



Event Services

Outdoor Event Planning Checklist

Follow this checklist to ensure your outdoor event is on track for final approval from Student and Campus Event Centers (SCEC). Questions should be directed to the shared email outdoorevents@stucen.gatech.edu. **Not all action items will be applicable for every outdoor event.**

DO NOT ADVERTISE THE EVENT UNTIL THE RESERVATION STATUS HAS CHANGED TO “CONFIRMED” AND ALL APPROVALS HAVE BEEN GRANTED. THE CONFIRMATION OF AN OUTDOOR SPACE DOES NOT CONSTITUTE FINAL EVENT APPROVAL.

Student and Campus Event Centers (SCEC) Requirements	
	<p>LOCATION</p> <p>Secure an event space through GT Events at least three (3) weeks prior to the desired date. Include your set-up and breakdown times in the request. A description of the event and a copy of your layout must be provided to outdoorevents@stucen.gatech.edu along with any relevant information or approvals.</p>
	<p>TECH WALKWAY TABLE SPACE</p> <ol style="list-style-type: none"> 1. There are ten (10) table spaces per side of South, East, & West and five (5) along the North side to make way for daily food trucks. Location of table spaces are determined via side, not number. 2. A Tech Walkway Tabling confirmation from SCEC does not guarantee tables. 3. Submit requests for tables from GT Staging at least five (5) business days prior to your event date via this form. <p>Tables reserved through GT Staging are complimentary Monday - Friday, 8:30 AM - 3:30 PM for RSOs. Table/chair requests outside of these days/times are billable. All table/chair requests are based on availability and honored on a first-come first-served basis.</p>
	<p>EXPERIENTIAL PATHWAY TABLE SPACE</p> <ol style="list-style-type: none"> 1. There are ten (10) table spaces along the Experiential Pathway. These spaces are found under the “SC, Ex Hall, West Vill., Exper. Path Table Spaces” in GT Events. 2. Tables/chairs are provided with a reservation in these spaces. 3. All inquiries may be directed to scinfodesk@mail.gatech.edu

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Student and Campus Event Centers (SCEC) Requirements Cont.	
	<p>CONTINGENCY PLAN (Required) In case of inclement weather or other force majeure, coordinate a contingency plan and reserve the necessary date(s) and/or location(s) through GT Events. Cancellations must be received at least 48 hours in advance when “rain dates” are reserved or the hosting organization’s future reservation privileges may be impacted.</p>
	<p>ADDITIONAL EQUIPMENT REQUEST Registered Student Organizations and Georgia Tech Departments may request Student and Campus Event Centers equipment to be used in outdoor event spaces or non-SCEC managed facilities on campus. To view a full list of reservable equipment, please visit our website: https://studentcenter.gatech.edu/off-site-equipment-rentals All requests must be made via this request form at least four (4) weeks in advance. A denial from GT Staging (brandon.ford@facilities.gatech.edu) is required before the approval of an off-site request for tables/chairs.</p>
	<p>AMPLIFIED SOUND REQUEST Events with amplified sound, including DJs, bands, megaphone announcements, etc., on weekdays before 5 PM are required to receive prior approval from the Registrar’s Office. Complete the amplified sound request form and submit it via email to scheduling@registrar.gatech.edu; copy outdoorevents@stucen.gatech.edu.</p>
Fire Safety Requirements	
	<p>LAYOUT Outdoor event layouts require consent from the Fire Safety Office. Submit the event layout here; show all tables, tents (dimensions and staking requirements), stages (dimensions), game/activity areas, catering areas, rides, generator/power cords, etc. Fire access roads, lanes, and/or sidewalks must remain unobstructed at all times.</p>
	<p>EMT ONSITE FOR RACE/WALK/RUN An Emergency Medical Technician (EMT) is required to be present for any race, walk, run, 5K, etc. on campus. This individual must be currently licensed in the state of Georgia and dedicated to medical care and no other tasks and/or volunteer roles.</p>

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Fire Safety Requirements Cont.

VEHICLES

Display vehicles, medical testing vehicles, food trucks, etc. must be shown on your final layout. The owner of these vehicles must provide a business license, if applicable, and a certificate of insurance that includes a minimum of \$1,000,000 automobile liability insurance. No vehicles are allowed to be operated on landscaped surfaces. Display vehicles must be rolled onto green spaces.
To request the Ramblin' Reck (the 1930 Ford Model A) submit [this form](#).

INFLATABLES & CARNIVAL RIDES

Provide a full description and specs for each inflatable and/or carnival ride proposed to be onsite, including its power source and requirements. Vendors supplying these items are required to provide a current business license and certificate of insurance. These items may require a generator, which must be located at least 20' from tents and other structures, on a paved surface, or plywood, and fenced off from public access. A fire extinguisher is always required when a generator is present; to request a fire extinguisher, please submit [this form](#).
To request Big Buzz (the 40' inflatable), please submit [this form](#).

Risk Management Requirements (frederick.trotter@business.gatech.edu)

PHYSICAL ACTIVITIES

Any outdoor event offering a physical activity, game, sport, walk/run, and/or inflatable that could cause risk and/or injury to participants is required to have individuals complete and submit a waiver and release form. Completed forms must be kept by the event host at least three (3) years; electronic forms are available through OrgSync. Find Georgia Tech's Waiver and Release Form [here](#).

