

# Earlham College Event Planning Checklist

This checklist is a guide for planning an Earlham College hosted event.

## Event Overview

- Identify an event planner or coordinator. The person who will plan the event and arrange for funding, including sponsorships. Only one person will be responsible for coordinating event logistics and auxiliary service needs.
  - *The person needs to be authorized to represent the college in planning, negotiations of contracts, authorization of spending Earlham funds, etc.*

## Event Size and Scope

- If you are organizing an event that is open to the public or your event is expected to draw more than 100 people, *contact The Director of Event Services and Runyan Center, Joe Lepone, at [leponjo@earlham.edu](mailto:leponjo@earlham.edu) before beginning the event planning process.*

## Budget

- Develop a budget
- Identify and confirm sources of funding. Your budget should encompass the following:
  - Travel/transportation
  - Housing
  - Meals/refreshments
  - Event promotion
  - Staffing/Crowd Manager
  - Audio/visual services

## Scheduling/Dates

- Identify the preferred dates for your event.**
  - Consider the purpose of the event and the target audience. What date and time will best draw that audience?
  - Identify dates your guest lecturer/performer is available.
  - Review the Shared Programming Calendar for a list of possible availability dates. If you do not have access, email [scheduler@earlham.edu](mailto:scheduler@earlham.edu).
  - Check the official college events calendar at [www.earlham.edu/events](http://www.earlham.edu/events) for confirmed events.
  - Check the Academic Calendar to avoid conflict with annual college events or academic exam dates or breaks. <http://earlham.edu/academics/academic-calendar/>
  - *A minimum of two (2) weeks is required for approval for the date of the event (e.g. concert, lecture, conference, etc.)*
- Identify a space appropriate venue and check for availability.**
  - Be sure to consider the following items when making your room reservations.
    - i. What size rooms are needed?
    - ii. How much time is needed for set-up and tear down?
      1. *Setup and tear down times are separate from the actual event time.*
    - iii. Should a rain date/location be reserved?
    - iv. Does space meet your needs for parking, technology, catering, etc.?
  - Check space capacity, features, and availability via 25Live at <http://25Live.collegenet.com/earlham> under “Locations”
  - Please note, furniture cannot be rearranged or removed from academic classrooms. You must use the space as set.

- *The Office of Events cannot approve the use of academic classroom space during class time for the first two (2) weeks of the fall and spring semesters.*
- Confirm date with your lecturer/performer and finalize arrangements only after you have received a 25Live Event Confirmation.
  - i. *If negotiating possible dates, place a “**HOLD**” on the preferred dates and location reservation in 25Live (maximum hold is 2 weeks)*
- *Please allow 48 hours to process your reservation in 25Live. The 48 hours does exclude the weekend (Saturday and Sunday).*

## Event Resources

- For expedited processing be sure to include expected attendance, description, account numbers, adequate setup and tear downtime and as much detail for at least the following:
  - **Events Office/Event Staff Support/EV**
    - Request “EV – Crowd Manager” resource if your event is **open to the general public or if you anticipate over 100 attendees.**
    - *Provide arrival and departure time for Crowd Manager(s) and other details regarding your event including primary on-site contact (first, last name and email).*
  - **Audio Visual/AV**
    - Please be aware audiovisual resources may already be in the requested space. (See space features in 25Live).
    - *Contracts are not to be signed until the rider is confirmed with the Events Office.*
      - *If you have a lecturer/performer with a contract, request a copy of their “technical rider” which will list the equipment requirements for their performance. Please send to [events@earlham.edu](mailto:events@earlham.edu) at least three (3) weeks in advance of your event.*
    - Please see the link to AV costs here:  
<https://earlham.box.com/s/3yvvmwxcylvwh78dbteojj5oxclrsih5>
  - **Food Service/FS**
    - Earlham College has an exclusive contract with Metz. Follow Food Policy:  
<http://earlham.edu/policies-and-handbooks/general/food-policy/>
    - *Place your order with Metz Culinary Management in 25Live at least three (3) weeks in advance of your event.*
    - *Provide the account number and other details regarding your event. Failure to provide the account number will result in your food service request being denied.*
    - Metz will reach out to you and confirm your order once your reservation has been placed in 25Live.
  - **Housekeeping/HK**
    - *Always request “HK – Clean Room” resource when requesting Food Service.*
    - The Office of Events has final approval on all setup and tear-downs (e.g. tables, chairs and specific layouts due to the additional cost to the College.

***PLEASE NOTE: It is the responsibility of the primary on-site contact to confirm details promptly. The Office of Events is unable to monitor progress or provide reminders.***

For changes and updates to your confirmed reservation in 25Live, email [scheduler@earlham.edu](mailto:scheduler@earlham.edu).

