



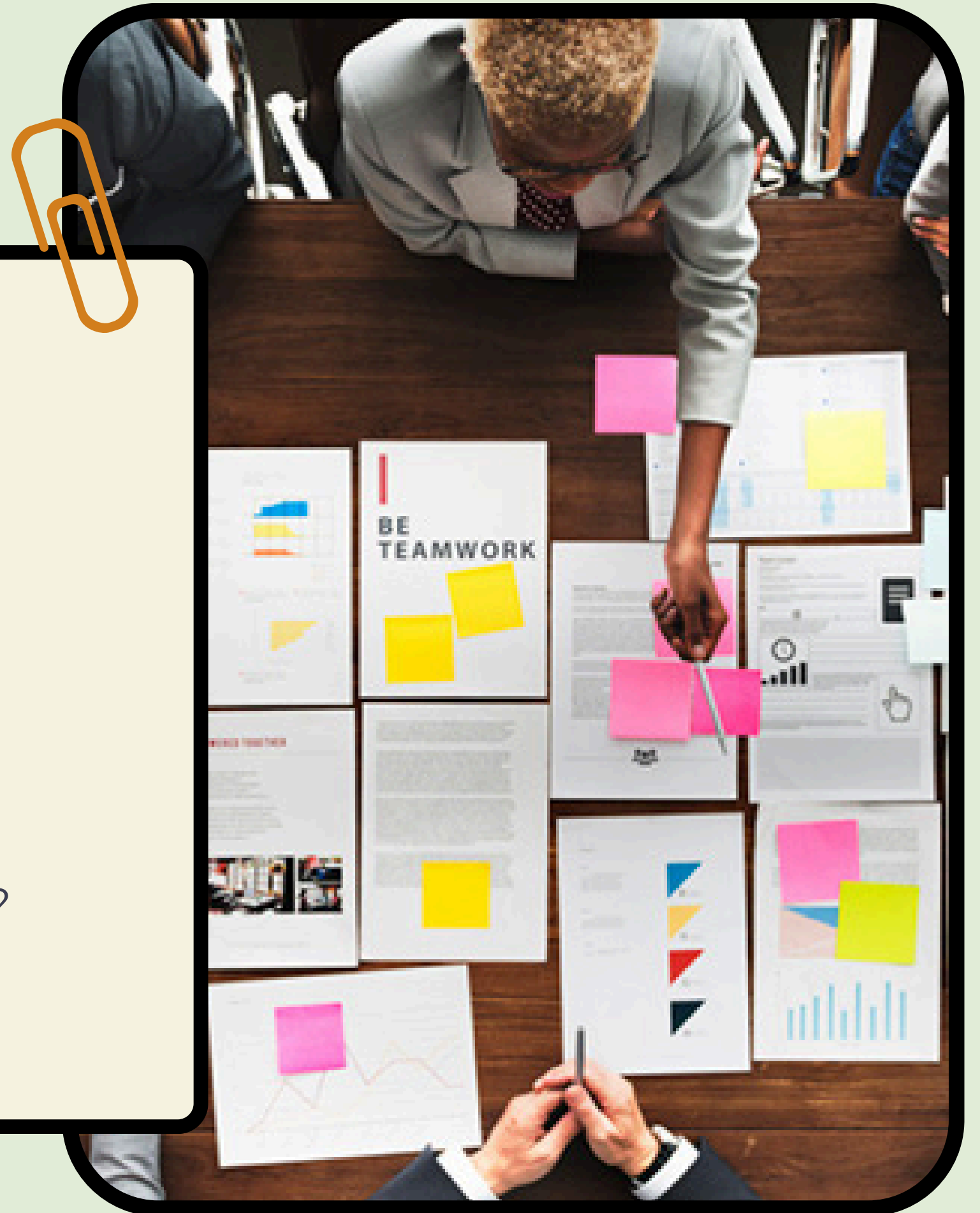
SO YOU WANT TO HAVE AN EVENT...

This is how to do such a thing.

P.S. If you're a student, stop reading here and visit the Student Engagement Website :)

AGENDA

- Who is on the Campus Events Team?
- What does the Campus Events Team do?
- What qualifies as an event?
- Where do I start?
- What if I want my event to be public?
- Can I use campus space for something else?
- We're hungry. Can we have food?
- I need help with tech. What do I do?
- I need more tables and chairs. How do I order?
- Who else should know I am holding an event?
- Questions?



MEET THE CAMPUS EVENTS TEAM



DOLORES

Director - Campus Events
djones24@washcoll.edu
410-778-7743



CARALISA

Asst. Director - Campus Events
ccarpenter4@washcoll.edu
410-778-7888



CHARLOTTE

A/V Services - Campus Events
mkavina2@washcoll.edu
410-778-5841

WHAT DO WE DO?

Our purpose is to provide guidance when planning an event.



WE DO'S

The Campus Events Office schedules use of campus space and manages campus wide events and ceremonies.

