

SAO Event Planning & Contacts Sheet

Go to the full website on event planning
Visit us at www.brown.edu/sao

As early as possible: Reserve your event space.

- **Space Reservations (there is much more info on the SAO website.)**
 Most Rooms – eves & wknds Most rooms, including most classrooms, Sayles and Alumnae Halls, Faunce, TWC, and TF Green are scheduled by one office - the University Scheduling Office. (VGQ-B, through the gate and to the right, rm 157 -just inside the door.). Laura Assara, is our Scheduling Coordinator, 863-6217 or scheduler@brown.edu. **Please, use the on-line request form.**
On-line form: http://www.brown.edu/Administration/Scheduling_Office/

- Greens Space Greens Space can be reserved through Laura Assara in the University Scheduling Office.
Please use the on-line request form:
http://www.brown.edu/Administration/Event_Planning/space/greens/

- Andrews Dining Catering 863-2712
 (Andrews has a three week prior deadline for reservations and requires a DPS detail for many events.)

- **Contracts** - Be sure to have contracts and W-9's submitted to the SAO, if you need a check cut for your event. **If you are using a contract created by someone else –a contract other than our Brown standard contract, allow for 6-8 weeks additional time for General Counsel to approve the contract.**

3 weeks prior or more:

- Have a preliminary advisory discussion regarding your event with someone in the SAO.
 (Allison Keves, Shelley Adriance or Phil O'Hara)

- Complete an Event Registration form and Budget Worksheet and ask us for an event planning packet, which includes timelines, contacts, event management plan outlines and a fire safety checklist. We can provide floor plans for many of the event venues to use in creating your event management plan.

- Request Estimates from Event Support/Facilities Management by emailing Debbie Lister. To submit the actual Event Support order, you must see Donna Huster or Diane Chouinard.
 To: Deborah (Debbie) Lister, Manager of Events Support
 cc: Cherrie DeAngelis, Administrative Assistant

- Request Estimates from Media Services, as needed. You may call 863-2094 to consult with the staff. The online reservation form is at www.Brown.edu/mso (You must fill this request form out.)
 For questions, call 863-2197 or email.
 To: Gena Burke, Technical Coordinator
 cc: Ronald Dunleavy, Manager, Media Services

- Request Estimates from Catering. They have a form available on-line. Please submit your order form and IPR to the office. (It can be faxed to 863-9566, but, please send the original through campus mail marked "already faxed" to Box 1936.)
 - For questions, call 863-2712
 Kathleen (Kathy) Fonseca, Catering Event Coordinator
 Becky Pansa Catering Office Coordinator (Brown First)

3 weeks prior 'cont:**If anticipated attendance of 300 more or involving alcohol:**

- Fill out Event Registration Form – 3 week prior deadline. Failure to adhere to this deadline will jeopardize your event.
- Fill out Social Function Form for social events. Talk with SAO about need/request for event management support from DPS or GHM.
- Fire Marshall. Events 300+ must be reviewed for FM need. SAO will submit your request.

2 weeks prior: -- There are important deadlines this week not to miss!

- Submit an event management plan and diagram to the SAO
- Finalize Request for Event Support with Donna or Diane in the SAO.
- Finalize request and guest count with Catering
- Finalize Request for Media Service before 7 working days deadline
- Apply in person at City Hall for your Entertainment Licenses for events with amplified sound and/or Class F Alcohol Licenses for events selling alcohol.
 - See Shelley, or Aly for applications, if this applies to your event. If they are unavailable, see Phil. Please also know that Shelley and Aly assists with coordinating the dates for Class F events for Wriston.

10 Working Day Deadlines –

- **Event Support** final orders must be completed (confirmed by your financial signatory with Donna or Diane in the SAO) at least ten working days before the event. They submit the final work request.
- **Catering** orders must be completed (confirmed) ten working days before the event.
- **DPS** security details must be requested through the SAO ten (10) business days before the event.

7 Working Day Deadlines-

- **Media Services** - On-line reservation requests must be submitted 7 working days before the event. If you miss the deadline, it will be difficult for them to have the fill the request.
- **Fire Marshal** details must be requested through the SAO five (5) business days before the event.

1 week prior:

- Go back to City Hall for your hearing to receive your entertainment licenses (if applicable) and bring the license to SAO to be copied to attach to your registration materials.
Make sure all your social function managers have been through or are scheduled to attend training. Trainings are held once per month. **There is a binder in the SAO updated weekly for your reference to check on trained event staff.
- Pick up a Fire Safety Checklist (available online or SAO has copies printed for you.)
- Obtain the final approval from SAO for your event.

Pre-Event (Day of):

- Hold a pre-event meeting with all managers, along with security personnel and fire marshal (if applicable) and SAO Evening Event Manager (Friday and Saturday nights) to finalize and review management plans.
- Complete the “90 minutes prior to start of event” portion of Fire Safety Checklist.
* complete early in case you need to call Facilities Service and Response at 863-7900 for help.

Post-Event:

- Do a post-event walk-through of the venue to check for damages and people needing to exit.
- As needed, fill out post-event reports, email SAO advisor, “Late Night” Fund Feedback Forms, etc.
- Event coordinators, social function managers, and bartenders should meet to briefly review the event and discuss any issues or ideas for improvement for future social functions

1st Working Day After:

- Send in Fire Safety Checklist. (Fold the form in half and drop it in campus mail.)