



Physical Facilities Support Services For Your Special Events

Event Planning Guide

Suggestions for Successful Events

- If you are planning a special event on campus, enter your work requests through <http://workorders.kutztown.edu>. You may also contact the Work Control Center (x31594 or wcc@kutztown.edu) when the initial planning begins. Facilities can assist you in outlining your Facilities support needs and accessing available services.
- Allow adequate planning and preparation time. A minimum of two weeks notice is recommended. Early notice to Facilities (even if specific event needs are not known) is crucial to the ultimate success of your event. Facilities resources are allocated on a first-come, first-served basis. Reserve your needs with Facilities as early as possible.
- When reserving the space or location for your special event, keep in mind that you must reserve enough time for set-up and clean up of your event. If you need assistance in estimating reservation start and end times, contact the Work Control Center at wcc@kutztown.edu or by calling x31594.
- Large-scale events sometimes require rental and set-up of chairs, tables, tents, and coat racks where your needs exceed available resources. Be sure that you allow adequate funding in your budget to cover these items, if necessary.
- Ask to meet with your Facilities representatives to discuss plans and needs throughout your event planning process.
- Ask for a sample report or listing from a similar past event. This listing can be invaluable to you as you plan your list of necessary Facilities support needs.

Support Services Available from Physical Facilities

- Transportation of special event items from on-campus locations to your on-campus event sites
- Set-up services include:
 - Chairs
 - Tables
 - Staging
 - Podiums/Lecterns
 - Tarp (Arena Floor Covering--Required For Special Events In That Space)
 - Sandwich Board Delivery
 - Traffic And Parking Lot Barricades
 - Special Electrical Requirements
 - Pre-Event Cleaning Services
 - After-Event Cleaning Services
 - Temperature Control (Where Available)
 - Flag Delivery And Set-Up
 - Banner Installations (Where Available)
 - Dumpster Needs (For Events With Catering Services)
 - Trash Can Deliveries/Recycling Container Delivery
 - Coat Rack Deliveries (Limited Quantities)
 - Utility Marking Services (for events using tents through a contracted service provider) – REQUIRED prior to all tent installations on campus.

These services are requested online through <http://workorders.kutztown.edu>. Be sure to enter your requests at least two weeks in advance of the event date. Your dedicated point of contact for all special event support needs from Facilities is the Work Control Center. They can be reached via wcc@kutztown.edu or by calling extension 31594. Please note, events held in the South Dining Hall or the McFarland Student Union Building are not setup by Facilities. Events in these venues are coordinated directly with the contacts in these buildings.

Services Not Provided By Facilities

- ✘ Catering Needs—Contact Dining Services at x34680
- ✘ Sound Systems and Special Multi-media Equipment
 - ✘ Portable sound equipment is available by contacting Audiovisual Communications
- ✘ Rental and Outside Services
 - ✘ Chair Rental and Set-Up Services For Large Events may be required where needs exceed available quantities of chairs and/or manpower resources. Contact Facilities Work Control Center (x31594) for more information
- ✘ Portable Restrooms (These items may be required for certain types of events – contact purchasing).
- ✘ Draping Needs (contact Purchasing for a list of vendors and service providers who can assist you with these needs)
- ✘ Tent set-up/tear down
- ✘ Special Lighting
- ✘ Snow fence for events
- ✘ Use of equipment, materials, supplies or labor resources in support of off campus events
- ✘ Loaning of high lifts or other equipment
- ✘ Temporary or portable air conditioning