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.

[Image of Event Management page]

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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.

<table>
<thead>
<tr>
<th>Room Reservation Request</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Classrooms</td>
<td>Jeanie Henry</td>
</tr>
<tr>
<td>Athletic Facilities</td>
<td>Galen Poor</td>
</tr>
<tr>
<td>Coudia Union Building (CUB)</td>
<td>Connie Gruver</td>
</tr>
<tr>
<td>Spiritual Center</td>
<td>Judy Novall</td>
</tr>
<tr>
<td>Food Service Location</td>
<td>Suzy Cool</td>
</tr>
<tr>
<td>Grove Forum</td>
<td>Deb Bocz</td>
</tr>
<tr>
<td>Library</td>
<td>Joyce Harding</td>
</tr>
<tr>
<td>Luhrs Center</td>
<td>Deb Taylor</td>
</tr>
</tbody>
</table>
| Multicultural Student Affairs (U.S.A.) | Cindy Dixon  
cdixon@ship.edu |
|---------------------------------------|----------------------|
| Old Main                              | Lari Janning  
lkjann@ship.edu  
(717) 477-1301 |
| Videoconferencing Rooms               | GRH008: media@ship.edu  
GRH401: Joan Carson  
jmcara@ship.edu  
SPH140: Vicki Shaas  
vieszhaa@ship.edu |
| Additional Services                   | Cathy Campbell (food services)  
Catherine.Campbell@compass-usa.com  
Bill Leib (food services)  
BGLeib@ship.edu  
Lisa Manier  
lmhorn@ship.edu  
Suzy Cool (student affairs)  
scool@ship.edu |
| Contact                               | Work Management  
717-477-1454 |
| Media Services                        | media@ship.edu |
| Printing                              | printshop@ship.edu |
| Promotional/Publications              | Laura Burdett (creating publications)  
laburk@ship.edu  
Pete Ogiotti (press releases)  
pmggi@ship.edu  
Jill Heberlig (featured events on ship.edu)  
jheberlig@ship.edu  
Mira Mattlin (news and events on ship.edu)  
tmmattlin@ship.edu  
Roger Stott (student email)  
rstott@ship.edu |
| Public Safety                         | 717-477-1444 |

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Shippensburg University  
1571 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”

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.