

## The Event Planning Process

For those of you planning a large event here in the HUB (conference, workshops, concerts/performances, etc.) please be sure to follow the Event Planning Checklist to ensure all specifics are included.

1. **Reserve The Space**- place your reservation well in advance! In order provide you with the space and set ups you need, the HUB requires that all requests are placed at least two weeks prior to the event. If you have not reserved the space, click here to access the University's On-line Reservation System.  
([http://venus.plymouth.edu/wv3/wv3\\_servlet/urd/run/wv\\_request.Request](http://venus.plymouth.edu/wv3/wv3_servlet/urd/run/wv_request.Request))
2. **Arrange For Set Ups**- Complete room set-up diagrams with the Hartman Union Administrative Assistant or Associate Director in the HUB Administrative Office. It is your responsibility to arrange a meeting or phonecall to arrange set ups. Be sure to consider how many chairs you will need, the appropriate number of tables, if staging is needed, if food tables are needed, etc. ***Note: Failure to complete the set-up information at least one week in advance may result in the cancellation of the event.***
3. **Media Needs**-
  - a. Multimedia equipped HUB locations: Multipurpose Room, Student Senate Room (119) and Room 109. ***Note: For rooms 119 & 109, you must request the laptop to be set up so that it is ready for you when you arrive.***
  - b. The HUB owns televisions, dvd/vhs players, sound systems, projection screens, and overhead projectors for event use. ***These must be requested prior to the event to ensure they are placed into your room/appropriate location.***
  - c. Any other media needs must be requested via Media Services. Their link can be found in my.Plymouth, on the web viewer on-line reservation request page, or by clicking above.
    - i. Unsure whether or not the HUB has the equipment you need? Feel free to contact our office at ext. 2376 before you place your Media Services Request, and then you can rest assured!
4. **Health & Safety**- For each event in the HUB, safety codes are taken into great consideration. All events are determined by the scheduler or associate director whether or not they need to be approved via Tammy Hill, PSU's Environmental Health & Safety Coordinator. If an event aims to pull in large numbers of people, an additional approval by the Plymouth Town Fire Chief is also required.
5. **Sodexo Catering**- if you plan to have Sodexo cater your event, be sure to arrange this well in advance and check in regularly to update the numbers of patrons for your event. To place a catering request, visit them at <http://www.plymouth.edu/dining/>. You can also access this

site via the on-line reservation web viewer page when placing your event/meeting request.

**Note: Sodexo has the first right of refusal on all catered events at Plymouth State University. Be sure to contact them BEFORE you contact any outside catering companies.**

6. **Parking-** If you have 1-9 cars needing parking permits for your event in the HUB, contact the HUB Administrative Assistant, Jennifer Smith. If you will need 10 or more parking permits you will need to go through the Conference & Events Office by contacting Mary Hill or Barb Anderson at ext. 2722.
  - a. Will your event be bringing busses? Will you have a mass number of people needing parking and additional shuttles? If so, contact the Office of Conferences & Events Services and they will help arrange for parking needs.
7. **Verify ALL Arrangements-** A few days prior to your meeting/conference or event, please contact the HUB Administrative Office to make sure that all arrangements for your event have been made. This is critical in order to make your event a success and to help alleviate last minute issues.