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 Joie, Andy or Shelley)
☐ 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. http://www.brown.edu/Administration/PAUR//cgr/PoliticalGuidelines.html
☐ 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) ten 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” ($5 deposit), cash boxes ($20 deposit) 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 pre-event for damage and if any is found, contact the Evening Event Manager to document.
☐ 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.