

CAMPUS EVENTS SCHEDULING

Mission Statement:

To maximize the impact and attendance of campus events by optimizing use of:

- Necessary pre-planning
- Coordination between event planners
- Timely notification of support services
- Appropriate publicity

***A public event is defined as a campus event open to the Wabash Community and/or the general public.**

- **Examples of public events:** Visiting Artist Series events, prominent annual lectures and events (LaFollette, Rogge etc.), National Act, Chapel Talks, departmental colloquia, Club Call-Out meetings etc.
- **Examples of private events:** Club meetings, Departmental Meetings, Glee Club Rehearsals, course review sessions, study tables etc.

As a general rule, public events should be scheduled as far in advance as possible, near the start of the school year or start of the semester as applicable and possible.

Public Event Planning Sequence:

Before scheduling your public event, prioritize the planning stage and begin early.

The goal is for everyone to have the best event possible, and this begins with planning ahead.

While planning your public event please offer your visitor the opportunity to interact with other departments, audiences and events for the following reasons:

- Draw more people to your events.
 - Funds contributed by multiple departments can increase overall budget.
 - Joining multiple events can help avoid calendaring conflicts.
- Some ideas for interaction include:
- Cross departmental lunches, student lunches, cross departmental dinners.
 - Cross departmental workshops, class visits, speaking events.
 - For more ideas please contact Violet Bengé, the Campus Events Scheduler.

Before considering dates, please check the calendar for event conflicts: (<http://www.wabash.edu/calendar/>)

- Generally, avoid dates with large College events such as Homecoming, Honor Scholar Weekend, Fine Arts events, and other times of heightened campus activity (e.g. Monon Week).
- Do not schedule events in competition with signature College events such as Visiting Artists events, the LaFollette Lecture, the Rogge Lecture, the Phi Beta Kappa speaker, the Moot Court finals, and other similar named or annual events.
- Avoid dates with events which would draw a similar audience:
 - For example, 2 Gender Studies related events should not be scheduled at the same time, as this will split the audience for each event.
 - Situations such as these can be avoided by changing your event date or coordinating with other departments.

Choose a venue and check the scheduler to be sure the room is available.

(Located under My Bash> Scheduler>Search the Scheduler)

If you are scheduling multiple activities for one visitor, check that each room you require is available for the dates and times you desire, and reserve them within as short a time frame as possible.

Considerations when choosing a room:

- Expected audience size and capacity of room
- Room set up (lecture, classroom, conference room)
- Catering (some rooms do not allow food and separate areas will need reserved if food is served)
- A/V needs (not all rooms can accommodate all technology needs)

Some rooms require special permission or instruction to use. These rooms include:

- Korb Classroom
- Salter Hall
- Ball Theater
- Any Allen Center Venue
- Other rooms may require additional permission or instruction.

If you need help choosing a venue, please contact Mrs. Bengé.

4. **Submit your venue reservation by going to www.wabash.edu/scheduler “Schedule an Event” and follow the instructions. If your event is public, you must check “yes” for “Should this activity appear on the campus calendar?”**

Publicity may not be produced for the event until the venue is confirmed and the event is approved for the calendar by the Campus Events Coordinator.

This includes campus emails of any kind, posters, other printed material, or social media publicity.

5. Support Services:

Many public events require support services. Support services can include anything from video recording a lecture, to the set-up of tables and chairs, and often involves providing food for attendees.

Please see the *Support Services Timeline* sheet to schedule your support services in a timely manner.

It is YOUR responsibility to make appropriate arrangements with support services.

****Failure to provide sufficient time to meet event needs can result in the delay or cancellation of an event.****

- **Bon Appetit Catering:**

Bon Appetit will coordinate with Campus Services for tables and chairs for THEIR services. Food for events in Sparks and Trippet must be provided by Bon Appetit. Alcohol served on campus must also be provided by Bon Appetit. You are welcome to use off campus caterers for College events within those restrictions.

If you require additional tables and chairs for registration or other set up, please contact Campus Service for those needs.

- **Campus Services:**

Chairs, tables, podiums, trash removal, restroom cleaning, clearing sidewalks etc:

- **A/V Support:**

If you require the use of projectors, laptops, microphones or other audio video equipment, or would like to request video recording of an event you must contact AV Support.

6. **Once your venue is confirmed, is on the calendar and you have contacted support services, your event can be publicized.**

This includes campus emails, posters, fliers, other printed material and social media.