

# How to work with the Space Request

With Neal Miller and TJ Hyatt

And Smiley



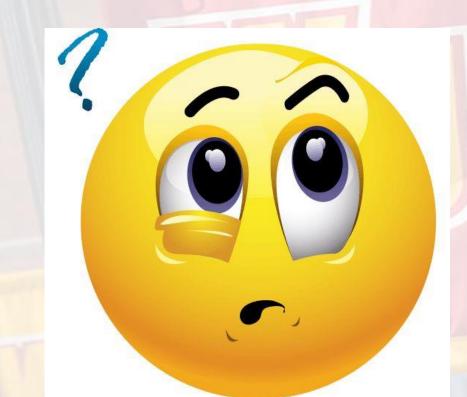


# How the space request makes us feel?



UNIVERSITY

# But it doesn't have too....





## Start Here

WINTHROP UNIVERSITY

### http://www2.winthrop.edu/spacereservations/

# U N I V E R S I T Y

#### **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		Date	View	
Amphitheater	▼ Jun ▼	2017 T Mo	onthly Weel	kly 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:	T	
Contact Person:		
Contact Phone:		
Evening/Weekend Contact Phone:		
Please specify evening/weekend contact pl	one number in case the event is scheduled after 5:00pm or on weekend.	
Contact E-mail:	(eg. johns@winthr	op.edu)
Advisor's Name:		
Advisor's E-mail:	(eg. johns@winthr	op.edu)

### Question:

• Whose information should go here?

### Answer:

 The individual who can answer the questions about the event





### WINTHROP UNIVERSITY

# **Back to Basics**

#### Event Information

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 = <u>Be Specific</u> and please do not put 9 rooms anywhere in the building

Name of Event:	
Event Description: Describe the event. Also use this area to specify time allotment for separate activities during the event (eg. 6-7 reception; 7-9 speaker).	
Web Address for More Event Information:	
Event Date: (mm/dd/yyyy format)	6/17/2017 - 6/17/2017
Duration of Event Only:	8:00 AM • - 5:00 PM •
Setup/Breakdown Dates: (mm/dd/yyyy format)	6/17/2017 - 6/17/2017
Duration of Time:	7:00 AM • - 6:00 PM •
Frequency:	Non Recurring(One Time Only)  All days
Building:	¥
Room Name/Number:	
Expected Attendance:	
Event Classification:	▼
Type of Event:	▼ Attending: On Campus only ▼
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 Serv	ices (ARAMARK). To make food service arrangements call catering at 803/323-2134.

Will alcoholic beverages be present? ONO Yes



### Calendar Submission

Do you want this event information placed on the university's event calendar? O 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? O Yes I 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?

#### List of Today's Events

R

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#### Search For Events



Search



### 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	<ul> <li>(Enter N/A if not required)</li> </ul>
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 pur first to alert her at x4831.	serp@winthrop.edu setup diagram to Pam Purser at least 10 days in advance or no setup will be provided. If faxing, please call Pam
For DiGiorgio Campus Center ple	ase fax setup diagram to Billy Dahlgren at 323-2396.

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



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 **<u>10 days</u>** for all WUPD request





Audio/Visual Services:

(Limited Availability)

Email is generated for Lars Larsen

Two points to remember:

- You must put a number at "No. of units"
- Remember <u>10 days</u>

For Campus Center – send information to Jerry Fussell

Sound Support (includes 1 microphone and podium)

Overhead Projector

No. of units

PowerPoint Projector

No. of units

Screen (standard 70")

No. of units

Other



# 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



Check Space Availability





