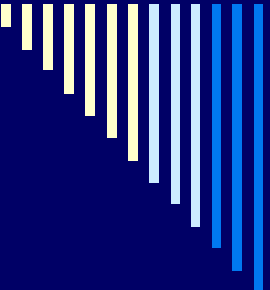


# How to plan an event on campus

**Quintina Burton**  
**Jennifer Kirk**

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# What should you do to plan an event?

- Plan ahead
  - Cover all of your bases
  - Have a back up plan
  - Fill out ALL proper paperwork
-



# Checking for Venue Availability

1. Check WebViewer for appropriate facility and/or available space: [www.mtsu.edu/webviewer](http://www.mtsu.edu/webviewer)
  2. Contact correct scheduler for tentative hold (see list provided).
  3. Complete and print Application for Use of Facilities form. [www.mtsu.edu/eventcoordination](http://www.mtsu.edu/eventcoordination) Hard copy must be submitted to KUC 326S with original advisor signature. Their office will forward the form to the correct scheduler.
  4. All paperwork (forms, insurance information, etc.) must be approved, finalized and received by the scheduler ASAP or at least 5 business days (Mon.-Fri.) prior to the event or meeting. The scheduler will send you a confirmation or you can check back with the scheduler.
  5. See event check list for additional services: [www.msu.edu/eventcoordination](http://www.msu.edu/eventcoordination)
-

Events for Wednesday Jul 23 2008

| Start       | End         | Event  | Location   |
|-------------|-------------|--|--|
| May 04 2008 | Aug 04 2008 | <b>CUSTOMS</b> (CUSTOMS)   | <b>JUB DRC</b>   |
| 06:00 AM    | 09:00 PM    | <b>STRENGTH &amp; CONDITIONING</b> (STRENGTH & CONDITIONING)                                 |  |
| 06:30 AM    | 02:00 PM    | <b>CUSTOMS</b> (CUSTOMS - DAY 2)   | <b>JUB HAZL, JUB LOB, JUB TENN</b>                     |
| 07:00 AM    | 09:00 AM    | <b>SPORTS CAMP RACQUETBALL AM</b> (JERRY SPORTS CAMP RACQUETBALL AM)                         | <b>REC RBALL 3, REC RBALL 4</b>                        |
| 07:00 AM    | 05:00 PM    | <b>CAREER &amp; TECHNICAL EDUCATION CONFERENC</b> (CAREER & TECHNICAL EDUCATION CONFERENCE)  | <b>BAS N127</b>  |
| 07:00 AM    | 05:00 PM    | <b>CAREER &amp; TECHNICAL EDUCATION CONFERENCE</b> (CAREER & TECHNICAL EDUCATION CONFERENCE) |  |
| 07:00 AM    | 06:00 PM    | <b>SPORTS CAMP GYM COURT</b> (JERRY SPORTS CAMP GYM COURT)                                   | <b>REC COURT 5</b>                                     |
| 08:00 AM    | 12:00 PM    | <b>CUSTOMS</b> (DAY 2)   | <b>KUC 1ST FL LOBBY, KUC 2ND FL LOBBY, KUC THEATER</b> |
| 08:00 AM    | 12:30 PM    | <b>GIFTED ACADEMY</b> (MIDDLE SCHOOL ROOMS)  | <b>BAS S316, BAS S324, BAS S336, BAS S341</b>          |
| 08:00 AM    | 12:30 PM    | <b>GIFTED ACADEMY</b> (HIGH SCHOOL ROOMS)  | <b>BAS S260, BAS S272, BAS S274, BAS S275</b>          |
| 08:00 AM    | 01:00 PM    | <b>CHEERLEADING PRACTICE FOR CAMP</b> (JULY 19TH - 24TH)                                     | <b>AMG 216</b>   |
| 08:00 AM    | 02:00 PM    | <b>CAPP TRAINING</b> (CAP TRAINING)  | <b>LIB 272</b>   |
| 08:00 AM    | 04:00 PM    | <b>BIOLOGY TEACHER WORKSHOP</b> (BIOLOGY TEACHER WORKSHOP)                                   | <b>LIB 264A</b>  |
| 08:00 AM    | 04:30 PM    | <b>FRESHMAN SUMMER INSTITUTE</b> (SUMMER CLASSES MONDAY - ---FRIDAY)                         | <b>COMM 104, PH 312</b>                                |
| 08:00 AM    | 05:00 PM    | <b>CAREER &amp; TECHNICAL EDUCATION</b> (CAREER & TECHNICAL EDUCATION)                       | <b>BAS S102</b>  |
| 08:00 AM    | 08:00 PM    | <b>SOCCER CAMP (TEAM CAMP)</b> (SOCCER CAMP (TEAM CAMP))                                     | <b>MC SOCCER PRACTICE</b>                              |

