

# SCHEDULING AN EVENT ON CAMPUS

When scheduling a meeting, program, or other event on campus it is extremely important to follow a few simple steps. The checklist below will help make sure everyone is informed and every detail has been covered. It will also allow set-up, clean-up, and facilities costs to remain at a minimum.

## 1. Go on-line and fill out the scheduling request form (see example on back).

Determine which space on campus would best work for the program and then reserve it through the Scheduling Office home page at [www.willamette.edu/dept/scheduling/](http://www.willamette.edu/dept/scheduling/) and click on "Events Request Form." If you are unsure which room to use check [www.willamette.edu/dept/scheduling/facilities](http://www.willamette.edu/dept/scheduling/facilities). If scheduling a meeting that repeats, you only need to fill out the request form once listing all the dates at that time. Try to schedule events at least a semester in advance if possible. For reoccurring meetings, it is best to schedule a classroom if you would like the same space every week.

## 2. Wait to receive a confirmation from the Office of Scheduling.

It is essential that you wait until you receive confirmation before you continue the process. Nothing is guaranteed until you receive the confirmation from the Office of Scheduling staff, usually via e-mail. Follow up with a phone call if you do not hear anything within a week.

## 3. Contact the Facilities staff to discuss room arrangements and special needs.

Contacting Jeff Bolt <jbolt> (x4422) is an important step in the process because he is responsible for making sure you have all the required tables, chairs, stages, etc. and that they are set up in the proper design for your event. He is also responsible for setting up the dance floor in the Montag Center.

***Please contact Jeff as soon as you know your needs, but no later than 72 hours prior to your event. Even if you mark your set-up needs on the scheduling form, please inform Jeff of the same information.***

## 4. Request & Reserve all your technical needs.

**WITS** - Willamette Integrated Technology Service (x6004) can provide a variety of technical equipment including video/data projectors, overhead projectors, portable screens, conference telephones, and TV/VCRs. Check the WITS website <http://www.willamette.edu/wits/> for a complete list of available equipment.

**EVENTS IN SMITH AUDITORIUM OR HUDSON HALL** – *Before* you reserve your room with scheduling, please contact the Stage Manager, Mike Bergh, at [mbergh@willamette.edu](mailto:mbergh@willamette.edu) (x5438). This needs to happen **at least 2 weeks in advance** to discuss all your sound, lighting, and other technical needs for those venues. He will approve the event before scheduling can confirm it.

**ASWU Sound** - Associated Students of Willamette University (x6058) owns a sound system that can be reserved. This system is perfect for lectures, workshops, dances, or any other student event. Check out <http://www.willamette.edu/org/aswu/sound.html> and click on "ASWU Sound Request Form" to reserve the sound system online. Each group can use ASWU Sound once/month at no charge. There is a small fee after that or off campus.

## 5. Order Catering

If you would like to have any food or beverages at your on campus event, it must be obtained through the Bon Appetit catering office (x6711). No outside catering companies are allowed to service the campus unless you receive permission in writing from Bon Appetit. To order catering, you will need to call the catering office **at least 2 weeks in advance** or email Chris Linn (<clinn>).

The Bistro can also provide coffee service on a limited basis, please call x6900 for more information.

## 6. List your event on the University Master Calendar

A good way to get the word out about your event is to put it on the University Master Calendar, <http://www.willamette.edu/cal/>. Simply reserving the room doesn't get your event put on the master calendar. This helps provide accurate information to the campus community. You are responsible for posing accurate information about your event.

## 7. Keep your student organization advisor updated on your event.

Your advisor should be involved with the planning process, as he/she will have experience and input to make the whole process easier and the event a success.

If you find you need help or have questions, please come to open advising hours in OSA every Wednesday from 3 pm – 6 pm.  
(over)

# Scheduling Events AND CONFERENCES

## Event Request Form

Your username: **Tamara K Ko**

Phone:  Mailbox:

Responsible Person:

Event Title:

Attendance:

Requested Location: (\*Note: Cat Cafe is not available 8:00 am - 3:00 pm, Monday through Friday)

Alternate choices:

Date(s) of Event:

Time(s) of Event (Access, Start, End. Specify AM or PM):

Recurrence of event (daily, monthly, weekly, none, etc.):

Comments:

Check all that apply:

- Public Event     Alcohol will be served     Event will be catered  
 Special equipment is needed     Additional setup is needed

This is one of many handouts available to you. Feel free to meet with any Student Activities staff member for more details about this topic or any others related to leadership or your student organization. We also have open advising hours every Wednesday from 3 p.m. to 6 p.m. The Office of Student Activities is located in the University Center, on the 2<sup>nd</sup> floor, or by telephone at (503) 370-6463. Visit our website at [www.willamette.edu/dept/osa](http://www.willamette.edu/dept/osa) or email us at [wustudentinvolvement@gmail.com](mailto:wustudentinvolvement@gmail.com).