How to plan an event on campus

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Jennifer Kirk
What should you do to plan an event?

☐ Plan ahead
☐ Cover all of your bases
☐ Have a back up plan
☐ Fill out ALL proper paperwork
Checking for Venue Availability

1. Check WebViewer for appropriate facility and/or available space: [www.mtsu.edu/webviewer](http://www.mtsu.edu/webviewer)
2. Contact correct scheduler for tentative hold (see list provided).
3. Complete and print Application for Use of Facilities form. [www.mtsu.edu/eventcoordination](http://www.mtsu.edu/eventcoordination) Hard copy must be submitted to KUC 326S with original advisor signature. Their office will forward the form to the correct scheduler.
4. All paperwork (forms, insurance information, etc.) must be approved, finalized and received by the scheduler ASAP or at least 5 business days (Mon.-Fri.) prior to the event or meeting. The scheduler will send you a confirmation or you can check back with the scheduler.
5. See event check list for additional services: [www.msu.edu/eventcoordination](http://www.msu.edu/eventcoordination)
Today's Event Listings

Events for Wednesday Jul 23 2008

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 04 2008</td>
<td>Jul 04 2008</td>
<td>CUSTOMS (CUSTOMS)</td>
<td>JUB DRC</td>
</tr>
<tr>
<td>06:00 AM</td>
<td>09:00 PM</td>
<td>STRENGTH &amp; CONDITIONING (STRENGTH &amp; CONDITIONING)</td>
<td>JUB HAZL, JUB LOB, JUB TENN</td>
</tr>
<tr>
<td>06:30 AM</td>
<td>02:00 AM</td>
<td>CUSTOMS (CUSTOMS - DAY 2)</td>
<td></td>
</tr>
<tr>
<td>07:00 AM</td>
<td>09:00 AM</td>
<td>SPORTS CAMP RACQUETBALL AM (JERRY SPORTS CAMP RACQUETBALL AM)</td>
<td>REC RBALL 3, REC RBALL 4</td>
</tr>
<tr>
<td>07:00 AM</td>
<td>05:00 PM</td>
<td>CAREER &amp; TECHNICAL EDUCATION CONFERENCE (CAREER &amp; TECHNICAL EDUCATION CONFERENCE)</td>
<td>BAS N127</td>
</tr>
<tr>
<td>07:00 AM</td>
<td>05:00 PM</td>
<td>CAREER &amp; TECHNICAL EDUCATION CONFERENCE (CAREER &amp; TECHNICAL EDUCATION CONFERENCE)</td>
<td></td>
</tr>
<tr>
<td>07:00 AM</td>
<td>05:00 PM</td>
<td>SPORTS CAMP GYM COURT (JERRY SPORTS CAMP GYM COURT)</td>
<td>REC COURT 5</td>
</tr>
</tbody>
</table>
| 08:00 AM       | 12:00 PM     | CUSTOMS (DAY 2)                                           | KUC 1ST FL LOBBY, KUC 2ND FL LOBBY, KUC THEATER |}

Buildings/Spaces listed here
Available rooms in the KUC

As you can see, the KUC Theater is having an event from 7am-1pm, but is available after that time for booking.
If you would like to know information about a specific space, simply click on that space and pictures, square footage and other information that can be useful for planning an event.
MTSU provides professional consultation to students, faculty and staff regarding the planning of events at MTSU. Events may include banquets, fund raisers, meetings, groundbreakings, dedications, seminars, conferences, symposiums, tailgate parties, and other celebrations.

This site will assist with the many details involved in the successful planning of your event. Individuals may select from a variety of both indoor and outdoor facilities appropriate for large and small groups.

If you are considering holding an event on the MTSU campus, please review the MTSU facility use policy.

