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How to work with the Space Request

With Neal Miller and TJ Hyatt
And Smiley





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How the space request makes us feel?





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But it doesn't have too....





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Start Here

<http://www2.winthrop.edu/spacereservations/>

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Campus Space Reservation System

List of Today's Events

Time	Event	Location	Eligible Cultural Event	Eligible GLI Event
9:00 AM - 5:00 PM	29th Annual Undergraduate Juried Exhibition	Rutledge Gallery Rutledge Gallery	No	No
9:00 AM - 5:00 PM	MFA Works in Progress	McLaurin Gallery Lewandowski Student Gallery	No	No

Building: Amphitheater | Date: Jun 2017 | View: Monthly Weekly Daily

[Apply for Space Request](#) [Track your Space Request](#) [Modify Approved Event Title/Description](#)

[Campus Space Use Policy](#) [Space Use Managers and Approval List](#)
[Event Cancellation Policy](#)
[University Events Calendar](#)
[Classroom Inventory](#) [Laboratories Inventory](#)
[Campus Parking Map](#)
[Protocol for Event Signage](#)

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Customer Information

Organization/Department:

Organization type:

Contact Person:

Contact Phone:

Evening/Weekend Contact Phone:

Please specify evening/weekend contact phone number in case the event is scheduled after 5:00pm or on weekend.

Contact E-mail: (eg. johns@winthrop.edu)

Advisor's Name:

Advisor's E-mail: (eg. johns@winthrop.edu)

Question:

- Whose information should go here?

Answer:

- The individual who can answer the questions about the event





Back to Basics

Important: Remember others will see this information and be specific

- Name of Event = Be specific
- Event Description = Be clear. Answer the question of What it is and What is it for?

Items to Remember:

- Event Date and Time is the actual event
- Setup/Breakdown is the time you need to setup
- Building and Room Name/Number = Be Specific and please do not put 9 rooms anywhere in the building

Event Information

Name of Event:

Event Description:
Describe the event. Also use this area to specify time allotment for separate activities during the event (eg. 8-7 reception; 7-9 speaker).

Web Address for More Event Information:

Event Date: (mm/dd/yyyy format) -

Duration of Event Only: -

Setup/Breakdown Dates: (mm/dd/yyyy format) -

Duration of Time: -

Frequency:

Building:

Room Name/Number:

Expected Attendance:

Event Classification:

Type of Event: Attending:

If co-sponsorship, name of organization:

Admission Charge: No Yes (if yes, amount) \$

Will food be served? No Yes

All catering must be provided by Dining Services (ARAMARK). To make food service arrangements call catering at 803/323-2134.

Will alcoholic beverages be present? No Yes



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Back to Basics

Calendar Submission

Do you want this event information placed on the university's event calendar? Yes No

Select "Yes" to any event open to the public. If your event is an organizational meeting not open to the public, please select "No."

Do you want to apply for cultural events status? Yes No



Thank you for visiting Winthrop's events calendar. You may view today's on-campus events, search for an event by date(s) and type, or add an event to the calendar. What would you like to do?

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Search For Events

Begin Date

End Date

Jun 2017

Jun 2017

Event Type: All Events

Search



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Event Support Information

Setup Details

No. of Chairs (Enter "0" if you do not need any chairs)

No. of Tables (Enter "0" if you do not need any tables)

Air-Temperature (Enter N/A if not required)

Room Layout (Enter N/A if not required)

Recycling Bins No Yes

Green House Deliveries:

Custodial Services:

No. of Trash Cans:

Other Custodial Services:

Please fax 323-4295 or email purserp@winthrop.edu setup diagram to Pam Purser at least 10 days in advance or no setup will be provided. If faxing, please call Pam first to alert her at x4831.

For DiGiorgio Campus Center please fax setup diagram to Billy Dahlgren at 323-2398.

Email is generated for Facilities

Keeping it Simple:

- If you know your details, then input them
- If you do not know your event details, then put details will follow in the "Other Custodial Services" section

Very important - Remember 10 Days

Services can not be guaranteed if items are submitted under 10 days of your event date.

For Campus Center – Send information to Billy Dahlgren



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Campus Police Services:
(e.g. when to unlock & lock space)

If you are unsure of whether you need to request the presence of Campus Police at your event, or for general information, please do not hesitate to call them at 803/323-2541.

Rule of Thumb = Occupancy of 600 or more will need WUPD services

Recommendation = Write "Please reach out to me at your convenience" or "Please advise"

Refrain from putting N/A

Again remember **10 days** for all WUPD request





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Email is generated for Lars Larsen

Two points to remember:

- You must put a number at “No. of units”
- Remember **10 days**

For Campus Center – send information to Jerry Fussell

Audio/Visual Services: *(Limited Availability)*

Sound Support (includes 1 microphone and podium)

Overhead Projector No. of units

PowerPoint Projector No. of units

Screen (standard 70") No. of units

Other



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End Here

- I have read and accept the **Winthrop University's Campus Space Use Policy**
- I have read and accept the **Winthrop University's Contractual Agreement with Aramark Dining Services**

Submit your Request

Reset

Check Space Availability

Log Off





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Questions

