

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; however, the event must be coordinated and organized by the GT group. All sponsored events will be required to pay a *non-refundable Usage fee of \$200, by the Gt affiliate sponsoring, and provide liability insurance. Any damage incurred by these events will be charged to the GT student group or GT department that is reserving the space.

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 will 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 or GT 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: Do not hold an event on campus on a football weekend. To avoid conflicts, check the campus calendar, before scheduling your event. Please cancel events if you know you will not be using the space.

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: **Note: Check with Retail Services**
- _____ 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: **Contact Fire Marshal**
- _____ 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
- _____ 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/references for you to get started on 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 if necessary. Please refrain from advertising for your event until it is confirmed by CPSM.

Campus Contacts:

Athletics Association / Callaway Plaza: Cheryl Lafoy:

clafoy@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: Cheryl Taylor

cheryl.taylor@facilities.gatech.edu

GT Police: Sgt. Archie Hill

archie.hill@police.gatech.edu

Parking & Transportation: Keith Trawick

keith.trawick@parking.gatech.edu

Power/Utilities: Garry Lockerman

garry.lockerman@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

Trash removal: Cheryl Taylor

cheryl.taylor@facilities.gatech.edu

Institute of Communication/Special Events: Laura Pusateri

www.specialevents.gatech.edu

Campus Space Coordinator for Events:

events@cpsm.gatech.edu