



Event Logistics Committee (ELC)

About

- The ELC is a campus committee that consists of members from various departments, including GTPD, Parking & Transportation Services, Facilities-Landscaping, Procurement & Business Services, and the Center of Student Engagement.
- The ELC provides information and advice to help with event coordination and receiving the proper approvals for your event. **Attending an ELC meeting does not serve as final approval.**
- All organizations that are hosting complex, large, or campus-wide events are encouraged to meet with the ELC. This includes festivals, concerts, Hackathons, petting zoos, fun runs, etc.

When

- ELC meetings are hosted biweekly, **every other Thursday** during the **10:50 AM - 11:50 AM** academic break. ELC meetings are held virtually via Microsoft Teams. Invites are sent out via email prior to your scheduled meeting.
- You should expect to attend an ELC meeting approximately 4 weeks before your event, however, circumstances may expand or shorten this window.
 - **NOTE:** The schedule of ELC meetings are subject to change due to academic breaks, demand, or other extenuating circumstances.

What to Prepare

- For your ELC meeting, please prepare a quick presentation to showcase your event. Be as thorough as possible to ensure the ELC can provide adequate feedback on necessary approvals.
 - **INCLUDE:** a contingency plan, a layout, expected attendance, food plans, anticipated activities, vendors, amplified sound, power needs and any other key components listed on the Outdoor Event Planning Checklist below, including dates, times, locations and more.
- Presentations should remain **under 10 minutes** to allow for questions and feedback, as well as time for other groups to present.
- Even if your event is not primarily outdoors, use the **Outdoor Event Planning Checklist** to help build your presentation and guide yourself through any applicable approvals processes.
- After your ELC meeting, you will receive a follow-up email with a list of action items required to receive your event confirmation and approval.

Contact

- For any questions regarding your ELC, please email OutdoorEvents@stucen.gatech.edu, or call the Event Services office at 404.894.2828.

06.06.2023 TR



Student and Campus
Event Centers

