GLOSSARY

Client Types

- Chartered Student Organization: student organization that has been chartered by student life and has reservation access
- Institute Departments: GT Faculty/staff hosting department sponsored events
- “Off-Campus Clients”: non-affiliated Georgia Tech persons and/or organizations

Policy Terms

- No-Show: An expected guest does not utilize space and hasn’t advised the Event Services team of planned absence or delay
- Late Cancellation: A client cancels the reservation less than the required cancellation window for the space.
- Co-Sponsorship: An officially recognized on-campus organization (Chartered Student Organization or Institute Department) collaborates with an off campus organization for an event.
- Event Time: The total time, in hours, for which the space is reserved. This is the Event duration, in hours, plus the Setup/Teardown, in hours (i.e. the time the user enters the room until they leave).
- Reserved Time: Time before and after an event time that Student Center staff needs to setup and break down a room.
- Booking: The individual occurrence of a reservation.
- Reservation: An arrangement to have something held for one’s use.
- Setup Count: The anticipated attendance for the event.
- Setup Notes: Instructions to operations and event support staff for the configuration or preparation of a space for an event.
- Setup Type: The physical layout or arrangement of a room (refer to char above)
Air Wall
Moveable panels used to subdivide a larger area

Audio Wedge Monitors
Performer facing loud speakers; used to amplify the performers’ singing, music, speech and other sounds for the audience.

AV Cart
Mobile cart with AV connections

Concert Sound System
2 large speakers with 2 large subwoofers and mixer (typically used for large events)

Dry Erase Board
Mobile dry erase board

DVD Player
Blu-ray player that plays DVDs and Blu-rays

Easel - Gold
Special event gold plated easel

Easel - Wooden
Wooden tripod easel

Flat Panel TV w/DVD
Mobile flat screen TV

Flipchart
Large chart paper
Karaoke Machine
Machine used for music with microphone

Laptop with Slide Advancer
Laptop used for presentation

Laser Pointer

Microphone - Lapel/Lavalier
Small microphone used for TV, theatre & public speaking applications in order to allow for hands-free operation, typically clipped on

Microphone - Panel
A tabletop condenser microphone

Microphone - Wired
A dynamic wired microphone

Microphone - Wireless
Cordless, handheld microphone

Mobile Podium
Mobile lectern

Passport Sound - Mini
Small 1 channel system

Passport Sound - Mobile
Mobile PA system
Piano - Baby Grand
A piano with the strings on a horizontal harp-shaped frame; usually supported by three legs

Piano - Baldwin Upright
A large keyboard musical instrument with a wooden case enclosing a soundboard and metal strings, which are struck by hammers when the keys are depressed

Pipe & Drape
Pipe, fixed or adjustable telescoping vertical uprights supported by a weighted steel base, and adjustable telescopic or fixed horizontals that provide a drape support frame with removable drape panels.

Popcorn Machine
Machine used to make popcorn includes:
- 2 bags of popping corn
- 75 serving bags

Presidential Podium
Large wooden podium with condenser microphone attached

Stage - Large
32’ x 18’ temporary platform used for support

Stage - Little House
Stage curtains and pipe & drape

Stage - Medium
24’ x 12’ temporary platform used for support
Stage - Small
12’ x 8’ temporary platform used for support

Tensa Barriers
Retractable belt stanchions
### Room Setups

**Banquet**
- 5-10 chairs around a round table

**Boardroom**
- Tables form a larger table with chairs around perimeter

**Chairs in a Circle**
- Chairs in a circle

**Classroom**
- 2 chairs on one side of the table facing head table

**Closed-U**
- Tables form rectangle shape

**Interview**
- 1-1 meetings, interview

**Lecture**
- Chairs facing a head table at the front of the room

**Open-U**
- Tables form a U-shape facing the front of the room, chairs around the outside

**Team Table**
- 2 tables for squares with chairs around perimeter
<table>
<thead>
<tr>
<th>Name</th>
<th>What does it mean?</th>
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| **Additional Information Required:**      | • More information needed on an event  
• Event information needed (# of Attendees, event type)  
• Food/Catering details needed                                                                 |
| **Confirmed**                             | • ALL details confirmed for the event  
• No more communication needs to happen from our end regarding details                                                                                  |
| **Not Available Maintenance / HOLD**      | • Spaces are offline                                                                                                                                 |
| **Reservation Confirmed - Web**           | • Instant reservations rooms only (Cypress, Juniper, Room 359, Cabbagetown)                                                                 |
| **Tentative Approval Required**           | One or more of the following is missing:  
• Alcohol approval  
• Facilities approval  
• Fire Marshall approval  
• Security approval  
• User agreement needed  
• Youth program approval                                                                 |
| **Wait List**                             | • Inquiries about spaces not available                                                                                                               |