

# How to Schedule an Event At Mary Baldwin College

This guide has been prepared to assist faculty, staff, and student groups in scheduling a successful event at MBC  
**Updated January 2006**

**Step 1:** Decide the date, time and place for the event you wish to schedule. If you want to know if other things are already scheduled, some of the places to check are the Public Events calendar ([www.mbc.edu/college/events](http://www.mbc.edu/college/events)), the Student Handbook, and the EMS web page maintained by the Physical Plant ([academic.mbc.edu/ems/](http://academic.mbc.edu/ems/)). Think about how you will publicize your event. Do you need printed materials? Also look at what type of services you might need for the physical setup (e.g. chairs), food, audiovisual, special security, etc.

**Advance planning is critical to a successful event!**

**Starting several months ahead is not too soon!**

**Placing an event on any college calendar does not automatically reserve the space. You must follow the additional steps below:**

**Step 2:** After checking the availability of your desired location you will need to contact one or more of the following people:

- **For booking Academic space** during the school year (Academic classrooms, Pearce classrooms and Grafton Library classrooms) contact Sharon Phillips in the Registrar's office at X7072. For Francis Auditorium call the Registrar's office Monday thru Friday from 8:00am to 4:30pm. To use Francis after 4:30pm or on weekends contact Pam Hummell at the Physical Plant office at X7207.
- **For use of Hunt Gallery**, First check with Paul Ryan at X7196 or [pryan@mbc.edu](mailto:pryan@mbc.edu). Second, reserve the space with Physical Plant at X7207.
- **For Hunt Dining Hall, the Nuthouse or the Pub (Pannill Ctr.)**, call Gini Ridge at X7167.
- **For Physical Activities Center** facilities, contact Donna Miller at X7160

**Step 3:** Call the Physical Plant office at X7207 to make your reservation. When indicating the hours needed, be sure to allow for adequate setup and breakdown time before and after your event. Reservations are on a first-come, first-served basis.

**Step 4:** Complete the Calendar Reservation form **in its entirety** and send to the Physical Plant office. An online version can be found at [www.mbc.edu/docs/admin\\_docs/cal\\_res\\_rqst.rtf](http://www.mbc.edu/docs/admin_docs/cal_res_rqst.rtf).

## **OTHER INFORMATION:**

Paper Reservation Forms are available at the Physical Plant Office, Faculty Secretary offices, Dean of the College office or the Student Life office (Sena Center). Your reservation must be **received** at least **five (5) working days in advance of an event and is NOT secured until you receive an e-mail confirmation.**

## **Other Parts of the Process Include:**

- a. Communicate clearly the items you will need from the Physical Plant, including chairs, tables, podiums, table linens, flipcharts, trash cans, and the like

- b. Large or complicated set-ups are best communicated with diagrams and/or a planning meeting with Marty Weeks at X7198.
- c. Coordinate your food service needs with Gini Ridge at X7167. The Calendar form alone **is not** sufficient to arrange for food and/or beverage service.
- d. Audio-visual arrangements must be made with Valerie Gangwer at AV\_Services@mbc.edu. This includes microphones, sound systems, computer projection, etc. Again, the Calendar form **does not** secure equipment.

**Step 5:** For outdoor events, think optimistically for great weather, but have an inclement weather plan just in case. This second location **MUST** be noted on the initial reservation form and a separate form must be completed for the inclement weather plan.

**Step 6:** Once your space and time are confirmed, contact Gretchen Newman at X7241 for art and printing needs including posters, programs, table tents, etc. A **minimum SIX WEEK lead time** is required in advance of the event.

For any publicity and to get the information on the web, contact Morgan Smith at X7180 **at least THREE WEEKS in advance.**

**Step 7:** Inform the switchboard at the Campus Security Office of date, time, place and contact person for your event.

**Step 8:** Be sure to include an account number to be charged to your event for items such as rented chairs or equipment, and any staff overtime hours. Food Service charges are billed according to your arrangements with Gini Ridge. Tablecloths are only included in the costs of food service events. Charges for tablecloths for non-food events will be charged to your account starting at \$3.00 for each standard size tablecloth. There are also charges to design and print posters, programs, and table tents if you use the campus publishing staff. Special advertisements on radio, in the paper, and mailed materials also have charges. Publicity in the MBC Announcement Digest and the campus TV station Message Board are free. Check with all services you will use to accurately plan your budget.

Early Communication, step-by-step Planning, and following up on Details  
will make your event look flawless.

**Remember - Late communication increases your costs.**