

Event Registration for lectures and Performances

First step... decide on potential dates, budget, other “needs” to support hosting an event the request a room.

Second Step... Book a space if you missed step one!

Next steps...

no less than 3 weeks prior

- Come in to meet with an SAO event advisor (usually Aly, Shelley or Phil).
- Complete an Event Registration Form and a Budget Worksheet
- Work with the SAO to review staffing and security needs
- Review the safety guidelines for events, which includes ; considerations for both people and facilities, http://www.brown.edu/Administration/Event_Planning/safety/

Special Considerations

- Review the “Guidelines for Political Activities,” if this pertains to your event
- Complete the Dignitaries Notification Form on-line, if your speaker/guest is renown in some way (*e.g. government officials, presidents of other Universities, individuals who have achieved a significant level of fame in their field, etc.*)
- Begin working on artist/ speaker contracts. **See financial information regarding paying someone.** Brown Standard Contracts with original signatures take 10 working days for a check to be processed; non-standard contracts will need to be reviewed by the SAO and Brown’s Office of General Counsel, which takes **6-8 weeks.**
- Request quotes for Event Support - tables, custodial support, etc. Event Support also provides media service support for venues and for equipment that is outside the purview of what Media Services can do.
- Review all of your publicity options. If you are interested in working with the media, please contact Deb Baum, Media Relations (PAUR)
- Review the Brown First Policy and Food Safety information regarding food for events.
- Review the catering services policies and request a catering quote (**at least three to four weeks prior**).
- If you do not have an SAO account payment arrangements must be made for support services.

Two weeks prior

- Submit your Media Services Request on-line (**7 working day Deadline**).... www.brown.edu/mso
- A Financial Signatory must see Donna or Diane in the SAO to confirm the expense and place the actual order for any Event Support or Catering Service to be completed (**10 working day Deadline**).
- Submit an Event Management Plan, and Floor Plan diagram (include your list of ushers if you have it prepared)
- Review Fire Safety Checklist
- Review DSS needs in your planning – plan to reserve 4 seats in the front row to accommodate needs.
- Menu changes with catering are due a minimum of **(5) five business days prior** to your event date for regular menu items and **(7) seven working days prior** for specialty items.

One week prior -by Thurs noon @ latest

- Submit your final list of ushers
- Receive final approval for your event once everything is in place
- Sign-out “clickers,” signs, cash boxes and pick-up deposit bags & bracelets

Night of Event:

- Complete your “90 minutes prior” portion of the Fire Safety Checklist. Call Facilities Service Response 863-7800 if you need to address a facilities problem.
- Reserve 4 front row seats to accommodate DSS needs –these can be released 5 minutes prior to the start time.
- Meet with DPS, GHM and Social Function Managers 15 minutes before opening.
- Review Facility for damage and if any is found, contact the Evening Event Manager.
- Make the Fire Safety Announcement at the beginning of your event
- End of Night – count up \$, seal it in the deposit bag and call DPS (863-3322) to request a safety transport to the Brown Office Building for a deposit in the drop box.

Post Event, (night of or next business day):

- Review Facility for damage and clean up.
- Email or stop in to communicate anything that would be helpful for the SAO to know from you.
- Fold the Fire Safety checklist in half and drop it into campus mail
- Return “clickers,” signs and cash boxes to the SAO.