Event Quick Search

Name

Contains

Go

Day Week Month

July 2008

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 29 | 30 | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |

Go to Today

Filters

- Today's Events
- Arts and Entertainment
- Athletic and Recreational Events
- Campus Meetings
- Conferences and Camps
- Guest Speakers
- Hot Events
- Parking and Road Notifications
- Student and Greek Meetings and Events
- Testing

Buildings/Spaces listed here

### Available rooms in the KUC

## Events for Wednesday Jul 29 2009

View as a list

|             | 6:00 | 7:00  | 8:00 | 9:00                | 10:00 | 11:00 | 12:00 | 1:00 | 2:00 | 3:00 | 4:00 | 5:00 |
|-------------|------|-------|------|---------------------|-------|-------|-------|------|------|------|------|------|
| KUC 316     |      |       |      |                     |       |       |       |      |      |      |      |      |
| KUC 318     |      |       |      |                     |       |       |       |      |      |      |      |      |
| KUC 322     |      |       |      | Event               |       |       |       |      |      |      |      |      |
| KUC 322A    |      |       |      | Related Space Event |       |       |       |      |      |      |      |      |
| KUC 322B    |      |       |      | Related Space Event |       |       |       |      |      |      |      |      |
| KUC 322C    |      |       |      | Related Space Event |       |       |       |      |      |      |      |      |
| KUC KNOLL   |      |       |      |                     |       |       |       |      |      |      |      |      |
| KUC THEATER |      | Event |      |                     |       |       |       |      |      |      |      |      |

Space Quick Search

Space Name

Starts With

Go

Day Week Month

July 2009

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 28 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1  |

- Go to Today
- Filters
- \* Capacity 1-35
  - \* Capacity 36-50
  - \* Capacity 51-100
  - \* Capacity Greater than 100
  - \* Master Classrooms
  - \* Standard Lecture Classrooms
  - Alumni Memorial Gym
  - Boutwell Dramatic Arts
  - Business and Aerospace Building
  - Campus Recreation Center
  - Cason-Kennedy Nursing Building
  - Center for Dyslexia

Legend

- Event
- Related Space Event



As you can see, the KUC Theater is having an event from 7am-1pm, but is available after that time for booking.

R25 WebViewer: Space Information - Windows Internet ...

http://resc25wv.mtsu.edu/wv3/wv3\_servlet/urd/run/wv\_space.Detail?RoomID=7

### Keathley University Center Theater


#### Features

#### Custom Attributes

Square Footage: 2455

#### Layouts

KUC Special Setup, See Details (304 seats)



Space Quick Search

Space Name  
Starts With

Day Week Month

July 2009

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 28 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1  |

Go to Today

Filters

- \* Capacity 1-35
- \* Capacity 36-50
- \* Capacity 51-100
- \* Capacity Greater than 100
- \* Master Classrooms
- \* Standard Lecture Classrooms
- Alumni Memorial Gym
- Boutwell Dramatic Arts
- Business and Aerospace Building
- Campus Recreation Center
- Cason-Kennedy Nursing Building
- Center for Dyslexia

6:00 3:00 4:00 5:00

KUC 316

KUC 318

KUC 322

KUC 322A

KUC 322B

KUC 322C

KUC KNOLL

KUC THEATER

Legend

- Event
- Related Space Event

Internet 100%

start Inb... 3 I... iTunes R25... 2 W... 2 M... 3:50 PM

If you would like to know information about a specific space, simply click on that space and pictures, square footage and other information that can be useful for planning an

http://www.mtsu.edu/eventcoordination

STATE UNIVERSITY

APPLY NOW!

PIPELINEM | WEBMAIL | A TO Z INDEX | FAQ'S | CONTACT US | SEARCH MTSU:  go



## Event Coordination

SEARCH EVENT COORD:  go

### Welcome

MTSU provides professional consultation to students, faculty and staff regarding the planning of events at MTSU. Events may include banquets, fund raisers, meetings, groundbreakings, dedications, seminars, conferences, symposiums, tailgate parties, and other celebrations.

This site will assist with the many details involved in the successful planning of your event. Individuals may select from a variety of both indoor and outdoor [facilities](#) appropriate for large and small groups.

If you are considering holding an event on the MTSU campus, please review the MTSU facility use policy.

The Event Coordination Department welcomes

- Home
- Facilities
- Event Services
- Forms
- Policy
- PowerPoint Presentation
- Requesting Space**
- Contact Us
- Webviewer Calendar
- MTSU Home

Event Services

Forms

Policy

PowerPoint Presentation

Requesting Space

Contact Us

Webviewer Calendar

MTSU Home

1. Check [webviewer](#) for appropriate facility and/or available space.
2. Contact correct scheduler for tentative hold ([see list below](#)).
3. Complete and print [Application for Use of Facilities](#) form. Hard copy must be submitted with original signatures:
  - Students-advisor & student organization signatures
  - Faculty/Staff-department budget head signature
4. All paperwork (forms, contracts, insurance information, etc.) must be approved, finalized and received by the scheduler ASAP or at least 5 business days (Mon.-Fri.) prior to the event or meeting.
5. See [event check list](#) for additional services.

