Event Planning Guide

Conference and Event Support Services (CESS)
Rogers Building (next door to Milky Way)
2019 - 21st Ave
Forest Grove, OR 97116
503-352-2111
conferences@pacificu.edu
www.pacificu.edu/ua/conference-event/

Questions: Scheduling Coordinator Event Coordinator
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503-352-2283 503-352-1557

CESS is here to make your event a success. The earlier you plan and make your arrangements the more likely your event will be successful. CESS is happy to meet with you to discuss your needs and help you plan a great event. No event is too big or too small. Send us an email or stop by our office so we can help make your event successful.

Who can reserve space on campus?

- **Students** who are members of USS (University Student Senate) or PPC (Professional Programs Council) approved clubs or organizations (with approval from their advisors)
- **Students** who are performing Civic Engagement Projects as class assignments (with approval from their class professor)
- **Faculty and staff** who are reserving space for extra-curricular activities, department meetings or Pacific University events.

If you are a sponsor of a non-University organization requesting to have an event on campus, please contact Conference & Event Support Services for procedures and contracts.

Event Policies

**Event Request Forms are required to reserve your event and must be submitted at least 2 weeks prior to your event date.**

You must talk with CESS Staff if your event includes any of the following:

- Alcohol
- Minors (under 18 years old) on Campus
- Athletic/Recreational Events

**Changes** – If changes occur, contact the Scheduling Office to make sure the new plan will work
Exceptions to Event Request Form

Information tables in the UC – If you want to advertise a USS or PPC organization event or fundraiser, please email the Scheduling Office with the name of your club, what you are advertising, date, start and end time that you would like to have a table set out for you. Event Request Forms are not required for tabling.

Room for a meeting – If your USS or PPC organization needs a room for a meeting that does not include food service or film viewing, please email the scheduling office and include your club or organization name, the number of attendees expected, date, start and end time of your meeting. An Event Request form is not required for meetings that do not include food service or film viewing.

Standard Event Reservation Process

CESS Office is happy to meet with you at any time as you plan your event. We can:

-- Walk you through the planning process
-- Make sure you’re not missing anything
-- Help with Aramark Catering
-- Offer ideas to improve your event
-- Assist with contracts and A/V
-- Make the event planning process less stressful

Step 1: Determine your needs – use the list below to thoroughly plan your event

• What type of event will it be? Meeting, conference, performance, activity, outdoor or indoor venue
• Do you only need one room/location or do you need multiple spaces/rooms/locations?
• Who is your event targeted towards? Is it just for students? Open for the public? What ages?
• When is the event? - Date, time and length of event
• How long will it take to set up and clean up before and after event?
• What A/V needs will your event require?
• What else is on the calendar that day? Are there other events that day or week that may conflict?
• How large is the event? - How many people will be attending, what type of seating will be needed, classroom style, collaborative table groupings, banquet layout, etc.
• What is your budget?- How much per person, total money available
• Will food be served? - Breakfast, lunch, dinner or snacks or maybe only beverages are needed
• Is a university vehicle needed?
• Will people need a ticket to attend your event? Will you need the box office to sell tickets?
• What staffing will you need?
• Will you need security, wheelchair access, campus signage or parking arrangements?

Step 2: Turn in a completed Event Request Form (found on CESS website under Student Resources) with all details from the list above to the campus scheduler (email completed form to schedule@pacificu.edu or drop it off at CESS Office) at least two weeks prior to your event

Step 3: Scheduler will contact you to confirm your request or find out more info about your event

Step 4: Based on size and scope of event, CESS staff will set up a meeting to review event plan, setup, clean up, A/V, catering, etc.

Step 5: Success!