We manage the All Campus Calendar on AdAstra.

We assist event hosts in coordinating resources for their events.



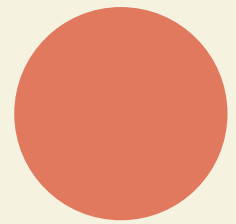
WE DON'TS

Plan events for other offices or departments from start to finish.

Put in catering requests. All requests go through Catertrax or through Johnny (jwerczynski2@washcoll.edu)

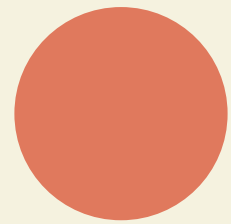
Control or plan outside events, such as baby showers, weddings, etc., or any student group events. These are planned by **Conference Services**.

WHAT IS AN EVENT?



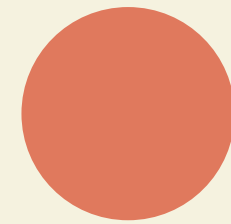
Meetings

2 or more persons meeting. If it's not in your office, this qualifies.



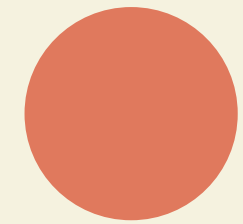
Meals

Eating anywhere on campus other than your office or the dining hall.



Programs

Lectures, performances, showings, ceremonies, etc.



Gatherings

Dances, parties, game nights, etc.

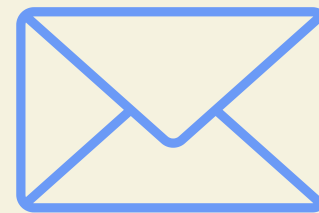
HOW TO CREATE AN EVENT?

STEP 1



Have information ready (date, time, A/V needs, etc.) then submit an event request through AdAstra.

STEP 2



Wait for your approval via email from AdAstra (AAIS).

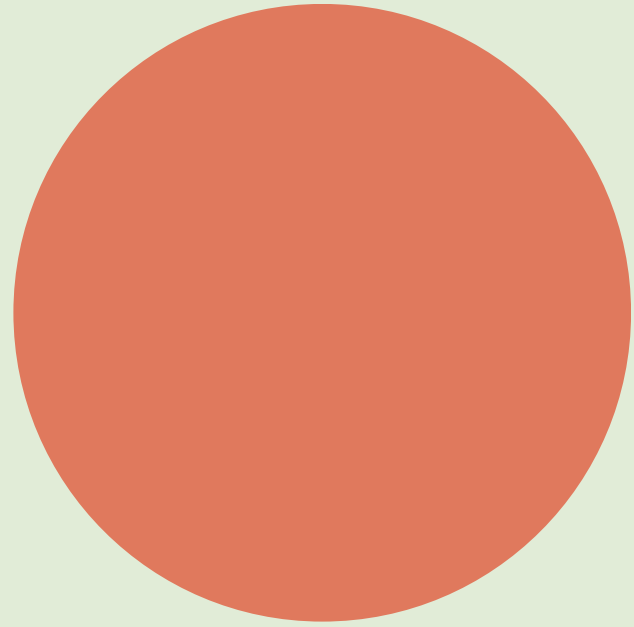
STEP 3



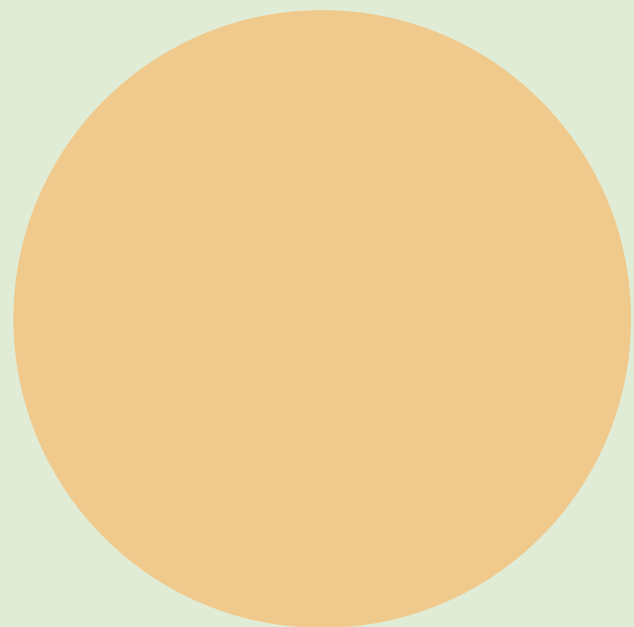
Order everything else you need, such as catering, and invite guests.

REMEMBER: all orders must be placed at least 2 weeks in advance

PUBLIC EVENTS



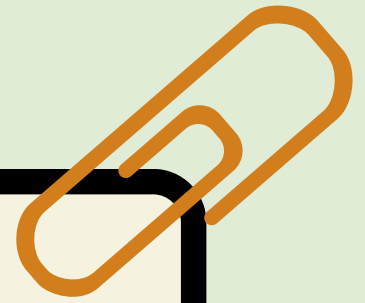
Public events are fantastic! We are happy to invite both the student population and local community to the campus. Keep in mind, outside groups go through **Conference Services**.