The Event Coordination Department welcomes
1. Check webviewer for appropriate facility and/or available space.
2. Contact correct scheduler for tentative hold (see list below).
3. Complete and print Application for Use of Facilities form. Hard copy must be submitted with original signatures:
   - Students-advisor & student organization signatures
   - Faculty/Staff-department budget head signature
4. All paperwork (forms, contracts, insurance information, etc.) must be approved, finalized and received by the scheduler ASAP or at least 5 business days (Mon.-Fri.) prior to the event or meeting.
5. See event check list for additional services.

Take our online survey and tell us about your event.

<table>
<thead>
<tr>
<th>Space</th>
<th>Scheduler</th>
<th>Phone</th>
<th>Fax</th>
<th>Campus Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Spaces for events</td>
<td>Event Coordination</td>
<td>898-5002</td>
<td>494-8600</td>
<td>Box 130</td>
</tr>
<tr>
<td>Academic Courses</td>
<td>Cathy Kirchner</td>
<td>898-5814</td>
<td>494-8905</td>
<td>JUB 123</td>
</tr>
<tr>
<td>Honors Building</td>
<td>Karen Demonbreum</td>
<td>904-8431</td>
<td>904-8263</td>
<td>Rm 205</td>
</tr>
</tbody>
</table>
Applications

- Application for Use of Facilities form
  - Must have ADVISOR AND STUDENT AFFAIRS AUTHORIZED signatures to secure space
- Outside sound approval
- Campus police security request
- Other forms as necessary
Event Coordination

MTSU policy provides a firm foundation to accommodate the needs of MTSU students, faculty, administration and the local community.

Application for Use of Facilities [PDF form]

Application to Bring Food on Campus [PDF form]

Event Feedback Survey

Facility Form Rider for External Events Only

Full Contract Draft for External Groups Only

Click Here to Start Your Future!

2007 MIDDLE TENNESSEE STATE UNIVERSITY, A TENNESSEE BOARD OF REGENTS INSTITUTION
1301 EAST MAIN STREET, MURFREESBORO, TN 37132-0001 USA +1.615.898.2300
Application for Use of Facilities
Middle Tennessee State University
Murfreesboro, Tennessee

Please Print

APPLICATION IS CONTINGENT UPON APPROVAL

[1] Publicized title of event: ________________________________________________

Full description of event: ___________________________________________________

__________________________________________________________________________

MTSU Sponsor: ____________________________ Department / Organization

MTSU Billing Account / Index #: ____________________________ *

[2] Requestor Contact:

Name ____________________________________________

Phone ____________________________ Fax ____________________________

Email ____________________________________________

Address ____________________________________________

MTSU Box # or Street Name and Number

City ST Zip

Billing Information (if different than requestor):

Name ____________________________________________

Phone ____________________________ All # ____________________________

Email ____________________________________________

Address ____________________________________________

MTSU Box # or Street Name and Number

City ST Zip
[3] Event Planning Information

Indicate room set-up and special equipment needs for activity:

Please check all applicable boxes:
- Audio
- Chairs
- DVD/Film/Video Showing
- Food
- Housing
- Outdoor Sound
- PowerPoint
- Special Lighting
- Special Parking
- Tables
- Transportation
- Other

Admission: ☐ Yes ☐ No
Amount: ______

Some services are venue specific. Special forms may be required. Additional charges may apply.

[4] Area(s) Requested

Building: ____________ Room: ____________ Date: ____________ # People Expected: ______
Event set-up time: ____________ Start time: ____________ End time: ____________ Break down time: ____________

Building: ____________ Room: ____________ Date: ____________ # People Expected: ______
Event set-up time: ____________ Start time: ____________ End time: ____________ Break down time: ____________

Building: ____________ Room: ____________ Date: ____________ # People Expected: ______
Event set-up time: ____________ Start time: ____________ End time: ____________ Break down time: ____________
Application for Use of Facilities
Middle Tennessee State University
Murfreesboro, Tennessee

[5] Publicized title of event: _____________________________________________________________

Requestor: ____________________________ Requestor Signature ____________________________ Date: ____________
Print Name __________________________

