Event Planning Guide

Direct Link: www.ship.edu/event_planning

Also located at www.ship.edu by clicking on “Faculty & Staff” then “Event Planning”

This website was designed to be a central location for requesting services and facilities for all event planners at Shippensburg University.

It was also designed to serve as an aid to all of the individuals "behind the scenes" who are an essential part of ensuring your events run smoothly. This process will make certain that requests are received in a timely manner allowing better preparation, better time management, more efficient workload distribution, and cost savings in reduced overtime due to last minute requests.

From reserving a room for a small meeting to planning an event for hundreds of people with catering, extra security, additional custodians, and room set-up this website will aid you through the entire process. Please review the guidelines and take advantage of the event checklist to ensure all of your needs are taken care of for your next University event.

If you would like your event process added to this site please contact Heidi Clark at **hrclar@ship.edu**.

- All requests for event planning must be submitted at least two-weeks prior to the date of the event (unless otherwise noted on the form).
- Requests not submitted at least two-weeks prior to the date of the event may not be honored and could require a late fee and/or reimbursement of overtime expenses incurred to fulfill requests not meeting the required submission time.
- Please note that the submissions of requests are requests and not a guarantee. You should receive a confirmation of approval/denial from the appropriate department.
- This site was created to aid Shippensburg University staff, faculty and administrators in event planning. This site is not intended for use for non-Ship employees.

Checklist: a printable PDF checklist to aid event planners in ensuring all areas are taken care of when preparing for an event.

Contacts: Includes contact information for various areas you may need to contact regarding planning for your event.

Forms: You will need to complete a form for each area you need service/ assistance from. Also located in the lower right corner on the home page.

Room Reservations Request

Due to the various contacts/processes for reserving rooms/locations, when you click on "Room Reservations" you will be directed to a page that will list the locations along with notes, if needed. You will then click on the location you are interested in reserving to go to the appropriate form.

SHIPPENSBURG UNIVERSITY

MY INFO | MY MAIL | SEARCH | >FIND

Event Management

SHIP HOME | ABOUT | ATHLETICS | ADMINISTRATIVE OFFICES | EXTENDED STUDIES | DIRECTORIES | LIBRARY

Home > Event Planning > Room Reservations Request Links

Planning Resources
- Event Planning Home
- Planning Checklist [PDF]
- Planning Contacts

Reservation Request Forms
- Room Reservations
- Catering
- Facilities
- Media Services
- Public Safety
- Event Promotion

Links
- Dining Services
- Ezra Lehman Library
- Luhrs Performing Arts Center
- University Police
- Ship Home

You will need Adobe Acrobat Reader to view, fill-in, and print PDF files. You can download Acrobat free from Get Adobe Reader

Room Reservations Request

Room	Notes
Academic Classrooms	Does not include computer labs or other rooms in academic buildings
Academic Classrooms (student form)	Does not include computer labs 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 Pavillion, 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, Multi-Purpose Room (MPR 214 A & B)
Ceddia Union Building (CUB)	Weekly Meeting & Table Reservation Requests
Cora I. Grove Spiritual Center	Conference Room 220, Meditation Room 214, Chapel, Lobby
Food Services Locations	Century Café, Kriner Hall, Reisner 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
Video Conferencing Rooms	Grove Hall 006, Grove Hall 401, Shippen Hall 140

This page is an official publication of Shippensburg University: A member of the Pennsylvania State System of Higher Education.

Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257
(717)-477-7447

Event Planning Contacts

Due to the many contacts/processes for each area, when you click on “Planning Contacts” you will be directed to a page that will list the area along with the name and contact information.

SHIPPENSBURG UNIVERSITY

MY INFO | MY MAIL | SEARC

>FIND

Special Programs

SHIP HOME | ABOUT | ATHLETICS | ADMINISTRATIVE OFFICES | EXTENDED STUDIES | DIRECTORIES | LIBRAR

Home > Event Planning > Special Events Planning Contacts

Planning Resources
- Event Planning Home
- Planning Checklist [PDF]
- Planning Contacts

Reservation Request Forms
- Room Reservations
- Catering
- Facilities
- Media Services
- Public Safety
- Event Promotion

Links
- Dining Services
- Ezra Lehman Library
- Luhrs Performing Arts Center
- University Police
- Ship Home

You will need Adobe Acrobat Reader to view, fill-in, and print PDF files. You can download Acrobat free from

Get Adobe Reader

Event Planning Contacts

If you have any questions concerning your event requests please contact the appropriate contact listed below.

