



# Event Services

## Indoor Event Planning Checklist For RSOs: Student Center, Exhibition Hall & West Village

Follow this checklist to ensure your indoor event is on track for final approval from Student and Campus Event Centers (SCEC). Questions should be directed to the shared email [screservations@stucen.gatech.edu](mailto:screservations@stucen.gatech.edu).

**DO NOT ADVERTISE THE EVENT UNTIL THE RESERVATION STATUS HAS CHANGED TO "CONFIRMED" AND ALL APPROVALS HAVE BEEN GRANTED. YOUR EVENT IS NOT CONFIRMED UNTIL THE STATUS HAS BEEN CHANGED TO "CONFIRMED AND YOU RECEIVED A CONFIRMATION EMAIL FROM US.**

### Submitting Reservations Request

#### SUBMIT A RESERVATION REQUEST

Secure an event space through **GT Events**. More information on how to book these spaces can be found [here](#). If you do not have access to make a reservation for your Registered Student Organization (RSO) please follow these instructions [here](#).

1. [Click here](#) for more information on our policies.
2. [Click here](#) for more information on our room rates and when they would apply to your reservation.

**Reservations will only be approved for Registered Student Organizations' use only. If you would like to make a reservation for personal use you must submit a request as an external client.**

#### MEETING ROOM SPACES

1. Submit requests for Meeting Room(s) at least three (3) business days prior to the desired date.
  - a. For assistance with how to use GT Events to reserve the Student Center, Exhibition Hall, or West Village Ensemble meeting room spaces, please review [this guide](#).
2. Once your reservation request is submitted you will receive an Additional Information email from our team within two (2) business days.
3. You must respond to this email to confirm the details of your event with our team at least one (1) business day prior to your event or else your reservation will be canceled.
4. If all details are confirmed you will receive a separate confirmation email confirming your reservation.

#### INSTANT RESERVABLE SPACES: CABBAGETOWN, JUNIPER, KROG, & PONCE DE LEON BOARDROOMS

Reservations request for boardrooms can be submitted through GT Events at least three (3) business days in advance. If the three (3) business days window has passed you must email [screservations@stucen.gatech.edu](mailto:screservations@stucen.gatech.edu) to make the reservation for you at least 1 hour prior to the desired time you wish to use the space.

**These spaces come as is and catering is not permitted in these spaces.**

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### Submitting Reservations Request Cont.

#### SPECIAL USE SPACES: ATLANTIC THEATER, CYPRESS THEATER, & MIDTOWN SPACES

1. Submit requests for Special Use Space(s) at least four (4) weeks prior to the desired date.
  - a. For assistance with how to use GT Events to reserve the Special Use Spaces use **this guide**.
2. Once your reservation request is submitted you will receive an Additional Information email from our team within two (2) business days.
  - a. This email will include instructions on how to schedule a required logistics meeting with Austin Wilson.
3. **Please note these meetings are required to take place at least one (1) week prior to your event.**
  - a. You can choose to schedule a virtual logistics meeting or a facility tour
4. Once all details are confirmed after the meeting you will receive a separate confirmation email confirming your reservation.

### Confirming Details for the Reservation

#### ACCESS TO THE SPACE

1. Let us know what time you need access to the space.
2. Make sure you include the time you need to set up and breakdown your items for the event.

#### SPACE SETUP

1. Review our capacities list for each space below.
  - a. **Exhibition Hall**
  - b. **Student Center**
  - c. **West Village**
2. Let us know your desired setup and how many guests are expected.
3. Let us know if any additional tables or chairs are needed.

#### FOOD/CATERING DETAILS

1. Review our food policy **here**.
2. Let us know what the expected budget is and where you are getting food from.
3. Let us know if you are planning a bake sale.
4. Let us know if you plan on having alcohol at the event.

**Potlucks are not permitted.**

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### Confirming Details for the Reservation

#### ADDITIONAL EQUIPMENT/SERVICE NEEDS

1. Review our equipment list [here](#).
  - a. Pay attention to the equipment fees.
2. Tell us your AV Needs.
  - a. Wireless Microphones/Microphone Stands. (Special Use Spaces and Large Meeting Rooms only).
3. Tell us if you need directional signs.
4. Tell us about any other equipment needs.

### Risk Management Requirements ([frederick.trotter@business.gatech.edu](mailto:frederick.trotter@business.gatech.edu))

#### THIRD-PARTY VENDORS

Are you planning to have a third-party vendor provide equipment or services for your event? If yes, you must submit the vendor's current business license and certificate of insurance to the Risk Management Office. This includes event rental companies, production companies, photographers, DJs, etc.