Campus Authorization: ____________________________ Department Chair/ Administrative Officer Signature ____________________________ Date: ____________
Print Name __________________________

Campus Authorization Email: ____________________________ Campus Authorization Phone #: ____________________________

Student Affairs Authorization: [Required for Student Organizations ONLY]

☐ Approved  ☐ Disapproved

Leadership and Service or Greek Affairs Signature ____________________________ Date: ____________
Print Name __________________________

Applicant acknowledges that the institution has made a copy of the Tennessee Board of Regents “Policy on Use of Campus Property and Facilities” available for review and understands that a copy of such policy will be provided upon request and payment of reasonable copying charges.

Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

1. The intended use of campus property and facilities by applicant does not violate, and actual use will not violate, the provisions of the Tennessee Board of Regents “Policy on Use of Campus Property and Facilities,” or any policies or regulations of the institution or any federal, state, or local law or regulation.
2. Any use of campus property and facilities pursuant to this application which is contrary to such policies, laws, or regulations of which is inconsistent with the activity as described in this application constitutes grounds for the institution to remove the activity from campus property.
3. Applicant agrees to indemnify the institution and hold it harmless from all liabilities arising out of applicant’s use of institution property and/or facilities, including but not limited to personal injury, property damage, court costs, or attorneys fees.
EXHIBIT A
MIDDLE TENNESSEE STATE UNIVERSITY
APPLICATION TO BRING FOOD ON CAMPUS

Date: ______________________

1. Organization/Group name ____________________________________________

2. Purpose of Activity _________________________________________________

3. Date of the Activity _______ Time _______ Number of participants ________

4. Location: Building ______________________________ Room ________________

5. Is the food to be sold? Yes _________ No________ If yes, attach a list of prices.
   (Note: Sales of food items must also meet fund-raising approval requirements.)

6. Is the activity open to the general public? Yes __________ No__________

7. Specify the exact types of food and/or soft drink desired to bring on campus
   ________________________________________________________________
9. Applicant (Responsible Person):

Local/Office Address ________________________________

Office/Work Phone ________________ Home/Residence Hall Phone ________________

Applicant’s Signature ________________________________ If an MTSU Student

Organization, Faculty/Staff, Advisor/Sponsor Signature ________________________________

--------------------- DO NOT WRITE BELOW THIS LINE ---------------------

GENERAL EXCEPTION APPROVAL: ________________________________ Date: __________
(For soft drinks and dry, prepackaged snacks) Facility Director or Designee

RECOMMEND APPROVAL: ________________________________ Date: __________
(For food other than or soft drinks and dry, prepackaged snacks) Student Organizations Office or Department/Activity Head

APPROVED: Yes____ No____ Date: __________ Vice President/Division Head

APPROVED: Yes____ No____ Date: __________ Vice President for Business & Finance or designee

Original copy of this form must be routed and approved in sufficient time to allow final approval five (5)
Event services on campus

The following MTSU services provide event planners with the knowledge and resources for a successful event. Please contact the facility scheduler for specific facility policies, building hours and applicable fees.

- Building Attendant for outside normal building hours: Facility scheduler will make these arrangements, advance notice is requested to schedule worker. $10 per hour.
- Table/chair rental: Event Coordination 898-5002. $5 per table, $1 per chair.
- Production Services/Technical Assistance: 898-2551. 4 hr. minimum @ $15 per hour plus any additional equipment.
- Custodial: Facility scheduler will make these arrangements. $20 per hour.
- Parking Services: 898-2850 Event parking lot request. Parking attendant $20 per hour.
Publicity on campus

- Flyers on campus
- Banner reservations
- Student media: WMTS-FM 88.3, MTTV, Sidelines
Special Topics

- Film screenings
- Fundraising
- Larger venues
Important Links

- Event Coordination: http://www.mtsu.edu/eventcoordination/
- Student Unions: http://www.mtsu.edu/mtunions/
- Webviewer/On Campus Event Calendar: http://www.mtsu.edu/webviewer
Questions?