. If number attending is not known now and invitation count is large, request a blanket purchase order.
Color Theme for Event	Select 3 months prior to event		Coordination needed for caterer, flowers, and programs.
Communication Between Departments • Check with Physical Facilities if other departments are using the same building and/or room the day prior to event; on event date, and day after event If there are other FUF reservations, contact the		2 ½ months prior to event 2 ½ months prior to event	Discuss if there are special instructions for security or physical facilities in regards to other departments that

Task	Start Date	Deadline	Remarks
involved departments . • Contact involved departments before submitting the FUF to Physical Facilities.			may need to be included on the FUF and/or security memo (see above).
Display (Table and/or Ease) Contact person responsible for set-up Follow-up on planning status for set-up time	2 months prior to event	2 weeks prior to event 2 weeks after event, or after invoices are received	
Expense Report			
Flowers Book vendor Request LPO and fax order		3 months prior to event 1 month prior to event	Give florist color theme. Discuss types of arrangements and quantity.
Facilities Usage Form (FUF) Reserve room/area on campus Submit revised FUF to add set-up instructions, layout diagram, and audio visual requests (if applicable) For large event or detailed requests, meet with assigned Physical Facilities staff member	9-12 months prior	5 months minimum prior to event 2 months prior to event 1 weeks prior to event	Include requestor name on Distribution List, at bottom. Can give set-up information on a revised FUF later. Depending on event time, it might be best to also reserve the room/area one day prior to event to do set-ups then. Diagrams of room/area set-up layouts are helpful. Attach approved Hospitality Supply Request form copy (see below). See Set-Up section.
Gifts For Guests Review gift catalogs Meet with vendor rep to make selection Fax final artwork and/or copy to vendor Request P/O or LPO, attach artwork and/or copy If LPO used, fax to vendor Delivery Deadline	3 months prior to event	2 ½ mo. prior to event 9 weeks prior to event 9 weeks prior to event 8-9 weeks prior to event 1 week prior to event	Request to bring samples
Guest List Select guests Copy of final list to Marketing and Public Affairs	2 ½ months prior to event	2 months prior to event 2 weeks prior to event	
Hospitality Supply Request Obtain request form from the executive office administrative assistant Submit request form to executive office administrative assistant		2 months prior to event 2 months prior to event	The administrative assistant reviews and signs form, if approved. Attach copy of the approved form to FUF version that includes set-up requests (see FUF above).
Hosts/Hostesses			To greet people as they arrive and help them find

Task	Start Date	Deadline	Remarks
<p>Contact volunteers (students, scholars, etc.) Make reminder calls to confirm their attendance</p> <p>Invitations</p> <p>Review vendor catalogs and request samples Select stationery and request LPO to place order Delivery Deadline Give Mailing Room estimated count for mailing Notify Mail Room date mailing will be ready Mailing</p>	<p>3 months prior to event</p> <p>3 months prior to event</p>	<p>2 months prior to event 2-3 weeks prior to event</p> <p>2 months prior to event 1 ½ months prior to event 2 weeks before mailing 1 week before mailing Minimum of 4 weeks prior to event (5 weeks is better)</p>	<p>assigned seats or tables Review attire, time and location for arrival.</p> <p>To have sufficient postage on hand to cover charges</p> <p>Schedule mailing date to allow guests 3 weeks to RSVP and to also allow at least one week, after the RSVP deadline, to make F/U calls, give the final guaranteed count to the caterer, assign seating, complete place cards, and finish name tags</p>
<p>Music (options)</p> <p>Book musician(s) Request Fender PA System from Audio Visual Department to play CD s</p>		<p>5 - 6 months prior to event 2 months prior to event</p>	<p>Can add to FUJ request (see above) or use Audio Visual Equipment Request Form. Hook CD player to PA System.</p>
<p>Name Tags (options)</p> <p>Order Name Tag Labels from Oxford Campus Supply Office Order labels or tags from Office Depot Use outside vendor stock name tags Review catalogs and request samples Request LPO and place order Custom printed name tags Call and/or meet with vendors Request quotes (if needed) Request P/O and attach artwork and/or copy Delivery deadline Prepare name tags</p>	<p>3 months prior to event</p> <p>4 months prior to event</p>	<p>1 ½ months prior to event 1 ½ month prior to event 2 months prior to event 3 ½ months prior to event 3 months prior to event 1 month before event During 2 weeks prior to event</p>	<p>Call or email order and charge to your account number. Order by internet and charge to your account number.</p> <p>For reorders, place order 2 ½ months prior to event It is helpful to put the table number on the name tag and registration list.</p>
<p>Parking Passes</p> <p>Contact Security to check if passes are required Send parking pass request by memo or email to Bob Roth, Director of Business Services Deadline to receive passes</p>		<p>3 months prior to event 2 months 1 ½ months prior to event</p>	<p>Usually required for off-campus guests. Depending on date and time, security may waive the need for parking passes. For special events, limited parking spaces can be reserved. Discuss this with security, indicating number of parking spaces required and time guests will arrive.</p>