The documents must be submitted at least 2 weeks in advance via this [form](#). Your event's location will determine the insurance requirements the vendor must meet. For more information on the insurance requirements please use the links below.

- **Tier I Events**
  - Midtown, Atlantic Theater, Cypress Theater
- **Tier II Events**
  - Meeting and Boardroom spaces

If you have any questions please contact Fredrick Trotter: [frederick.trotter@business.gatech.edu](mailto:frederick.trotter@business.gatech.edu).

#### PHYSICAL ACTIVITIES

Any performance or 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 participation waivers. Paper waivers must be kept by the event host for at least three (3) years; electronic waivers are available through OrgSync. Electronic waivers are preferred to paper copies. Find Georgia Tech's general waiver of liability [here](#).





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### Risk Management Requirements ([frederick.trotter@business.gatech.edu](mailto:frederick.trotter@business.gatech.edu))

#### FILM/MOVIE SCREENING

Is your group planning to show a movie or film during your event? If yes you must obtain the rights to show the film in a public setting. This includes DVDs, Movie Websites, Streaming Platforms, and Live Streaming Shows. More information on this policy can be found [here](#).

### Georgia Tech Police Department/Youth Programs Requirements

#### CASH/MONEY ONSITE

Contact Captain Hill ([archie.hill@police.gatech.edu](mailto: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.

#### SECURITY PRESENCE

At the discretion of the Student & Campus Event Centers Department; a GTPD officer or approved security company can be required for any event held in the Exhibition Hall or West Village Dining Commons regardless of event time or expected attendance. Request GTPD officer(s) onsite for your event [here](#).

#### YOUTH PARTICIPANTS

“Youth” is defined as individuals under the age of 18 who are NOT Georgia Tech students. Any event-hosting youth participants are required to register for the program through the Youth Programs Office [here](#). Contact [youthprograms@gatech.edu](mailto:youthprograms@gatech.edu) with questions.

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Additional Services/Procedures	
	<p><b>PAYING INVOICES</b></p> <p>Registered Student Organizations will receive a finalized invoice for their event after the event concludes. The Event Services team generates and sends invoices bi-weekly and GT affiliates are responsible for submitting payment 30 days after the invoice is received. Our Event Services team accepts payment in the form of Departmental Workday Tag Numbers, Credit Card, Business or Certified Checks, and Money Orders. We are not able to accept personal checks. More information on the payment methods can be found <a href="#">here</a>.</p> <p>If you plan on using the Student Organization Finance Office (SOFO, SGA Funds, Parent’s Fund, etc) to pay for your event, please confirm with your SOFO Representative to ensure you have the funds and/or qualifications to financially support your event. SOFO must send payment information to Event Services with the Reservation or Invoice Number associated with payment.</p>
	<p><b>PARKING</b></p> <p>To accommodate institute visitors, there are parking zones and meters situated across campus for visitors’ use. Please note that all visitor parking is first come/first served. Please visit the <a href="#">Visitor’s Parking Website</a> to view more information about locations and hourly rates. Click the links below for more information about each building.</p> <ul style="list-style-type: none"> <li>• <a href="#">Student Center</a></li> <li>• <a href="#">Exhibition Hall</a></li> <li>• <a href="#">West Village</a></li> </ul>
	<p><b>MARKETING YOUR EVENT</b></p> <p>The Student Center, Exhibition Hall, and West Village offer several advertising channels, for student organizations to promote their upcoming events. Here are a few things we offer.</p> <ul style="list-style-type: none"> <li>• Plasma Promotions <ul style="list-style-type: none"> <li>◦ Submit a request to have your event flyer displayed on the various plasma screen TVs throughout our spaces.</li> </ul> </li> <li>• Table Space <ul style="list-style-type: none"> <li>◦ Promote your event by tabling in one of our various tabling spaces.</li> </ul> </li> <li>• Flyer Displays <ul style="list-style-type: none"> <li>◦ Post and hand out your event flyers in designated areas.</li> </ul> </li> <li>• Sidewalk Chalking <ul style="list-style-type: none"> <li>◦ Registered Student Organizations are allowed to use chalk on certain sidewalks around campus to promote their events.</li> </ul> </li> </ul> <p style="text-align: right;">5.9.2023 AW</p> <p>More information on marketing options can be found <a href="#">here</a>.</p>

