

# A Quick Reference Guide to Space Reservations at Saint Mary's College, Notre Dame, IN

The Office of Special Events serves as the clearinghouse for reserving space on campus.

Saint Mary's College uses a software program to manage events that occur on campus, including classes. EMS (Event Management System) captures information and makes it available for our community to view events, make space reservations and request work orders by using Virtual EMS. The Office of Special Events helps coordinate all these activities and assists in event oversight for campus. Special Events also oversees Master Calendar.

## Tables for the Student Center Lobby

*Atrium Tables & displays, small meetings, movies, and classroom spaces:*

Kathy Bush, Administrative Assistant for Special Events

[kbush@saintmarys.edu](mailto:kbush@saintmarys.edu)      284-5348

## Event Planning

*For large meetings, conferences, multiple day events, concerts, performances, outdoor events, dances, parent/sibling weekends, and anything else not listed above:*

Jennifer Roberts, Assistant Director of Special Events

[jroberts@saintmarys.edu](mailto:jroberts@saintmarys.edu)      284-4703

## Event Planning Guide- on the web

[event planning guide](#)

## Virtual EMS: (to check room availability, sign up for an account)

<http://spev.saintmarys.edu/VirtualEMSCampus/>

## Find or submit an event on Master Calendar

Submitting an event to Master Calendar only lists it on the calendar- it does not mean that space is being reserved for the event

<http://spev.saintmarys.edu/MasterCalendar/>

- If you add an event to the calendar, also send an email to make sure that the event has been confirmed by Special Events.
- Events that do not require a room may be posted to the Master Calendar.

## Performance Events at the Moreau Center

[www.moreaucenter.com](http://www.moreaucenter.com)

## Office of Special Events

<http://www3.saintmarys.edu/events>

# A Detailed Reference Guide to Space Reservations at Saint Mary's College, Notre Dame, IN

As the clearing house for reserving space on campus, students should always contact the Office of Special Events (OSE) for any event: <http://www3.saintmarys.edu/events>

Special Events will assist with space reservations by seeking approval from the appropriate department and confirming the space once approval has been granted.

## Scheduling tips:

- Space is limited and reservations are generally confirmed in the order they are received. Campus space availability may be viewed through Virtual EMS:  
<http://spev.saintmarys.edu/VirtualEMSCampus/>  
Room reservations may be requested through the web address above
- In planning, check master calendar for major College events that may be occurring- such as:
  - Home football games
  - Board of Trustee meetings
  - Conferences or performance eventsMaster calendar may be viewed at:  
<http://spev.saintmarys.edu/MasterCalendar/>
- Outdoor spaces also need to be reserved through Special Events.
- Depending on the time of year and scope of the event, setup and take down times may create overtime charges- advanced planning may help avoid these charges
- After reserving the location for the event with the OSE, students should continue to work with Special Events to plan their event. Special Events will coordinate the technical and audio visual needs, building services set-ups, and security, grounds, and maintenance needs. Special Events also works closely with Sodexo for food and beverage needs.
- Begin scheduling your event with OSE as soon as possible, especially for large events.
  - Schedule at least a month in advance, large events require more advanced planning time, especially during the spring.
    - Large events may be scheduled in the fall of the current academic year for the following academic year (after the academic schedule has been finalized).
    - Reservations cannot be made for more than one academic year in advance. (For example, the current year is 2010-2011. Events for the fall of 2011 cannot be made.
  - The minimum amount of advanced time required to schedule an event is 2 weeks.

## Planning tips:

### Contact Special Events to help plan your event :

*For meetings, conferences, multiple day events, concerts, performances, outdoor events, dances, parent/sibling weekends, and anything else not listed above:*

Jennifer Roberts, Assistant Director of Special Events

[jroberts@saintmarys.edu](mailto:jroberts@saintmarys.edu) 284-4703

- Please use the Events Planning Guide for assistance:
  - (<http://www3.saintmarys.edu/events-planning-guide>)
- Provide a cell phone number and e-mail contact, so you can be contacted with questions.
  - Provide a back-up contact person in case you cannot be reached.
- Submit the estimated number of attendees before the event and the actual number of attendees after the event to your Special Events contact.
- Submit a description to the OSE to be placed on the campus events calendar.
  - All student events will be posted on the master calendar.

## Cost

The following items will involve cost: performances, food, technical services, renting equipment the College does not own, events that require unusual setup or weekend activity between previously scheduled events. Events that require technical support, overtime charges, equipment rental, will be charged to the group making the reservation.

## Resources/Equipment:

- Resources (tables, chairs, computers, lecterns, projectors, microphones, sound systems, etc.) are limited and reserved on a first come, first serve basis and may require qualified technicians
  - All requests should be made at least one month in advance.
  - Any requests made within 2 weeks of an event cannot be guaranteed.
- If additional equipment is required, the rental cost will be billed to the group.

## Food and Beverage:

- All catering orders should be ordered through Sodexo at least 2 weeks in advance.
- Student groups may provide their own food **only** if external guests are not attending the event. When in doubt, get a quote from Sodexo, the food provider for campus.

## Performance Events:

### Backstage and Technical Coordination

Jeff Grams, Technical Coordinator

[jdgrams@saintmarys.edu](mailto:jdgrams@saintmarys.edu) 284-4597

- **All** events in O'Laughlin and Little Theatre require technicians for liability reasons. Other events requiring tech equipment may also need technicians (Carroll Auditorium, for example).

- The cost for technicians will be billed to the group requesting it, depending on the technical needs of the event. The Technical Coordinator at Special Events will help establish this need.
- Technician rates: \$13.00 per hour. Each technician must be hired for a minimum of three hours. An 18% service charge will be added for each technician hired. This charge covers the cost of payroll taxes and benefits.
- If a performance event has a contract with a technical rider, a copy of the technical rider must be given to Special Events three months prior to the event in order to arrange for appropriate staffing.

**Front of House, Ushers, Ticket Takers, Box Office Personnel:**

Abbey Frick- Assistant Director, Arts and Education

[africk@saintmarys.edu](mailto:africk@saintmarys.edu)      **284-4625**

- Events in O’Laughlin and Little Theatre require Front of House staff. These professional staff and student members are trained in safe load-in and load-out procedures for our patrons. Student groups or clients of the College may not supply staffing through volunteers. Costs for front of house personnel will be paid by the sponsoring group. Special Events will invoice all charges incurred by the group/client renting the facility.
- When planning an event that includes Front of House, please check with a Special Events staff member regarding practices/procedures for managing large audiences. These procedures may include when the audience is permitted access, concession sales, merchandise sales, procedures for ticketing.

**Signs:**

- Indoor signage must have prior approval from Student Involvement before being posted.
  - Signs posted without approval will be immediately removed.
  - Signs may not be taped to the wall or doors- please use appropriate posting spaces
- All outdoor signage must have prior approval from the Office of Special Events
  - Signs may not be attached to existing trees, poles, or current signage on college property.
  - Only appropriate self-standing sign frames provided by the college are allowed to be used on campus.
  - Signs posted without approval will be immediately removed.