Event Planning Checklist

If you need any of the services listed on the checklist you must complete the corresponding documents at least two weeks prior to your event date. Please note that submitting your request online does not guarantee approval – you are submitting a request only and approval/denial will be determined based on availability and service requested.

☐ Room Reservations
  - **Academic Classrooms** (does NOT include computer labs or other rooms in academic buildings.
    - Reservations for classrooms during the fall semester will begin on August 1st.
    - Reservations for classrooms during the spring semester will begin on December 1st, and,
    - Registration for classrooms during the summer semesters will begin on May 1st.
    - This does not include Lab rooms or other rooms in academic buildings.
  - **Academic Classrooms - student request form** (does NOT include computer labs or other rooms in academic buildings.
    - Reservations for classrooms during the fall semester will begin on August 1st.
    - Reservations for classrooms during the spring semester will begin on December 1st, and,
    - Registration for classrooms during the summer semesters will begin on May 1st.
    - This does not include Lab rooms or other rooms in academic buildings.
  - **Athletic Facilities**
    - Heiges Field House (Arena, Wrestling Room, Pool, Classroom 220, Classroom 230)
    - Henderson Gymnasium (Arena)
    - Student Recreation Complex (SRC) (SRC Pavilion, Burd Run Pavilion, Hockey Rink, Field A, Field B, Volleyball Courts (2), Basketball Courts (2))
    - ShipRec (REC) (Arena, Group Fitness Room)
    - Harley Volleyball Courts (2)
    - Eckels Field (Field A, Field B, Field C)
  - **Ceddia Union Building (CUB)**
    - Room 215, 216, 217, 315, 316, 317, 318, McFeely’s, Orndorff Theater, CUB Patio, CUB Rear Lawn, CUB Side Lawn, Old Information Desk, Ship Lounges B & C, Rooms 219-221, Multipurpose Room (MPR 214 A & B)
  - **Cora I. Grove Spiritual Center**
    - Conference Room 220, Meditation Room 214, Chapel, Lobby
  - **Food Services Location**
    - Century Café, Kriner Hall, and Reisner Dining Hall
  - **Grove Forum**
  - **Library**
    - LL120A, LL120B, LL106
  - **Luhrs Performing Arts Center**
    - Theater, Lobby
  - **Multicultural Student Affairs (M.S.A.)**
    - The ‘AM’ Gilbert 100
  - **Old Main Chapel**
  - **Old Main Conference Rooms**
    - OM203A & OM203B
  - **Videoconferencing Rooms**
    - Grove Hall 006, Grove Hall 401, Shippen Hall 140
**Catering**
- Any food/drink provided on campus must be ordered via the campus dining service.
- Menu and pricing is available online at [http://www.dineoncampus.com/ship/?cmd=catering](http://www.dineoncampus.com/ship/?cmd=catering)

**Facilities**
- It is the responsibility of the event planner to submit requests for any of the services listed below via the WebTMA System.
  - **Electrical Needs**
    - Power: Number of Circuits, voltage
    - Sound System
    - Lectern/Podium
  - **Moving**
    - Tables/Chairs
    - Stage/Risers
    - Crowd Control Barriers
  - **Custodial Support**
    - Staff Support
    - Trash Recycling cans
  - **Grounds Support**
    - Cleaning
    - Trash Recycling cans
  - **Special Requests**
    - Hang banners/signs
    - Tents (SU Tent if available)
    - Temperature Control (where available)
    - Dumpster Needs (for events with catering services)
    - Coat Rack Deliveries (quantities limited)
  - **NOT Provided by Facilities**
    - Special multi-media equipment – contact Media Services
    - Rental & Outside Services (for large events an outside vendor may be needed)
    - Portable Restrooms
    - Draping Needs

**Media Services**
- Audio/Visual, Video, Graphics, Photo, Distance Education Room, Television Studio

**Printing**
- Classroom materials, handouts, publications, posters, flyers, invitations, programs

**Promotion/Publications**
- (Go to “CONTACTS” and use information provided to contact the appropriate area for the service you are requesting)
  - Design/create promotional materials
  - Produce and release press releases
  - Place events on the featured events website
  - Distribution to off-campus sources (limited)
  - Ship.edu News & Events
  - Student emails (email size limited, no graphics)

**Public Safety**
- Traffic Control
- Parking/Parking Lot Barricades
- Officer Support
- Visitor Parking Pass