

SAO Event Planning & Contacts Sheet

**Go to the full website on event planning at
http://www.brown.edu/Administration/Event_Planning/index.html**

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 now 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.
On-line form: http://www.brown.edu/Administration/Scheduling_Office/
 - Greens Space Permission from Phil O’Hara, Assistant Director for Student Activities
Please use the Form is on the SAO website:
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 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.
(Ricky Gresh, Phil O’Hara, Shelley Adriance)
- Complete and Event Registration form 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: 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 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 or email Kathy.
To: Kathleen Fonseca, Event 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
- Fill out Social Function Form for social events (helpful this week, due by next week).
- 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 Kelly or Donna in the SAO.
- Finalize request and guest count for 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 Phil, Shelley for applications, if this applies to your event. Please also know that Phil assists with coordinating the dates for Class F events for Wriston; only one Class F's may be planned per Friday or Saturday night in Wriston Quad.

10 Working Day Deadlines –

- **Event Support** orders must be completed (confirmed by your financial signatory with Donna or Kelly 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 to SAO to be copied.
- Make sure all your managers have been through or are scheduled to attend training. (Fridays at 3 PM in Faunce --- Petteruti, unless we are bumped to 201 or Underground).
 - **There is a binder in the SAO updated weekly for your reference.
- 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:

- 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
- As needed, fill out post-event reports, “Late Night” Fund Feedback Forms, etc.

1st Working Day After:

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