



Successful Event Planning

Step 1: Confirm the Event Location *(14 days prior to the event date)*

1) Check the College Calendar

The calendar is located on the Rollins College website <http://asp2.rollins.edu/event/calendar.asp>. The calendar is regularly updated and gives a reasonable indication whether or not your requested space is available.

2) Place a request for event space

Rollins College Faculty, Staff and Students should submit space requests on-line. From the Main Calendar page (listed above) click on the link to "Add an Event". It is located in the gray bar at the top of the web page. Follow the on-screen instructions to log in and place a request. If this is a space request, please be sure to check the box labeled "Reserve a Room"

External event clients should submit space requests via e-mail to: EVENTS@Rollins.edu.

If you do not have Internet access, please contact the Office of Events Scheduling via telephone at (407) 646-2576 or fax at (407) 646-2103.

3) Wait for space/date confirmation from Office of Events Scheduling

The Office of Events Scheduling will respond via e-mail within 24 hours of your event request. If the event can be confirmed as requested you will receive confirmation and a link to the event forms for facilities and catering. If the event details have not been finalized please save the confirmation e-mail as it is the only link back to the facilities and catering forms for the event.

If the event cannot be confirmed as requested (due to lack of availability or more information needed to process the request) or if the request will take longer than 24 hours for confirmation an e-mail response from the events office will be sent with information/instructions regarding the pending confirmation.

Step 2: Planning Your Catering *(7 business days or more prior to the event date)*

Rollins College Catering is the exclusive caterer for all campus events and has the right of first refusal for all College catering.

1) Complete the online catering order

If you reserve your event location online through the Office of Events Scheduling website you will automatically be given a link to the catering form once your space has been approved. The catering form can only be accessed through the link provided in the space confirmation e-mail so please save that e-mail until all event details have been submitted.

If you have questions about placing your catering order or need assistance, please e-mail the catering office at CATERING@rollins.edu or contact us directly at (407) 646-2675.

2) Proper planning = successful event!

Rollins College Catering is the exclusive caterer for all campus events and has the right of first refusal for all College catering.

Proper planning is the easiest and most cost effective way to plan your event. Whether a pizza party, continental breakfast, reception, or full-course meal, event planners must adhere to College policies and local and state health regulations for catered events. Rollins College Catering is the exclusive caterer for all campus events and has the right of first refusal for all College catering.

Organizers of events planning to serve "potluck", donated products, or organizations preparing their own food must speak with the Catering Manager (407-646-2675) at least 14 days prior to the event. The Catering Manager will review the plan for food service and will be able to approve, deny and/or suggest appropriate alternatives in keeping with College policies and health regulations.

3) Catering Changes/Cancellations

All cancellations and/or changes regarding menu, guest count, and event arrangements, must be made and confirmed three business days prior to the event date. Events that are not cancelled/updated within this time frame may result in a \$50 or 50% additional payment due, not to exceed \$250. If no cancellations and/or changes are received three business days prior to the event, the event will be prepared for and charged as confirmed on the original catering order.

4) Estimates & Guarantees

When booking a Catering reservation, an attendance estimate is requested. The attendance guarantee is required three business days prior to the event. Major changes within the final three business days may not be possible to accommodate. Accurate guarantees are essential since, in accordance with standard catering procedures, only a quantity sufficient to serve a number 5% in excess of the guarantee is prepared. So please provide attendance guarantees carefully, remembering that a final charge will be based on the guaranteed or actual attendance number, whichever is higher.

Step 3: Coordinate Room Setup *(10 days or more prior to the event date)*

1) Complete the online facilities form

The facilities request form can only be accessed through the link provided in the space confirmation e-mail so please save that e-mail until all event details have been submitted. Audio/Visual requests can also be submitted on the online facilities form.

2) Equipment Rental

Requests for event setups that will require rental of equipment (unusually large events or specialty equipment) should be made as far in advance as possible and no less than 10 days before the event.

3) Overtime Charges

When planning a special event, please note that if the required setup, breakdown, or cleanup incur overtime for staff who provide these services, the event organizer's department or group will need to provide a budget number to charge back the cost. External clients will be billed for these overtime charges.

Overtime is often needed for events scheduled after business hours or on weekends. For example, events held at the Alford Sports Center, where events must be broken down immediately to facilitate sports activity, are likely to require overtime. Overtime is also required when there are two events scheduled in one facility over an evening or weekend and the setup must be accomplished after normal working hours.

The Office of Events Scheduling will always do everything possible to minimize your event costs and will often suggest alternative locations to avoid overtime charges.

Step 4: Final Event Confirmation *(5 days prior to the event)*

1) Completed Event Forms

After the details of a special event have been finalized, a completed event form and catering form (if needed) will be sent via fax. Please carefully review all information on the forms for accuracy and completeness. E-mail any corrections/additions to the Office of Events Scheduling: EVENTS@Rollins.edu.

2) Your pre-planning is complete

Enjoy your Rollins College event and we look forward to working with you again.

College Equipment Available

College-sponsored events are not charged equipment fees (unless equipment from a rental company is needed). Rental fees for equipment do apply to non-college functions. Rental prices below are subject to change without notice and should be used as a guide. The Office of Events Scheduling (EVENTS@Rollins.edu) can answer fee related questions.

<u>Available Equipment</u>	<u>Price Per Unit (non-college functions)</u>
6' Tables (seat 4-6)	\$6
8' Tables (seat 6-8)	\$8
60" Round Tables (seat 6-8)	\$8
Folding Chairs	\$.90
Staging Units (4' x8' pieces) & Stairs	Based on size and labor as determined by Facilities Mgmt
Trash Barrels	\$5
Podiums with/without microphones	\$50/\$20
Standing or table microphones	\$25
Lavalière Microphones	Not available to non-college functions
Portable P.A. System	Not available to non-college functions
Power Board	\$250 plus labor as determined by Facilities Mgmt
TV w/VCR	Unless built into room. Not available to non-college functions
Overhead Projector	Not available to non-college functions
Slide Projector	Not available to non-college functions
LCD Projector with or without laptop	Unless built into room.. Not available to non-college functions
Projection Screen	Unless built into room. Not available to non-college functions
Display Easel	Not available to non-college functions
Easel w/paperclip client provides paper & markers	Not available to non-college functions