## Contract (If applicable)

- ❑ *Whenever you invite an outside artist, speaker, performer and/or vendor to campus, a contract is required. This also includes Earlham hosted camps and conferences. This includes persons providing services gratis.*
- ❑ When payment is rendered, the following forms are required.
  - Face page of the signed contract
  - W-9
  - Non-Resident Alien Tax Form
- ❑ *For all non-residents, please work directly with Mandy Roell ([roellma@earlham.edu](mailto:roellma@earlham.edu)) in Accounting to secure all the correct forms and payment.*

## Publicity

- ❑ *No publicity for an activity or event may be published before the request for space has been approved and the confirmation has been finalized in 25Live.*
- ❑ Prepare materials about the lecturer/performer. Obtain press kit, photos, CV, or biography to assist in the development of the event publicity.
- ❑ If a sign, poster and/or program is created, submit information & approved photo to Campus Printing at least five (5) business days before needed. See campus posting policy here:
- ❑ To publicize your event on the [www.earlham.edu/events](http://www.earlham.edu/events) events calendar, when submitting a request via 25Live, include a photo and description. Failure to provide a photo or description of the event will result in your event being denied on the events calendar.
- ❑ To publicize your event on the digital signage system across campus, please see the link to the guidelines here: <https://earlham.box.com/s/pl85w9inp6helzd6dd6bp3kcsj842jzk>
- ❑ To publicize your event on *Today@Earlham*, please see the link to the submission page and all guidelines here: <http://earlham.edu/news/today/submit/>

Should you need assistance on how to promote your event, please contact the Director of Event Services and Runyan Center, Joe Lepone, at [leponjo@earlham.edu](mailto:leponjo@earlham.edu).

## Ticketed Events:

All ticket events should go through the Earlham College Box Office. Questions can be directed to the Director of Event Services and Runyan Center, Joe Lepone, at [leponjo@earlham.edu](mailto:leponjo@earlham.edu).

- ❑ To request assistance for ticketed events, please submit the Qualtrics form here: [https://earlham.az1.qualtrics.com/jfe/form/SV\\_2laylPMu3VI2mJn](https://earlham.az1.qualtrics.com/jfe/form/SV_2laylPMu3VI2mJn)

## Additional Logistics

- ❑ Arrange additional logistics (as needed)
- ❑ *Housing*
  - The Office of Events has a list of recommended local accommodations.
- ❑ *Travel/Ground Transportation*
  - Earlham has certified drivers for hire, approved by Public Safety.
  - Reserve a college vehicle here: <https://earlham.edu/public-safety/fleet-vehicle-information/>
  - Please follow the approved college policy for transportation: <http://earlham.edu/policies-and-handbooks/general/vehicle-rental-and-use-policy/>
- ❑ *Parking & Public Safety*
  - If your event requires traffic control, special parking arrangements, staff to unlock rooms, or is of a nature that might draw protest or pose other safety/security concerns, request Public Safety resources via 25Live.

## Special Event Procedures

### Special Events

Any time the services of a performer or speaker are needed at an event at Earlham College, a performance agreement must be created and used to acquire the services of the performer or lecturer. Performers and vendors may also issue their contracts.

Common contracts, common performers and/or vendors that would require a contract include:

- DJs
- Musicians/Comedians
- Speakers
- Inflatables
- Performers
- Vendors

### Approaching Performers/Vendors

Teaching faculty, staff, and students are **not permitted** to sign any contract or agreement that legally binds Earlham College.

### Movies and Films

All public film screenings on campus require prior written permission from the copyright holder or a paid license in the form of Public Performance Rights (PPR, see below). Here are common examples of public screenings:

- A campus club or house wants to show a film at their next meeting or/as a campus event. They advertise the screening (on social media, in the campus newspaper, via posters, etc.).
- A campus office, program, or department wants to show a film as a special event. They advertise the screening (on social media, in the campus newspaper, via posters, etc.).
- The only ***exception*** to obtaining a license for a film not in the public domain is the face-to-face teaching exemption. There are multiple, very specific requirements to meet that exemption.

More information about public and academic film screenings can be found through the Earlham College Libraries here: <http://library.earlham.edu/dvds/screening>

***Proof of license purchase will be required BEFORE your event is confirmed. Please send the proof of license to [events@earlham.edu](mailto:events@earlham.edu).***

### Staging

Event staging will require The Office of Events to contact the State Fire Marshall for use, therefore event reservations must be submitted at ***least three (3) weeks prior to the event date***. We will need the following information:

- Stage dimensions
- Date of event
- Time of set up of the event
- Primary contact (first, last name and email)
- If outdoor, an emergency action plan.

**Please submit all required information above to [events@earlham.edu](mailto:events@earlham.edu).**