EVENTS ON CAMPUS

Space on campus can really feel tight. Everyone wants the same space...at the same time.

Reserving space or planning a meeting/ event on campus is not a mysterious process. It requires you to think ahead and, most importantly, communicate with each of the offices below. You will find that many people on campus are willing to help make your program successful!

Got space?
Reserving space on campus
Once you have chosen a tentative date(s) for your meeting or event, contact staff in one of the offices below to make sure room(s) is/are available. Ideally this should be done at least a month in advance. You may place a room(s) on HOLD for a short time during the planning process.

- All events are entered into an electronic Facilities and Events database visible at MyDaemen or http://conference.daemen.edu/VirtualEMS/BrowseEvents.aspx
- Student organizations should work with Chris Malik or Karen Cash in Student Activities (x8332) or email cmalik@daemen.edu.
- For faculty & staff, Wick Center rooms, Rosary Hall and lobbies/public /outdoor areas around campus are reserved through the Conferences & Events Office (x8253) or events@daemen.edu.
- MusicalFare Theatre spaces (Cabaret, Main Theater) are reserved through the Conferences & Events Office (x8253) or events@daemen.edu.
- All classrooms in all academic buildings may be reserved through the Registrar’s Office (x8214) at registrar@daemen.edu.
- For event space in Visual & Performing Arts Center (VPAC) contact Amy Appler (x8241) or aappler@daemen.edu.
- RIC 101, 212, 213 and other rooms in Research & Information Commons are reserved through Kara McGuire (x8243) kmcguire@daemen.edu.
For Athletic Facilities, athletic events and recreation, contact Amanda Zanghi (x7684 or azanghi@daemen.edu.) Wick Executive Dining and Executive Board Rooms are reserved through Emily Hoffman in the Office of the President (x8210).

Posting events descriptions on Daemen Events Calendar page
For the reservation, tell us whether you want your event viewable on the Daemen Events Calendar. Your program description can be added into the electronic event reservation. Events can also include images, registration links and can be linked to various social media.
- Provide a brief (100 word) description and add a web link if available. We will edit for length.
- If you choose, provide a jpg file if you want to add a photo or poster.

Confirmation
When completed, you will receive an electronic confirmation of your reservation. Check it to ensure accuracy. There will be a reminder about how you want your event posted on-line.

Next...
Once you have reserved your room, take the next steps. Consider event requirements such as food service, room set-up, audio-visual needs and security. After receiving confirmation of your room reservation, you should contact these other offices:

Conferences & Events (x8253)  events@daemen.edu
We will help guide you through the process of planning your event. Check our webpage for more information and helpful templates. Please contact us any time you need maps, directions, registration options, room diagrams, budget templates, brochures, signs, nametag options or advice on how to put together your successful event! Ask us about other campus event-related services such as publications design, printing, media promotions, institutional relations, web services, guest internet access etc. Several meeting rooms on campus have phone lines for private calls or teleconferencing; contact us for the extension number. We also have speaker phones for conference calls.

Here are a few pointers:
- Communicate your needs in writing (paper or email). A diagram is always helpful!
- The “2/2/2 Rule” really works! Communicate with support offices two months ahead of the event, two weeks and then two days prior. It helps to talk about program changes.
- In all correspondence add:
  - Your name and contact information
  - Name of the event
  - Event date, location and time

Maintenance (x8222)
Contact Maintenance to discuss meeting room set-up and equipment needs. They can provide chairs, tables (6’, cabaret and banquet rounds), podiums, flip charts and pads, etc., and provide advice on all
your arrangements, including additional rentals. Complete a Maintenance Request Form, available at MyDaemen (left sidebar: Select Facilities+). Include the specifics of date, time of event, room arrangements and number of people anticipated. Often, a room diagram (paper/electronically) will help. Some situations may be subject to charges, particularly for after-hours maintenance or CET staffing on weekends or breaks.

**Campus Dining Services**  (x8328)
All food service on campus, by contract, must be provided by Daemen Dining. The catering menu is on the webpage. Contact them when you have received your copy of the Reservation Confirmation. Dining Service staff can assist with menus and costs for breaks, receptions, and meals. They can create customized menus for your event. They arrange for table draping and skirting. Provide an estimated attendance. There is a nominal delivery fee for all events catered outside of Wick Center.

- **Send a purchase requisition for approval to the Business Office**, made to Daemen Dining, with specifics of your food service request.
- **One week before the event, Daemen Dining staff will ask for your guaranteed food count.** Your department will be billed based on the guarantee or the actual count, whichever is higher.
- **Alcohol service can also be provided** for your event. However, alcohol services provided in buildings other than Wick Center require a separate liquor license, at an additional charge. Requests for the license must be made 4 weeks in advance. IMPORTANT: As host, you must follow college guidelines regarding minors at alcohol-serviced events.

**Classroom and Events Technology (CET)**  (x8240)
Contact CET to discuss all your equipment needs. Almost all classrooms, meeting spaces and Wick Center are hard wired and/or wireless for internet connection. Almost all classrooms are *smart classrooms* with built-in AV equipment. In Wick, *smart rooms* are: Alumni Lounge, Wick 113 – 115, Wick Social Room, Executive Board and Executive Dining Room. You may request assistance by following the link at MyDaemen (left sidebar: Select Technology+).

**Campus Safety**  (x8246)  campussafety@daemen.edu
Contact Campus Safety regarding parking issues, sufficient security for your event, fire safety and guest parking. They are located at Wick Information Desk 24/7. You may request parking for up to 10 guests by following the link at MyDaemen (left sidebar: Select Facilities+).

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*Margene Weiss, Director*  
*Brenda Rosen, Administrative Assistant*

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