Task	Start Date	Deadline	Remarks
Mail to guests		1 month prior to event	Enclose parking passes with invitations.
Photography Consider hiring a photographer If mailing photos to guests, order photo mailers Provide pads of paper and pencils to record names of people in photos Provide permission form with name listing column for signatures. Select and order reprints If required, prepare ID labels with names of people in the photos to apply to photo backs Mail photos	1 week after event	5 months prior to event 1 ½ month prior to event Day of event 1 week prior to event 2 weeks after event 2 weeks after event 3 weeks after event	First contact Marketing Services At registration table Guests to sign as they arrive
Place Cards Review vendor catalogs & request samples Request LPO and place order Delivery Deadline Print names on cards	2 ½ months prior to event	2 months prior to event 1 month prior to event Week of event	Cards can be coded (by color or another method) for entrée selection and placed at assigned seating. If specific seats are not assigned, place cards at registration table for guests, as they arrive.
Programs Select and meet with Marketing Services or outside vendor For outside vendor: Request quotes Request P/O, include artwork and/or copy Delivery deadline	4 ½ months prior to event	5 months prior to event 4 months prior to event 3 months prior to event 3 weeks prior to event	
Public Relations Press Releases Contact Public Affairs Office Submit press release	When event date is set	3 weeks prior to event	
Rentals (Tables, chairs, linens, place settings, etc.) Book vendor (Business Office must sign contract) Request quote Request P/O (if order is large and final count is unknown, use a blanket purchase order) Give vendor time and location of delivery/pick-up Give vendor final counts for rental items		4 months prior to event 2 months prior to event 1 ½ months prior to event 1 month prior to event 1 week prior to event	It is best to request delivery and set-up the day before the event. If the event ends early enough in the day, pick-up could be the same day of event. Vendor may request a 2 hour time window for both delivery time and pick-up time.
RSVP RSVP deadline date		A minimum of 1-2 weeks before the event	Give guests 3 weeks to RSVP and also allow one week, after the RSVP deadline, to make RSVP F/U calls, give the final guaranteed count to the caterer, assign seating, complete place cards, and finish name tags.

Task	Start Date	Deadline	Remarks
Prepare name list to record responses		1 month prior to event	Excel lists give quick totals for ongoing head counts, if event space is limited
Follow-Up calls		1 ½ weeks prior to event	
Seating Assignments Number tables and assign guests to tables Put signs on each table with table number Make a diagram of numbered tables See Place Cards above		During week prior to event Day of event Day prior to event	It is helpful to put assigned table number on the name tag and registration list. Diagrams are very helpful at registration table and for hosts/hostesses to use Security usually asks to be reminded week of event.
Security Send memo with requests for: Locking or unlocking specific building doors and times Reserving limited number of parking spaces		1 month prior to event	Specify times for requests. Specify number of spaces and times guests will arrive.
Set-Up (By your department staff) Covering tables with linen tablecloths (not rented) Using table skirts, with table clamps (not rented) Specific items or equipment not provided by the campus		Date and time of set-up will depend on time of your event.	If you decide to do set-ups at a different time or date than is covered by your FUF reservation, always contact Physical Facilities to check if there are other department reservations in place for those dates and times. Request Physical Facilities to complete all their set-ups before your department plans to do their own set-ups. See information in FUF section. NOTE: Physical Facilities only covers tables with white paper, not linens.
Signs - Prepared for: Directions from campus entrances to event Parking areas and reserved parking Front of building Registration table		2 weeks prior to event	
Speakers Confirm speaking engagement If students will speak, assign a coach/advisor Give arrival time and location	5 months prior to event	3 months prior to event 2 months prior to event 3 weeks prior to event	If registration is split into sections. If needed, request a floor or table podium and microphone holder on the FUF (see above). Microphones are provided by Audio Visual staff, if a PA System is requested. Check and make sure microphones work.
Thank You Notes Send hand-written notes	1 week after the event	2 weeks after the event	

