

## On- Campus Departments Event Setup Procedure

1. The contact person is the party requesting the event and is responsible for contacting and coordinating support from campus departments, as needed, for internal campus events. Depending on event needs this may include, but not be limited to, University Services, the Music department, Theater department, Campus Safety & Security, Food Service, Facility Services, and others.
2. To reserve facility space (i.e. classroom, meeting room, or outside area) for internal campus events, an online request needs to be completed by the contact person and approved by University Services. To request an event, go to "[My CUI](#)" and use the "[Request an Event](#)" procedure to reserve the needed facility. Under the Service tab use the different categories to indicate if the event will need extra needs. This will then notify University Services the needs for the event. Upon approval by University Services, an event number will be assigned and provided to the contact person. The contact person will receive a confirmation email back within a minimum of 48 hours.
3. Some events may not require additional support from other departments; ALL rooms must be returned to their normal ready condition for use by the next group. Furniture may not be removed from rooms.
4. For events needing equipment and/or support beyond the "standard" configuration, please contact ARAMARK Facility Services (x 1530) or visit the Facilities webpage <http://www.campusdash.com/en-US/Facilities/ConcordiaIrvine/> for more information. Facility Services personnel will provide help in determining what equipment, services, and support are available. A week lead time is highly desirable.
5. Email [Facility.Services@cu.edu](mailto:Facility.Services@cu.edu) the event setup information. The following required information must be provided to ARAMARK Facility Services with event setup information:
  1. The event name
  2. The start and end date of the event, including any pre-access or post-access times.
  3. A contact name and number of the person in charge of the event
  4. The date and time you want the event to be setup by

5. The Event number. (Note: This is obtained when a confirmation email is sent back to the contact person from University Services. The event will not be setup if the contact person DOES NOT provide the Event Number to Facility Services.)
  6. Your Banner account code. (Note: To be used for if support is needed outside of normal work hours or equipment is damaged/lost.)
6. Specific event setup information should include the list of equipment requested for the event, setup diagram, and any additional instructions needed to support the event. If applicable, please anticipate the number of tables that are need for the set-up of food.

1. How many tables and chairs need to be setup? Please indicate if the event needs 8 foot tables or 6 foot tables. Three chairs can comfortably be seated on one side of a 6' table - 6 total (no seating at the ends of these tables.) Four can be seated comfortably at each side of an 8' table with 1 at each end. - 10 total
2. The placement of the tables? Leave as is or do they need to be in a certain order?
3. How many chairs will be set at each table?

Example: In the Gym walk way

Please set up 14- 8 foot tables 7 on each side

Set-up 2 chairs at each table facing the walk way.

7. Requests for equipment (i.e. table and chairs) are subject to availability. The Facility Services department maintains a limited inventory of items available to support campus events.
8. Please be sure that the set-up fits the given area. Setup for events must conform to appropriate life safety code requirements. Setup instructions that are in conflict with life safety code requirements cannot be supported by Facility Services.