THIRD-PARTY VENDORS

Any event utilizing the product(s) and/or service(s) of a third-party vendor is required to submit a current business license (BL) and certificate of insurance (COI) to the Risk Management office. This includes caterers, event rental companies, production companies, petting zoos, photographers, DJs, co-sponsors etc. BLs expire at the end of each calendar year. COIs can expire at any point in the year and may be requested for each event to guarantee coverage.

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Risk Management Requirements Cont. (frederick.trotter@business.gatech.edu)	
	<p>ANIMALS Any event hosting pet therapy, petting zoos, or other animal on campus is required to submit each individual animal’s current vaccination record to the Risk Management office. These records must be submitted at least five (5) business days prior to the event date; these records should not be submitted more than a week in advance as the final listing of animals onsite could change. Review the full policy here.</p>
Georgia Tech Police Department/Youth Programs Requirements	
	<p>CASH/MONEY ONSITE Contact Captain Hill (archie.hill@police.gatech.edu) to review controls required for collecting funds at an event. At least two (2) members of the hosting organization must be present at all times and any monies collected onsite must be stored in a secure container with a lid. Events collecting only digital payments (CashApp, Venmo, etc.) are not required to contact Captain Hill.</p>
	<p>RACE/WALK/RUN REQUIRING STREET/LANE CLOSURE Pi Mile is the preferred route for a race, walk, run, 5K, etc. on campus. Other routes are approved on a case-by-case basis. If the proposed route requires a street crossing and/or lane closure, a request to GTPD must be submitted at least four (4) weeks in advance. Register your event with GTPD here. Please also see EMT ONSITE FOR RACE/WALK/RUN.</p>
	<p>SECURITY PRESENCE Dedicated crowd managers are required at a ratio of one (1) crowd manager for every 250 attendees. Request GTPD officer(s) onsite for your event here.</p>
	<p>YOUTH PARTICIPANTS “Youth” is defined as individuals under the age of 18 who are NOT Georgia Tech students. Any event hosting youth participants is required to register the program through the Youth Programs Office here. Contact youthprograms@gatech.edu with questions.</p>

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Catering Requirements

FOOD/BEVERAGE OFFERED

1. Pre-approved Caterer – no additional approvals required; see a full list [here](#).
2. Other Caterer – if spending \$600 or more with a caterer not listed in the policy above, event hosts are required to submit the catering exception form along with the vendor’s current business license (BL) and certificate of insurance (COI) at least seven (7) business days prior to the event date.
3. Food Truck - if scheduling a truck that is not on the approved list, an inspection by GT Fire Safety Office will be required with a current BL and COI. All sales made on campus property are commissionable.
 - Please contact Alesha Buford (alesha.buford@dining.gatech.edu) with any questions regarding food trucks on campus.
4. Bake Sale – Please see page 2 on the link below for additional guidelines. Additional guidelines for food in reservable spaces can be found [here](#).

REQUEST FOR APPROVAL TO SERVE ALCOHOL

The [alcohol prior certification request form](#) must be completed for every event on campus offering alcoholic beverages no less than seven (7) business days before the event date. Bartenders are required to be locally licensed under city/state regulations and certified with “Training for Intervention Procedures” or [TIPS](#). Review the full Georgia Tech alcohol policy [here](#).

Additional Service Requirements

TRASH CANS/TRASH BAGS

Request additional trash services at least seven (7) business days prior to your event by emailing facilities-landscaping@mail.gatech.edu for a quote.

RECYCLING

To request recycling bins for your event, complete [this request form](#).

RESTROOM ACCESS

If an event is after hours, on weekends and not near a 24/7 accessible building, please connect with the closest building's manager to request facility access. Custodial fees may be applicable. You may need to consider external vendors for portable restrooms. If so, please also see THIRD-PARTY VENDORS.

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Additional Service Requirements Cont.	
	<p>LANDSCAPING</p> <p>Please contact facilities-landscaping@mail.gatech.edu to review precautions and damages policies for events in campus green space. Landscaping reserves the right to cancel an event at any time if weather conditions put the space at a heightened risk of damage. Preference is always to host the event and/or event structures on a hardscape (paved surface) instead of soft-scape (soil, turf/vegetation, etc.). Please request Landscaping to mark irrigation lines prior to events that require staking.</p>
	<p>STAGES</p> <p>Submit stage layouts to GTPD, FSO, Landscaping and Event Services (refer to the respective sections above). All stage pieces in green space must be on plywood to protect the turf. Weight limitations exist on the North side of Tech Green above the underground cistern. Stages in this area should be half on the paved walkway. Be sure to reserve North Tech Walkway Spaces in addition to Tech Green Lawn.</p>
	<p>PARKING</p> <p>If parking is required for event attendees or as an event site, complete this form for Parking & Transportation Services at least seven (7) business days prior to the event date. For any additional questions go to https://pts.gatech.edu/.</p>
	<p>MARKETING & COMMUNICATIONS</p> <ol style="list-style-type: none">CHALKING – Chalking is permitted on outside ground surfaces only with washable chalks; the use of markers, paint, or chalk spray is prohibited. Chalking must be at least 20 feet from any and all building entrances and never placed under any overhead obstruction/awning/covering or in stairwells. Chalking is not permitted in the Campanile area, on campus fountains, or on buildings/vertical structures.FLYERS – Flyers may only be posted inside some classroom buildings with prior permission from the building manager. Flyers should never be posted outdoors but may be distributed by event host volunteers during designated times.WAYFINDING – If signage is used for wayfinding for event attendees, it is the event host’s responsibility to remove all signage immediately following the event. Residual signage found will be discarded and the hosting organization’s future reservation privileges may be impacted.

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