MIAMI UNIVERSITY MIDDLETOWN - FACILITIES UTILIZATION FORM (FUF)

Requestors enter information in the cells highlighted in color only

EVENT INFORMATION

Date Submitted	Name of Event
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Check Appropriate	Sponsoring Organization
<input type="checkbox"/> Original request	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Revised request	Contact Person(s)
<input type="checkbox"/> Cancellation	<input style="width: 100%;" type="text"/>
Number of Participants	Daytime Phone Number
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Evening Phone Number
	<input style="width: 100%;" type="text"/>

DATE M/D/YR	DAY Mon, Tue, etc.	SETUP Begins	EVENT Begins	EVENT Ends	CLEANUP Ends

FACILITIES REQUESTED

SETUP REQUEST (AV needs, furniture arrangements, etc. - attach diagram if needed)

AUTHORIZATION - Buildings and Rooms assigned (see contact list below)

<i>Office authorizing use is responsible for posting information to Calendar Creator and distributing FUF to appropriate offices.</i>	Area	Contact	Authorizing Signature	Date
	Classrooms	Records Office		
	Dave Finkelman Auditorium or Verity Lodge	Physical Facilities Office		
	Bennett Recreation Center or Hawk Haven	Physical Facilities Office		
	Johnston Hall Balcony Lounge	Physical Facilities Office		
	Library Classroom	Gardner Harvey Library		
	7 Thesken or 110 Johnston	Office for Continuing Education		
	109 Johnston or 116 Johnston	Executive Director's Office		
	Hawk Haven Conf Rm or TV Lounge or JHN hallway	Student Affairs		

DISTRIBUTION

Required Information Desk - Physical Facilities - Public Relations - Security - Requestor
As Needed AV/Mailroom - Business Services - Computer Center - Continuing Education - Dave Finkelman Auditorium - Library - Records Office - Student Affairs

Appendix D Contacts and Phone Numbers

<u>Bennett Recreation Center</u>		
Reservation	Physical Facilities Department	727-3202
 <u>Campus Grounds</u>		
Reservation	Physical Facilities Department	727-3202
 <u>Classrooms (All Facilities)</u>		
Reservation	Records and Registration	727-3217
 <u>Computer Labs (All Facilities)</u>		
Reservation	Computer Center	727-3356
 <u>Conference Rooms</u>		
109 Johnston Hall	Executive Director Office	727-3211
116 Johnston Hall	Executive Director Office	727-3211
Hawk Haven	Student Affairs Office	727-3317
 <u>Dave Finkelman Auditorium</u>		
Reservation	Physical Facilities Department	727-3202
Technical Assistance	Technical Director	727-3207
 <u>Hawk Haven</u>		
Reservation	Physical Facilities Department	727-3202
 <u>Lounge Areas, Hallways (Johnston Hall, Thesken Hall, Levey Hall)</u>		
Reservation	Physical Facilities Department	727-3202
 <u>Verity Lodge</u>		
Reservation	Physical Facilities Department	727-3202
 <u>Contract Administration</u>		
Middletown Business Services Office		727-3400
 <u>Security</u>		
Campus Security		727-3333