Room Reservation Request	Contact
Academic Classrooms	Jeanie Henry rooms@ship.edu
Athletic Facilities	Galen Piper gepipe@ship.edu (717) 477-1755
Ceddia Union Building (CUB)	Connie Gruver csgruv@ship.edu (717) 477-1560 Doug Bietsch (Memorial Auditorium) debietsch@ship.edu (717) 477-1133 Judy Newell jlnewe@ship.edu (717) 477-1693
Spiritual Center	Judy Newell jlnewe@ship.edu (717) 477-1693 Connie Gruver csgruv@ship.edu (717) 477-1560
Food Service Location	Suzy Cool spcool@ship.edu (717) 477-1308
Grove Forum	Deb Booz dkbooz@ship.edu (717) 477-1435
Library	Joyce Harding jyhard@ship.edu Cindy Zeger CLZege@ship.edu
Luhrs Center	Deb Taylor dataylor@ship.edu (717) 477-1123 x 3242 Leslie Folmer-Clinton lfclin@ship.edu

Multicultural Student Affairs (M.S.A.)	Cindy Dixon **ckdixon@ship.edu**
Old Main	Lori Janning **lkjann@ship.edu** (717) 477-1301
Videoconferencing Rooms	GRH006: **media@ship.edu** GRH401: Joan Carson **jmcars@ship.edu** SPH140: Vicki Shaak **veshaa@ship.edu**
Additional Services	**Contact**
Catering	Cathy Campbell (food services) **Catherine.Campbell@compass-usa.com** Bill Leib (food services) **BGLeib@ship.edu** Lisa Horner **lmhorn@ship.edu** Suzy Cool (student affairs) **spcool@ship.edu**
Facilities	Work Management 717-477-1454
Media Services	**media@ship.edu**
Printing	**printshop@ship.edu**
Promotional/Publications	Laura Burkett (creating publications) **llburk@ship.edu** Pete Gigliotti (press releases) **pmgigl@ship.edu** Jill Heberlig (featured events on ship.edu) **jrhebe@ship.edu** Mira Mattern (news and events on ship.edu) **tmmatt@ship.edu** Roger Serr (student email) **rlserr@ship.edu**
Public Safety	717-477-1444

This page is an official publication of Shippensburg University: A member of the Pennsylvania State System of Higher Education.

Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257
(717)-477-7447

EXAMPLE: Completing a request to reserve Grove Forum

From the home page (www.ship.edu/event_planning)

Select "Room Reservations"

Select "Grove Forum"

Grove Forum Reservation Request

Please complete this form and return it to Deb Booz at dkbooz@ship.edu.
Your request will be reviewed and you will be contacted as soon as possible.

Title of the Event: _____

Purpose of the Event: _____

Date(s) of Event: _____ Estimated Attendance: _____

Start Time: _____ End Time: _____

Preferred Location: _____

Special Set-Up Needed (please explain):

