



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.

SHIPPENSBURG UNIVERSITY

MY INFO MY MAIL SEARCH

> FIND

Event Management

SHIP HOME ABOUT ATHLETICS ADMINISTRATIVE OFFICES EXTENDED STUDIES DIRECTORIES LIBRARY

Home > Reserve Facilities

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

Welcome!

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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.

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Guidelines

- 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).
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Reservation Request Forms

Use the [Event Planning Checklist](#) to guide you in preparing your event.

- Room Reservations
- Catering
- Facilities
- Media Services
- Public Safety
- Event Promotion

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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.

The screenshot shows the Shippensburg University website's Event Management section. The header includes the university logo, navigation links (SHIP HOME, ABOUT, ATHLETICS, ADMINISTRATIVE OFFICES, EXTENDED STUDIES, DIRECTORIES, LIBRARY), and utility links (MY INFO, MY MAIL, SEARCH). The main content area is titled "Event Management" and "Room Reservations Request Links". A sidebar on the left contains various service links. The main content area features a table with two columns: "Room" and "Notes".

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 Pavillion, 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

The sidebar on the left includes sections for "Planning Resources" (Event Planning Home, Planning Checklist [PDF], Planning Contacts), "Reservation Request Forms" (Room Reservations, Catering, Facilities, Media Services, Public Safety, Event Promotion), and "Links" (Dining Services, Ezra Lehman Library, Luhrs Performing Arts Center, University Police, Ship Home). A note at the bottom of the sidebar states: "You will need Adobe Acrobat Reader to view, fill-in, and print PDF files. You can download Acrobat free from" with a "Get Adobe Reader" button.

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.

The screenshot shows the Shippensburg University website. The header includes the university logo, navigation links (SHIP HOME, ABOUT, ATHLETICS, ADMINISTRATIVE OFFICES, EXTENDED STUDIES, DIRECTORIES, LIBRAR), and utility links (MY INFO, MY MAIL, SEARCH). The main content area is titled "Special Programs" and "Event Planning Contacts". A sidebar on the left contains links for Planning Resources, Reservation Request Forms, and Links. The main content area lists various room reservation requests and their corresponding contact information.

Event Planning Contacts

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

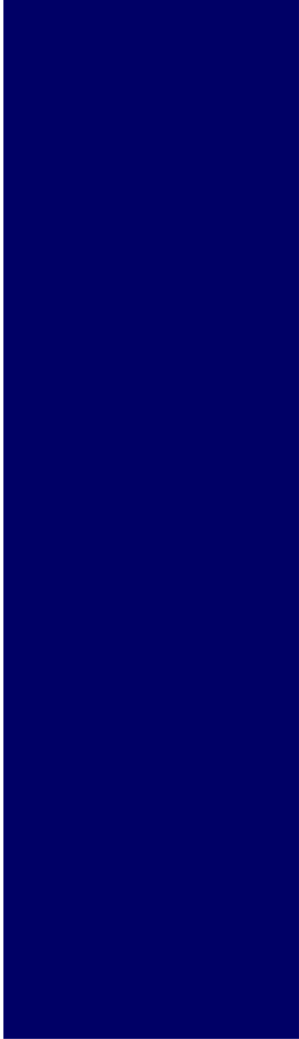
Room Reservation Request	Contact
Academic Classrooms	Jeanie Henry rooms@ship.edu
Athletic Facilities	Galen Piper gepipe@ship.edu (717) 477-1755
Ceddia Union Building (CUB)	Connie Gruver csgruv@ship.edu (717) 477-1560 Doug Bietsch (Memorial Auditorium) debietsch@ship.edu (717) 477-1133 Judy Newell jlnewe@ship.edu (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

Planning Resources
[Event Planning Home](#)
[Planning Checklist \[PDF\]](#)
[Planning Contacts](#)

Reservation Request Forms
[Room Reservations](#)
[Catering](#)
[Facilities](#)
[Media Services](#)
[Public Safety](#)
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Links
[Dining Services](#)
[Ezra Lehman Library](#)
[Luhrs Performing Arts Center](#)
[University Police](#)
[Ship Home](#)

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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

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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

Date Received: _____ circle one

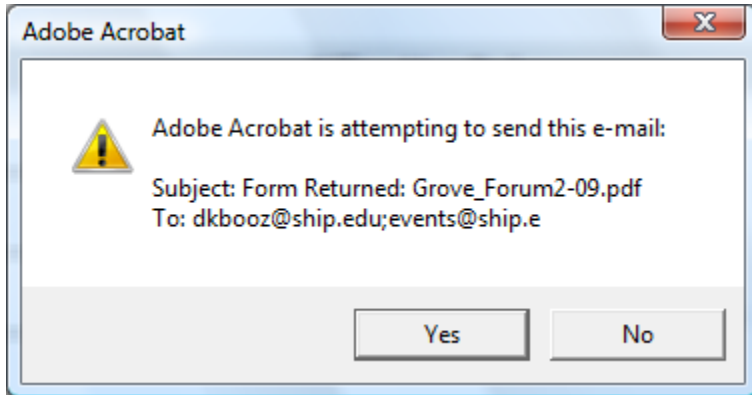
Name: _____ Approved Denied

Signature: _____ Date: _____

2/09

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.