[Take our online survey and tell us about your event.](#)

| Space                      | Scheduler                          | Phone    | Fax      | Campus Address |
|----------------------------|------------------------------------|----------|----------|----------------|
| Academic Spaces for events | <a href="#">Event Coordination</a> | 898-5002 | 494-8600 | Box 130        |
| Academic Courses           | <a href="#">Cathy Kirchner</a>     | 898-5814 | 494-8905 | JUB 123        |
| Honors Building            | <a href="#">Karen Demonbreum</a>   | 904-8431 | 904-8263 | Rm 205         |



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# Applications

- Application for Use of Facilities form
    - Must have **ADVISOR AND STUDENT AFFAIRS AUTHORIZED** signatures to secure space
  - Outside sound approval
  - Campus police security request
  - Other forms as necessary
-



### Event Coordination

SEARCH EVENT COORD:  go

- Home
- Facilities
- Event Services
- Forms
- Policy
- PowerPoint Presentation
- Requesting Space
- Contact Us
- Webviewer Calendar
- MTSU Home

MTSU policy provides a firm foundation to accommodate the needs of MTSU students, faculty, administration and the local community.

[Application for Use of Facilities \[PDF form\]](#)

[Application to Bring Food on Campus \[PDF form\]](#)

[Event Feedback Survey](#)

[Facility Form Rider for External Events Only](#)

[Full Contract Draft for External Groups Only](#)

**Click Here to Start Your Future!**

http://www.mtsu.edu/eventcoordination/PDFs/FF2009.pdf

Google Search

File Edit Go To Favorites Help

Favorites Sit... Sug... Web...

Gmail - Inbox - j... (0 unread) Yahoo... Google Calendar R25 WebViewer... http://www... x

1 / 2 102% Find

# Application for Use of Facilities

Middle Tennessee State University  
 Murfreesboro, Tennessee

**Please Print**

*APPLICATION IS CONTINGENT UPON APPROVAL*

[1] **Publicized title of event:** \_\_\_\_\_

Full description of event: \_\_\_\_\_

MTSU Sponsor: \_\_\_\_\_ MTSU Billing Account / Index #: \_\_\_\_\_  
*Department / Organization* *\*Required*

| [2] Requestor Contact:                                       | Billing Information <i>(if different than requestor):</i>    |
|--|--|
| Name _____   | Name _____   |
| Phone _____ Fax _____  | Phone _____ Alt # _____                                      |
| Email _____  | Email _____  |
| Address _____<br><i>MTSU Box # or Street Name and Number</i> | Address _____<br><i>MTSU Box # or Street Name and Number</i> |
| _____ City ST Zip  | _____ City ST Zip  |

### [3] Event Planning Information -----

Indicate room set-up and special equipment needs for activity: \_\_\_\_\_  
\_\_\_\_\_

**Please check all applicable boxes:**

|   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Audio                  | <input type="checkbox"/> Housing       | <input type="checkbox"/> Special Lighting | Admission <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____ |
| <input type="checkbox"/> Chairs                 | <input type="checkbox"/> Outdoor Sound | <input type="checkbox"/> Special Parking  | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> DVD/Film/Video Showing | <input type="checkbox"/> PowerPoint    | <input type="checkbox"/> Tables           | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Food                   |  | <input type="checkbox"/> Transportation   | <input type="checkbox"/> Other _____   |

Some services are venue specific. Special forms may be required. Additional charges may apply.

### [4] Area(s) Requested -----

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Date: \_\_\_\_\_ # People Expected: \_\_\_\_\_  
 Event set-up time: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Break down time: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Date: \_\_\_\_\_ # People Expected: \_\_\_\_\_  
 Event set-up time: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Break down time: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Date: \_\_\_\_\_ # People Expected: \_\_\_\_\_

http://www.mtsu.edu/eventcoordination/PDFs/FF2009.pdf

Google

File Edit Go To Favorites Help

Favorites Sit... Sug... Web...

