

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)

EQUIPMENT



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

EQUIPMENT



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 lecturn



Passport Sound - Mini

Small 1 channel system



Passport Sound - Mobile

Mobile PA system

EQUIPMENT



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

EQUIPMENT



Stage - Small
12' x 8' temporary
platform used for
support

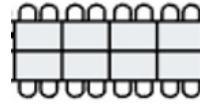


Tensa Barriers
Retractable belt
stanchions

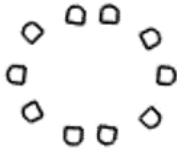
ROOM SETUPS



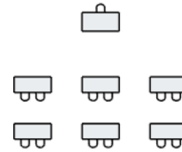
Banquet
5-10 chairs around
a round table



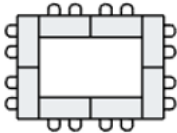
Boardroom
Tables form a larger
table with chairs
around perimeter



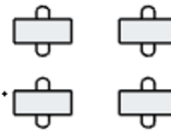
Chairs in a Circle
Chairs in a circle



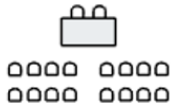
Classroom
2 chairs on one side
of the table facing
head table



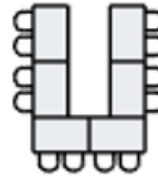
Closed-U
Tables form
rectangle shape



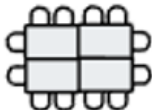
Interview
1-1 meetings,
interview



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

STASUSES

Name	What does it mean?
Additional Information Required:	<ul style="list-style-type: none"> • More information needed on an event • Event information needed (# of Attendees, event type) • Food/Catering details needed
Confirmed	<ul style="list-style-type: none"> • ALL details confirmed for the event • No more communication needs to happen from our end regarding details
Not Available Maintenance / HOLD	<ul style="list-style-type: none"> • Spaces are offline
Reservation Confirmed - Web	<ul style="list-style-type: none"> • Instant reservations rooms only (Cypress, Juniper, Room 359, Cabbagetown)
Tentative Approval Required	<p>One or more of the following is missing:</p> <ul style="list-style-type: none"> • Alcohol approval • Facilities approval • Fire Marshall approval • Security approval • User agreement needed • Youth program approval
Wait List	<ul style="list-style-type: none"> • Inquiries about spaces not available