

EVENT & CONFERENCE SERVICES
GUIDE FOR STUDENT ORGANIZATIONS



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

'08 - '09

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 equipment from Loane Brothers. 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 '09, that day is tentatively set for Monday, April 20th (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 25th, 2009 (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 - Assistant Event Reservationist Student Groups/Organizations	704-2246	reservations@towson.edu
Dawn Henriques - Assistant Event Reservationist Faculty/Staff/External	704-2315	reservations@towson.edu
Nick Gingue - Set-up Manager	704-2315	ngingue@towson.edu
John Fahres - Technical Operations Manager	704-2315	jfahres@towson.edu
Frank Rankin - Technical Production Manager	704-2315	rrankin@towson.edu
Bill Murphy - 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 - Assistant Director	704-2315	jdeckelbaum@towson.edu
Doug Laatsch - Assistant Director of Operations	704-2315	dlaatsch@towson.edu
John Adams - 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 Event & Conference Services. 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 (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.
 - If you wish to provide your own refreshments (chips, soda, cookies, etc.), you will need to fill out a **food waiver**. However, there is no guarantee that the waiver will be approved. It is at the discretion of **Black & Gold Catering**. Also, Dining Services requires 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 you will need to speak to a representative from **Campus Life** for assistance. Alcohol for student events must be served by **Dining Services** who must be **TIPS certified**. Please refer to the **Procedures for Events with Alcohol** for more information.
 - Prior to the event, you may also want to acknowledge your audio/visual needs so as not to incur any unexpected charges. If an event manager has

not been assigned, please contact **Rebecca Brunelle** at 410-704-2144 or **Krystle M. Ongaco** at 410-704-2469 and they will assist you.

- **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 who will require parking 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.
- **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 two weeks prior to the event to discuss room set-up.
- **FOOD** - If you are interested in providing food through the University please contact: **Black & Gold Catering – 410-704-3480**. If not, you must request a food waiver.
- **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. Please note: extended hours are subject to the approval of the reservations manager. There will be a minimum of one-hour charge. Any changes in hours must be scheduled two 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.

- **AUTOMATIC CANCELLATION** - If you need to cancel or change the information concerning your events please contact both your event manager and the facility reservationist. If an event has not been planned or discussed 7 days prior to the date, the event will be automatically cancelled and a \$25 cancellation fee will be charged to your group.

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; Please contact the TU Box Office to discuss options for sales via Ticketmaster.
- **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*.
- **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
- **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 picking up and returning the required fire extinguisher to Environmental Health and Safety for their event. 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?

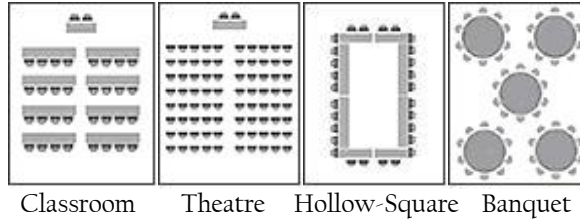
Many spaces on campus are available for use by student groups. The primary areas are the University Union, Burdick Hall Gyms and Field, Newell Field, and select academic space. E&CS has set aside evenings in the University Union from Sunday to Wednesday to accommodate weekly meeting requests. Any additional 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 your organization will be responsible for the 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 Friday afternoon) events must cease making noise by 10pm and maintain a 55dBA (sound measurement) at the property line. Weekend (Friday evening through Sunday afternoon) 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 st 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

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

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

TECHNICAL SERVICES



Technical Services is the audiovisual support arm of Event & Conference Services. 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 7 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 or less prior to the day of the event will incur a \$25 charge.

There are several key pieces of information required to request technical support for an event. These are the **name of the event, the date(s) of the event, the location(s) of the event, the actual event times, the event reference number (found on confirmation), the sponsor and account number for billing purposes, a contact name and phone number, and the 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 Services 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 services 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 SERVICES RATE SHEET

'08 – '09

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 (Rooms w/out built in system)	\$60.00 (EONS)/ \$100.00 (Battery powered)

Visual Packages

# 1 – 1k Projector, screen, cables, power, DVD Player/VCR	\$95.00
# 2 – 1k Projector, screen, laptop, cables, power, DVD Player/VCR	\$145.00
# 3 – 3500 Projector, screen, cables, power, DVD Player/VCR	\$215.00
# 4 – 3500 Projector, screen, laptop, cables, power, DVD Player/VCR	\$265.00
# 5 – 2 1k Projectors, VGA splitter, laptop, 2 screens, power, cables, DVD Player/VCR	\$230.00
# 6 – 2 3500 Projectors, VGA splitter, laptop, 2 screens, power, cables, DVD Player/VCR	\$415.00

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

*Additional labor may be required

Open Mic	\$325.00
Concert Sound (Small acts)	\$450.00
Full Front of House	\$850.00
Lighting	\$175.00 (12-can) \$325.00 (24-can)
Spotlight	\$100.00

Additional Equipment

Additional Microphone	\$7.50 each
CD or Cassette Player	\$17.50
4 Channel Audio Mixer	\$14.00
6 Channel Audio Mixer	\$25.00
Mackie Rack Audio System – 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 \$10.00/hour
 - Student Supervisor \$12.00/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 so that you can discuss with them what your options will be for your event. Similarly to the event reservation process, requests for such equipment will be taken on a first-come first-serve basis. Please keep in mind that labor costs may 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	\$1.00
Padded Folding Chairs	\$3.00
White Tablecloths	\$4.50
Trash Boxes w/ Bags	\$5.00
Black Box-Skirts	\$5.00
6' Table (rectangular table)	\$6.50
Round Table (60")	\$6.50
Stage Pieces (4' x 4')	\$48.00/piece
Grill	\$50.00 (without coal/lighter fluid) \$80.00 (with coal and lighter fluid)
Tents	Varies by size and location
Labor Type	Cost/Hour
Student Event Staff	\$10.00
Student Event Staff Supervisor	\$14.00
SAFE Management Crowd-Control/Tailgating	\$15.00
SAFE Management Supervisor	\$18.50
SAFE Management Manager	\$19.75
Housekeeping	\$20.04
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

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 and fire extinguisher issued by EHS is required during the event.

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>

EVENT PLANNING CHECKLIST

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

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

10 Days Before:

- ✓ 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