

Event Registration for Parties & Dances

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

Second Step... For Greek Houses, request approval for the date with the Social Chair of Greek Council who is working with the SAO to coordinate events on Wriston.

Next steps...

no less than 3 weeks prior

- Come in to meet with an SAO event advisor (usually Allison, Phil or Shelley).
- Complete an Event Registration Form, a Budget Worksheet and a Social Function Form
- Work with the SAO regarding assessing security & event management support staff, (DPS & GHM).
- Review the safety guidelines for events, which includes considerations for both people and facilities, http://www.brown.edu/Administration/Event_Planning/safety/

As needed

- Review the Brown First Policy and Food Safety information regarding food for events.
- Request a catering quote (at least three to four weeks prior to your event).
- Review the catering services policies for orders, menu changes and cancellations.
- Request quotes for Event Support for tables, chairs, custodial support, saw horses for lines, etc.
- If you do not have an SAO account payment arrangements must be made for support services.
- Begin working on a DJ contract; this takes “turn around time” to become a check
- Make payment arrangements for security/event management staff
- Request Class F & Entertainment License application from SAO
- Bring license down to City Hall
- Work with your members to determine certified managers and bartenders.
- Send people to social function manager training.

Two weeks prior

- 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 Orders **(10 working day Deadline)**.
- Update your list of managers and (as needed) bartenders
- Submit an Event Management Plan, and Floor Plan diagram
- Review Fire Safety Checklist
- Review DSS needs in your planning
- Double check that your event managers have attended training.
- 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

- If Class F, submit a copy of your license to the SAO
- If a cocktail, submit a copy of your guest list
- Receive final approval for party 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.
- Meet with DPS, GHM and Social Function Managers 30 minutes before opening
- Review Facility for damage and if any is found, contact the Evening Event Manager.
- 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.
- Submit your guest list/log to SAO and 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.