Contact Information

Name: _____

Phone: _____

Fax: _____

Email: _____

Department: _____

Office Use Only

circle one

Date Received: _____ Approved Denied

Name: _____

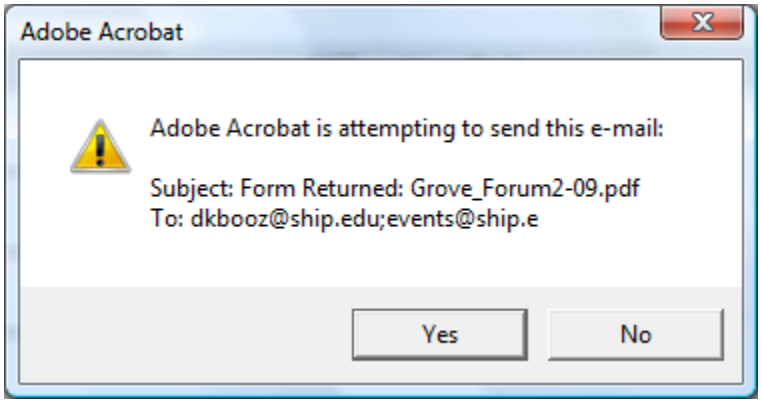
Signature: _____ Date: _____

2/09

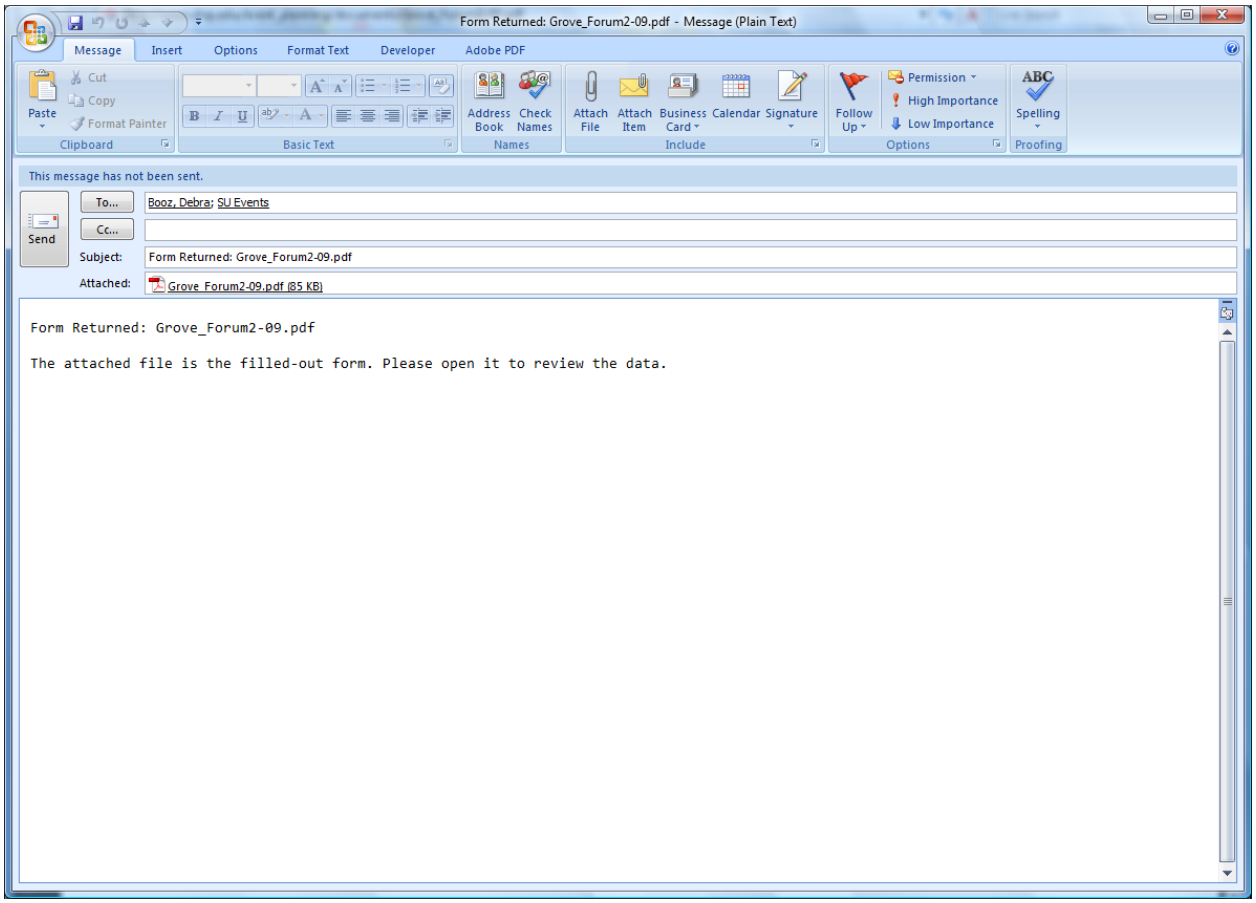
SUBMIT VIA EMAIL

Tab through the form and complete all of the information, then click "SUBMIT VIA EMAIL"

The following message may appear to confirm that you are attempting to submit your form electronically via email – if this message appears, click “Yes.”



An email will automatically open addressed to the appropriate contacts. The completed form will be attached. You only need to click “Send” to complete your submission. You will now have record of your request in the sent items box within Outlook.



3/09