Gmail - Inbox - j... (0 unread) Yahoo... Google Calendar R25 WebViewer... http://www.... x

2 / 2 102% Find

# Application for Use of Facilities

Middle Tennessee State University  
Murfreesboro, Tennessee

[5] Publicized title of event: \_\_\_\_\_

Requestor: \_\_\_\_\_  
*Requestor Signature* *Print Name* Date: \_\_\_\_\_

Campus Authorization: \_\_\_\_\_  
*Department Dean / Administrative Officer Signature* *Print Name* Date: \_\_\_\_\_

Campus Authorization Email: \_\_\_\_\_ Campus Authorization Phone #: \_\_\_\_\_

Student Affairs Authorization: **[Required for Student Organizations ONLY]**  Approved  Disapproved  
\_\_\_\_\_  
*Leadership and Service or Greek Affairs Signature* *Print Name* Date: \_\_\_\_\_

Applicant acknowledges that the institution has made a copy of the Tennessee Board of Regents "Policy on Use of Campus Property and Facilities" available for review and understands that a copy of such policy will be provided upon request and payment of reasonable copying charges.

Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

1. The intended use of campus property and facilities by applicant does not violate, and actual use will not violate, the provisions of the Tennessee Board of Regents "Policy on Use of Campus Property and Facilities," or any policies or regulations of the institution or any federal, state, or local law or regulation.
2. Any use of campus property and facilities pursuant to this application which is contrary to such policies, laws, or regulations of which is inconsistent with the activity as described in this application constitutes grounds for the institution to remove the activity from campus property.
3. Applicant agrees to indemnify the institution and hold it harmless from all liabilities arising out of applicant's use of institution property and/or facilities, including but not limited to personal injury, property damage, courts costs, or attorneys fees.

**EXHIBIT A**  
**MIDDLE TENNESSEE STATE UNIVERSITY**  
**APPLICATION TO BRING FOOD ON CAMPUS**

Date: \_\_\_\_\_

1. Organization/Group name \_\_\_\_\_
2. Purpose of Activity \_\_\_\_\_
3. Date of the Activity \_\_\_\_\_ Time \_\_\_\_\_ Number of participants \_\_\_\_\_
4. Location: Building \_\_\_\_\_ Room \_\_\_\_\_
5. Is the food to be sold? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach a list of prices.  
 (Note: Sales of food items must also meet fund-raising approval requirements.)
6. Is the activity open to the general public? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Specify the exact types of food and/or soft drink desired to bring on campus  
 \_\_\_\_\_



Address http://www.mtsu.edu/~evtcoord/foodapp.pdf

Go Links



Adobe Reader 7.0

You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. [Print Form](#)  Highlight fields

9. Applicant (Responsible Person): \_\_\_\_\_

Local/Office Address \_\_\_\_\_

Office/Work Phone \_\_\_\_\_ Home/Residence Hall Phone \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ If an MTSU Student

Organization, Faculty/Staff, Advisor/Sponsor Signature \_\_\_\_\_

----- **DO NOT WRITE BELOW THIS LINE** -----

GENERAL EXCEPTION APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_  
(For soft drinks and dry, Facility Director or Designee  
prepackaged snacks)

RECOMMEND APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_  
(For food other than or soft drinks Student Organizations Office or  
and dry, prepackaged snacks) Department/Activity Head

APPROVED: Yes \_\_\_ No \_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President/Division Head

APPROVED: Yes \_\_\_ No \_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President for Business & Finance or designee

Original copy of this form must be routed and approved in sufficient time to allow final approval five (5)



# Event services on campus

**The following MTSU services provide event planners with the knowledge and resources for a successful event. Please contact the facility scheduler for specific facility policies, building hours and applicable fees.**

- ❑ Building Attendant for outside normal building hours: Facility scheduler will make these arrangements, advance notice is requested to schedule worker. \$10 per hour.
- ❑ Table/chair rental: Event Coordination 898-5002. \$5 per table, \$1 per chair.
- ❑ Production Services/Technical Assistance: 898-2551. 4 hr. minimum @ \$15 per hour plus any additional equipment.
- ❑ Custodial: Facility scheduler will make these arrangements. \$20 per hour.
- ❑ Aramark food/catering: 898-2202. Prices will vary.  
<https://mtcatering.catertrax.com/>
- ❑ Parking Services: 898-2850 Event parking lot request. Parking attendant \$20 per hour.
- ❑ Security: Public Safety 898-2424.

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# Publicity on campus

- Flyers on campus
  - Banner reservations
  - Student media: WMTS-FM 88.3, MTTV, Sidelines
  - News & Public Affairs: 898-2919, [www.mtsunews.com](http://www.mtsunews.com)
-

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# Special Topics

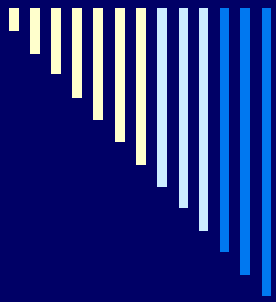
- Film screenings
  - Fundraising
  - Larger venues
-



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# Important Links

- Event Coordination:  
<http://www.mtsu.edu/eventcoordination/>
  - Student Unions:  
<http://www.mtsu.edu/mtunions/>
  - Webviewer/On Campus Event Calendar:  
<http://www.mtsu.edu/webviewer>
-



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Questions?

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