

## Campus Events Checklist

If you are planning an event on the grounds or in a building that will require equipment and/or services from the Building Maintenance department, this form is required. Failure to complete an online request (<http://tma.spu.edu/>) and submit this form in writing with the necessary approvals and attachments will result in your event not being supported or allowed to happen.

In order to ensure that campus facilities and personnel are prepared for special events, we have provided the following checklist. *Failure to complete an online request along with this list and submit it **in writing** to Building Maintenance at 2 W. Dravus, no later than **thirty days** prior to the event, may result in the inability of our staff to respond to your requests and provide the necessary services.*

For events involving high attendance, complicated setup, use of RBP stage, or other unusual items, it would be best to schedule a review of your event with a representative from Building Maintenance. Schedule this appointment with the Work Control Center at x2330 or [workcontrol@spu.edu](mailto:workcontrol@spu.edu).

Event: \_\_\_\_\_  
Date & Time of Event: \_\_\_\_\_  
Date & Time of Setup: \_\_\_\_\_  
Location: \_\_\_\_\_  
Organizer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Staff Advisor/ Department: \_\_\_\_\_  
Expected attendance: \_\_\_\_\_ Request/Work Order #: \_\_\_\_\_  
Budget #: \_\_\_\_\_

1. Identify all potential uses of  electrical,  water, and  heating, including all outside vendors that will need these and/or other services (who/when/where):

2. List all groups to take care of any of the following, and/or any volunteers to be involved in set up and take down, if these are to be done by someone other than Building Maintenance.

- Chairs (how many):
- Carpet tiles to be laid down by:
- Tables (how many):

3. Construction needs for event (i.e. staging, plywood down underneath equipment, etc.):

4. Provide location layouts on the maps provided by Building Maintenance (many maps are available online at [www.spu.edu/depts/plant/roomlayouts.asp](http://www.spu.edu/depts/plant/roomlayouts.asp)).

5. Housekeeping needs outlined on service request (i.e. garbage cans to be checked)?

6. Notify Safety and Security of the event and any off campus vendors that will be involved.

7. Make **advance** arrangements with CIS for any audio/visual equipment needed.

8. If you are planning to use food services as part of the event, make arrangements with Building Maintenance for any necessary tables, and indicate the time needed. **All food serving and cooking areas in or around Martin Square and Tiffany Loop must have ground protection. Damage resulting from failure to place protection will be charged to the event for paver and concrete cleaning. Protection should be coordinated as part of the equipment request process.**

9. What is your advertising plan? Does it involve chalk, posters around campus, things posted in campus public spaces? Describe your advertisement plan, as there are guidelines to follow for type and placement of advertisements.

Other considerations

Parking /barriers:

Insurance coverage:

**All groups need to be aware that excessive and undue wear and tear to equipment, facilities, or grounds may result in repair charges.**

Event Organizer: \_\_\_\_\_

Staff or Faculty Advisor: \_\_\_\_\_

Director of Safety and Security: \_\_\_\_\_

Assoc. Director for Building Maintenance: \_\_\_\_\_

Please be aware that we may not be able to process your service request without the proper signatures and information requested on this sheet.