



Title	Event Logistics Committee
Responsible Office	Student and Campus Event Centers
Contact Information	Associate Director, Campus Reservations and Event Services Phone: 404.894.2828 Email: EventServices@stucen.gatech.edu

Event Logistics Committee (ELC)

The Event Logistics Committee (ELC) is a campus-wide committee composed of members from various departments who provide guidance and support to event planners in coordinating large-scale or complex events and obtaining the necessary approvals. It is important to note that presenting your event during an ELC meeting does not equate to final approval until your reservation status in GT Events is marked as "confirmed."

Any event host may request to present their event at an ELC meeting. Additionally, events meeting the following criteria are strongly encouraged to present to the ELC as part of the reservation process:

- Events spanning multiple high-traffic locations (e.g. Tech Green, Campanile, Tech Walkway, Experiential Path).
- Large events, typically outdoor gatherings with over 300 expected attendees at a given time.
- Complex events involving approvals from multiple campus stakeholders (i.e. Parking, GTPD, Landscaping, Staging).
- Overnight events.

These recommendations are intended to facilitate effective coordination, ensure the safety of participants, and allocate campus resources appropriately, without restricting or limiting expressive activities. More information regarding the Institute's time, place, and manner (TPM) procedures can be found on this [website](#). All event planners are encouraged to consult with the ELC to help secure necessary approvals and address logistical needs, supporting a successful and safe event for everyone involved.

ELC Meetings

ELC meetings are hosted biweekly, every other Thursday during the 10:50am – 11:50am break in academic classes. The schedule of ELC meetings are subject to change due to academic breaks, demand, or other extenuating circumstances. ELC meetings are held virtually via Microsoft Teams. Members of the Student and Campus Event Centers Event Services team set meeting agendas and manage invitations. Event planners should expect to attend an ELC meeting approximately four (4) weeks before the event. However, circumstances may expand or shorten this window.

How to Prepare

Event planners should prepare a brief presentation to showcase their event. Presentations should remain under 8 minutes to allow for questions and feedback from the committee. The [Outdoor Event Planning Checklist](#) should be utilized by the event planner to assist in planning the event and preparing their event presentation for the ELC meeting. Items to include in the presentation:

- Layout
- Expected attendance
- Food plans
- Planned activities
- List of vendors (including their Certificate of Insurance information)



- Plan for amplified sound
- Power needs
- Contingency plan

Following the ELC meeting, event planners will receive follow-up email instructions with a list of action items required to receive the final event approval and confirmation.

ELC Members

Affiliation	Name
Student and Campus Event Centers	Tony Rice
Student and Campus Event Centers	Lauren Toebe
GTPD	Captain Marcus Walton
GTPD	Gena Snead
Fire Safety	Bridget Mourao
Fire Safety	Jake LeJeune
Parking and Transportation	Radford Taylor
Parking and Transportation	Brea Butler
Insurance and Claims	Frederick Trotter
Facilities Landscaping	Clayton Patterson
Facilities Landscaping	Alex Smith
Facilities Landscaping	Ricky Walton
Facilities Landscaping	Tiaira Ball
Campus Sustainability	Steve Place
Waste Management	Shawn Dunham
Recycling	Heart Lamar
Facilities Staging	Brandon Ford
Tech Dining	Mary Davis
Tech Dining	Alesha Buford
Auxiliary Services/Retail	Allison Watkins
Center for Student Engagement	Alyssa Rodriguez
Office of the Vice President, Student Engagement and Well-Being	Luoluo Hong
Office of the Vice President, Student Engagement and Well-Being	Tia Jewell

Contact

For questions regarding ELC, to be added to the committee, or request to present your event, please contact the SCEC Outdoor Events team at OutdoorEvents@stucen.gatech.edu or call the Event Services office at 404.894.2828.