

Welcome Event Coordinators:

You have been asked to meet with the Event Logistics Committee (ELC), which is managed by Capital Planning and Space Management (CPSM), to discuss the set-up and coordination for your upcoming campus event. If you are a GT student group or GT School or department and you are co-sponsoring your event with an off campus organization, a representative from the organization may also attend. Please note, the event must be coordinated and organized by the GT Student group, school or department in order to be considered a GT co-sponsored event.

Coordinators, please bring 20 copies of any informational materials or diagrams you may have about the event. A simple site drawing of the outdoor location with tables, tents, vendors, displays, rides or anything else you are having is requested. If you are sponsoring a race, please have a map showing the starting site, route, and ending site. As there will be other groups presenting to the ELC at the meeting, please limit your presentation time to ten minutes so that all may be heard. You may follow-up with any of the ELC members after the meeting. If you would like to do a tour of the event site with ELC members please let me know in advance.

*PLEASE NOTE: For Outside Spaces only: Effective August 1, 2015, there may be a non-refundable Co-Sponsored fee of \$200 required for any off campus groups using campus space as a co-sponsor with a GT Student group, school or department. If there is damage to campus lawns or property that can be attributed to the event, damage charges will be applied to the GT student group or Gt School or department to repair or replace the damage. Off campus groups are also required to present Certificate of Liability insurance. All fees must be paid by the GT Student group, school or department that is co-sponsored before the event can be CONFIRMED.

The following is a checklist of services needed for most events. Please be sure to ask questions about these services while at the ELC meeting. Please also reach out to contacts that are needed to start prepping for your event prior to your meeting with the committee.

NOTE: To avoid conflicts with other events that may be similar, check the campus calendar before scheduling your event. If your event is canceled due to rain or any other reason, please remember to cancel your event via email to events@spaceplan.gatech.edu or using the online campus reservation system.

Check List:

_____ 5k/walk/run: Needs to be approved by GT Police (Make sure you have requested any outdoor space that may be needed for this event first) <http://police.gatech.edu/divisions/eventrequest.html>

_____ Do you have the right venue for your event? Is your proposed venue too large or not large enough?

_____ Who is attending: ___ GT Students only? ___ Off campus guests?

_____ How many do you expect attend?

_____ Power Needed

_____ Tables/Chairs (If it is an outside Company let us know the name)

_____ Tents: Needs approval from Fire Marshal: "Register event"- www.ehs.gatech.edu/fire

_____ Staging: Needs approval from Fire Marshal: "Register event"- www.ehs.gatech.edu/fire

_____ Displays

_____ Inflatables: **Note: Needs approval from Fire Marshal and Risk Management**

_____ Parking

_____ Trashcans

_____ Recycling bins

_____ Food /Food trucks/Beverages: Please go to this web site for information for approved Caterers <http://policylibrary.gatech.edu/campus-use-facilities/catering-providers-policy>

_____ Will money be exchanged? **Note: Entry fees, vendor sales: Contact GT Police**

_____ Are there special needs?

_____ Do you need street closures? **Note: Check with Parking and GT Police**

_____ Rain plan (If you know you are implementing your rain plan please cancel your outdoor space(s))

_____ Port –a-Potties

_____ EMT needed: **Ask Fire Safety for Information**

_____ Fencing: **Note: Needs approval from Fire Marshal**

_____ People under 18 be attending? ___ Do you have chaperones? **Note: Contact Risk Management**

_____ Does the event include animals? **Note: If yes, Contact Risk Management**

_____ Alcohol? If yes, please go to these web sites for forms & Information on Campus Policy: <http://forms.budgets.gatech.edu/view.php?id=12912> <http://www.policylibrary.gatech.edu/campus-alcohol-policy>

_____ Are you having amplified sound? Sound is allowed Tues. and Thurs. between 11:00am-12:00pm and after 5:00pm Mon. – Fri. (No restrictions on Weekends)

Here are lists of contacts for you to reach out to for any paper work/approvals that may be required for your event. ALL waivers / insurance forms /approvals must be processed in order for your event to occur. Please have a drawing or diagram of the layout for your event. Please refrain from advertising for your event until it is confirmed by CPSM.

Campus Contacts:

Athletics Association / Callaway Plaza: Chad Peachey:	cpeachey@athletics.gatech.edu
Campus Recreation/Curran Deck/Fields: Jon Hart	jonathan.hart@crc.gatech.edu
Food/Food truck/Retail Services: Kira Freeman	kira.freeman@gatech.edu
Fire Marshal: Larry Labbe	fire@gatech.edu
Facilities/Grounds/Trash: Cheryl Taylor	cheryl.taylor@facilities.gatech.edu
GT Police: Sgt. Archie Hill	archie.hill@police.gatech.edu
Parking & Transportation: Michelle Williams	michelle.williams@pts.gatech.edu
Power/Utilities: James Harbour	james.harbour@facilities.gatech.edu
Power/Utilities: Jamie Gaines	jamie.gaines@facilities.gatech.edu
Recycling: Heart Hodges	www.recycling.gatech.edu
Risk Management/Liability: Tom Provancher	tom.provancher@business.gatech.edu
Table/Chairs: Brandon Ford	brandon.ford@facilities.gatech.edu
Institute of Communication/Special Events: Laura Pusateri	www.specialevents.gatech.edu
Campus Space Coordinator for Events: Sharon Myers	sharon.myers@cpsm.gatech.edu