When planning a public event, you can post on the public community calendar as well as the campus calendar on the website. Reach out to Marketing & Communications to get your events listed.

NEW!

OUTSIDE GROUP EVENTS



ELAINE

Director - Conference Services
egrant2@washcoll.edu
410-778-7253

- Room rentals go through **Conference Services**.
- You cannot offer space to an outside group at no cost
- For student-focused events, sponsoring groups must submit a space request.
- Your group cannot use campus space without incurring costs. Costs include cleaning, heating, and room use fees.
- **EXAMPLE:** Pizza Lovers of America can come to campus and host their event, but the space must be paid for. The cost for a small classroom would be \$117, plus taxes.

Conference Services holds all pricing for room rentals

CATERING

All requests must be placed 2 weeks in advance.

<https://www.aviserves.com/washcoll/catering-events.html>

Washington
WASHINGTON COLLEGE

HOME MEAL PLANS AND DINING CATERING EVENTS CONNECT WITH US

Catering Menus

The Art of Catering DIY Catering Brochure

Click below to order catering online!

ONLINE CATERING TOOLS
Powered by CaterTrax

Fresh
THE FAMILY DIFFERENCE IN HOSPITALITY SERVICES

TO TOP

Menu's

Take a look at what is available to order!

I'm ready to order!

Use this link to access catertrax to place your order

“Off Site” Orders

If the catering team has to use a vehicle to transport your order, there will be a \$70 cost.

NEW!

A/V GUIDE

All requests must be placed 2 weeks in advance.



INVENTORY

- PA system (requires power outlet)
- Wired microphone
- Owl (Zoom and Teams capable)
- Video camera for recording (stationary unit)

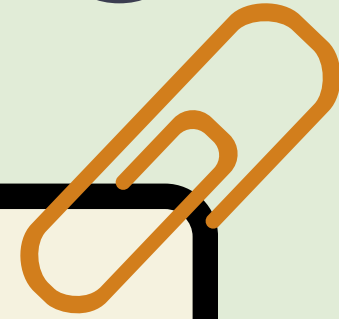


SERVICES

- Assistance for start and/or during event. Please be sure to be on site for event 30 mins prior to start and note the exact details required of assistant. (presentation help, system help, etc.)
- Live stream (Gibson, Litrenta, Goldstein 100, NJT, Egg)
- Event recording

NEW!

RESOURCES & RENTALS



If you are unable to host your event with resources we have on campus (tables, chairs, etc), please reach out to Campus Events djones24@washcoll.edu. We keep an inventory of all of our equipment and resources so we can assist with finding you what you need, or directing you to outside rentals. We will walk through the rental request with you. This will also help streamline billing and ensure getting the best price.

OTHER TEAMS

AVI CATERING

Michelle Messervey - GM
Johnny Werczynski - Director

PUBLIC SAFETY

Ryan Colman - Director
Lydia Chanaud - Admin

BUILDINGS & GROUNDS

Stan Yeakel - Director
Barbara Jones - Admin
Chuck Smith - Utilities
Mallory Westlund - Grounds

HOUSEKEEPING

Dee Fox - Director

AUDIO VISUAL

Charlotte Kavina - A/V
Bob Bishop - Tech Services

STUDENT ENGAGEMENT

Tricia Biles - Asst. Dean
John Mangelli - Community
Coordinator

FAQS

- I'm bringing in a DJ/Band. What do I need?
 - We need insurance, contract, etc. to give to risk management (Matt Criswell)
- When should I order my food?
 - At least **Two weeks** in advance for both staffing and supply orders
- When do I need my final headcount?
 - **Two weeks** in advance. This gives the teams time to arrange meals, set up, etc.
- There is an outside group joining our event. What do I need to do?
 - Please reach out to conference services (Elaine Grant)



FAQS

- I need tables and chairs! How do I get them?
 - We need to know **two weeks** in advance so we can place orders with buildings and grounds.
- What if I need help with my presentation?
 - We need to know **two weeks** in advance so we can request A/V help.
- Where do I get additional trash cans?
 - Submit a request with Housekeeping. Please know, your budget code will be charged a minimum cleaning fee of \$75 if additional cleaning has to be done by housekeeping to clean up after your event.



FAQS

- Can a student group fill out a room reservation form?
 - Student groups need to go through Campus Groups for Student Engagement to confirm your reservation.
- Why is so much information requested from us?
 - Campus Events is here to provide assistance for each event on campus as needed. We make sure events match up on all calendars. Public safety, B&G, Housekeeping, A/V, and others rely on us to let them know what is happening on campus.





HAVE MORE QUESTIONS?

Send an email to us at
campus_events@washcoll.edu.
We will help direct you to the right place