



Guidelines for Planning Meetings or Events

Begin the process at least four weeks, 20-business days, prior to the requested date to ensure availability.

1. Locate 'Event Management' file on the S:drive
 - a. Current excel calendar with approved events is located here
 - i. Calendar will be listed by date of revision. Example: November 1
 - b. 'Event Registration and Facilities Request Form' template located here
2. Save the Event Form to a folder on your desktop
 - a. Create a folder on your desktop to keep a master copy of the Event Form for future use.
3. Check current calendar for previously scheduled activities
 - a. Calendar is constantly changing.
 - b. Do not assume a facility is available based on the current calendar posted.
 - c. Typically, other request forms are in process, not approved, nor are they posted.
4. Prepare Event Form
 - a. Complete all shaded areas on the top portion of the form.
 - b. Be as specific as possible with numbers and equipment needs.
 - i. Do not assume we understand what you want for your event.
 - ii. If warranted, providing a diagram will assist with the process
5. Save completed Event Form to your Event folder and await copy with event approval number.
6. Event Approval Process
 - a. E-mail the completed Event Form to suzanne.miller@alvernia.edu
 - i. Form should be send as an *Attachment*.
 - ii. Note any additional questions as well.
 - b. Completed Event Forms will be processed as they are received.
 - i. Approval is typically not immediate.
 - ii. Please allow time to process request. Based on type of event or extenuating circumstances, turnaround time can range from 1 to 3 days or longer.
 - iii. Processed forms include: an approval number, approval date and initialed approval.
 - c. The calendar is updated and posted at this point in the process.
 - d. Approved forms are saved to a Restricted Access folder on the S:drive for Facilities, Public Safety, Food Service and Information technology to look at and gauge departmental needs.
 - e. The Requestor should expect an e-mail containing the approval form with a numerical title.
7. Event Management *does not* make any food service arrangements. This is the sole responsibility of the sponsoring department.
8. Approval for a room must be received before contacting Dining Services.

NOTE: Final counts and equipment needs must be communicated to the Event Management Office no later than 72 business hours prior to the event.

Event Management personnel is available to assist you with planning larger, multi-faceted events. Please include Event Management personnel in your early planning meetings. This affords both your department and EM personnel a general idea of the direction in which you are focusing and potential resources available.

Guidelines for Ordering Catering

Begin this process at least four weeks, 20 days, prior to the requested date to ensure availability.

1. Obtain a *Catering Guide* from Aladdin. The guides are available campus-wide as a basis to help you formulate your menu.
2. Determine your budget availability.
3. Contact Patricia Doughman, Catering Director, to discuss your particular catering needs.
 - a. Via telephone: Ext. 610-796-8382
 - b. Via e-mail: catering@alvernia.edu or patricia.doughman@alvernia.edu
 - c. Via fax: 610-796-5609
4. Dining Services will fax you a completed Function Sheet containing your pricing for approval.
 - a. In a timely manner, sign the Function Sheet and fax back to Dining Services.
 - b. Individuals are not permitted to approve Catering Sheets above their level of signature authority.
 - i. Current Signature Authority List may be found on the S:drive
 - ii. Locate the 'Business Office' folder.
 - iii. Open the 'Purchasing' folder.
 - c. Function sheets that do not contain the proper signatures will be returned to the requestor.
 - d. Approvals are required! Food will not be ordered or prepared without appropriate signature.
5. Final billing for all catered events will be disseminated through the Accounting Office.
6. Departments may choose to provide their own light refreshments if the total cost remains under \$200. (Example: a dozen bagels, doughnuts, etc.)
7. Sponsor and/or Aladdin are responsible for cleaning up of meeting-related items such as: handouts, foodstuffs, etc. Trash receptacles are available in each meeting room and recycle bins are located campus-wide.

NOTE: Cancellations must be made verbally with Patty Doughman, catering director, or Tom Benfield, general manager. Voice mail or faxes will not be honored as a cancellation.

In the event of cancellation, be prepared to incur some portion of the food service costs.

Guidelines for Public Safety Assistance for Events

Begin this process at least four weeks, 20 days, prior to the requested date to ensure availability.

1. Determine your budget availability.
2. Contact Joseph Thomas, Director of Public Safety, ext. 8350, to discuss your specific needs.
 - a. Via telephone: ext 8350
 - b. Via e-mail: joseph.thomas@alvernia.edu
3. Public Safety, in conjunction with Event Management, will determine the appropriate course of action.
4. Based on the determination from Public Safety, a recommendation and request form may be forwarded to Doug Smith, Vice President for Finance and Administration, for final approval.
5. The final course of action will be communicated to the Requestor via a photocopy of the request form containing the necessary signatures, an e-mail confirming the request, or a telephone call stating the approval.