Welcome Event Coordinators:

You have been asked to meet with the Event Logistics Committee (ELC), which is managed by Capital Planning and Space Management (CPSM), to discuss the set-up and coordination for your upcoming campus event. If you are a GT student group or GT School or department and you are co-sponsoring your event with an off campus organization, a representative from the organization may also attend; however, the event must be coordinated and organized by the GT group. All sponsored events will be required to pay a *non-refundable Usage fee of $200, by the Gt affiliate sponsoring, and provide liability insurance. Any damage incurred by these events will be charged to the GT student group or GT department that is reserving the space.

Coordinators, please bring 20 copies of any informational materials or diagrams you may have about the event. A simple site drawing of the outdoor location with tables, tents, vendors, displays, rides or anything else you are having is requested. If you are sponsoring a race, please have a map showing the starting site, route, and ending site. As there will be other groups presenting to the ELC at the meeting, please limit your presentation time to ten minutes so that all may be heard. You may follow-up with any of the ELC members after the meeting. If you would like to do a tour of the event site with ELC members please let me know in advance.

*PLEASE NOTE: For Outside Spaces only: Effective August 1, 2015, there will be a non-refundable Co-Sponsored fee of $200 required for any off campus groups using campus space as a co-sponsor with a GT Student group, school or department. If there is damage to campus lawns or property that can be attributed to the event, damage charges will be applied to the GT student group or Gt School or department to repair or replace the damage. Off campus groups are also required to present Certificate of Liability insurance. All fees must be paid by the GT student group or GT School or department that is co-sponsored before the event can be CONFIRMED.

The following is a checklist of services needed for most events. Please be sure to ask questions about these services while at the ELC meeting. Please also reach out to contacts that are needed to start prepping for your event prior to your meeting with the committee.

NOTE: Do not hold an event on campus on a football weekend. To avoid conflicts, check the campus calendar, before scheduling your event. Please cancel events if you know you will not be using the space.

Check List:

_____ 5k/walk/run: Needs to be approved by GT Police (Make sure you have requested any outdoor space that may be needed for this event first)  [http://police.gatech.edu/divisions/eventrequest.html](http://police.gatech.edu/divisions/eventrequest.html)

_____ Do you have the right venue for your event? Is your proposed venue too large or not large enough?
Who is attending: ___ GT Students only? ___ Off campus guests?

How many do you expect attend?

Power Needed

Tables/Chairs (If it is an outside Company let us know the name)

Tent(s): Note: Needs approval from Fire Marshal

Stage: Note: Needs approval from Fire Marshal

Displays

Inflatables: Note: Needs approval from Fire Marshal and Risk Management

Parking

Trashcans

Recycling bins

Food /Food trucks/Beverages: Note: Check with Retail Services

Will money be exchanged? Note: Entry fees, vendor sales: Contact GT Police

Are there special needs?

Do you need street closures? Note: Check with Parking and GT Police

Rain plan (If you know you are implementing your rain plan please cancel your outdoor space(s)

Port-a-Potties

EMT needed

Fencing: Note: Needs approval from Fire Marshal

People under 18 be attending? ___ Do you have chaperones? Note: Contact Risk Management

Does the event include animals?  Note: If yes, Contact Risk Management

Alcohol

Are you having amplified sound? Sound is allowed Tues. and Thurs. between 11:00am-12:00pm and after 5:00pm Mon. – Fri. (No restrictions on Weekends)

Here are lists of contacts/references for you to get started on any paper work/approvals that may be required for your event. ALL waivers / insurance forms /approvals must be processed in order for your event to occur. Please have a drawing or diagram if necessary. Please refrain from advertising for your event until it is confirmed by CPSM.

Campus Contacts:
Athletics Association / Callaway Plaza: Cheryl Lafoy: clafoy@athletics.gatech.edu
Campus Recreation/Curran Deck/Fields: Jon Hart jonathan.hart@crc.gatech.edu
Food/Food truck/Retail Services: Kira Freeman kira.freeman@gatech.edu
Fire Marshal: Larry Labbe larry.labbe@ehs.gatech.edu
Facilities/Grounds: Donna Chronic donna.chronic@facilities.gatech.edu
GT Police: Sgt. Archie Hill archie.hill@police.gatech.edu
Purchasing & Transportation: Debraca Shelton debraca.shelton@parking.gatech.edu
Power/Utilities: Garry Lockerman garry.lockerman@facilities.gatech.edu
Recycling: Heart Hodges www.recycling.gatech.edu
Risk Management/Liability: Tom Provancher tom.provancher@business.gatech.edu
Table/Chairs: Brandon Ford brandon.ford@facilities.gatech.edu
Trash removal: Cheryl Taylor cheryl.taylor@facilities.gatech.edu
Institute of Communication/Special Events: Laura Pusateri www.specialevents.gatech.edu
Campus Space Coordinator for Events: Sharon Myers sharon.myers@cpsm.gatech.edu