

Outdoor Events Help

With many years of Meadville, PA, programming experience we would like to offer you some assistance if you are planning to embark on planning an event outdoors!

As with any event planning, do not sign any contracts until you have locations and finances secured. It will become the responsibility of you as the event planner or your organization to personally pay any event costs associated that were not approved prior.

SELECTING A DATE:

- This is the trickiest part of outdoor programming! There is no month while school is in session that is guaranteed for good weather! Prepare a list of preferred dates before you attempt to schedule outdoor space on campus.
- Select a date by assessing your organization calendar of events and checking the Allegheny Master Calendar to ensure that you are not programming over another event. The Master Calendar is located on Allegheny's internal and external website at <http://calendar.allegheny.edu>. If there is an event taking place on your intended date, could the program become a co-sponsorship or collaboration? Other programs may split your event attendance or compromise attendance of your own members due to commitments to other organizations. At Allegheny, we also want to make sure that as a community we are being supportive of each other's programming. We want you to maximize your potential for audience attendance and outreach!
- Determine time of event: keep in mind sunset times if you are planning to do an event in which people need to see something or each other! Otherwise your group will have to include the cost of lighting rentals in the event budget.
- As a rule of thumb, if you are having an event with amplified sound outdoors, plan to wrap up the projected sound between 9:30-10:00 p.m. Our campus is in a residential area and as such we have to be respectful of our campus and surrounding communities.
- Reserve your preferred outdoor location by determining the right kind of environment for your program. Log onto Scheduler, <http://scheduler.allegheny.edu> "Browse Events" for your intended date and see what else is happening on campus. You can then reserve an outdoor location by going to "Request a Space" and finding "Outdoor Non Athletic Spaces" under "Building." If you are planning an outdoor program, it goes without saying to book a rain location.
- Your reservation request for an outdoor space must be approved by Student Activities. Once you have requested your space via Scheduler, you will be contacted by the Director of Student Activities to have a brief meeting to review plans. See reverse to prepare for that meeting.

EVENT PLAN:

- Create a plan for indoors and outdoors. If you have reserved a rain location that requires advanced notice of set up, make those arrangements. If Physical Plant is helping you with both, make sure they have a copy of the event plan for indoors or outdoors. For the most part, rain calls should be made a full 24 hours in advance of when you need your set up. Please be sure to coordinate that with whomever is assisting for your event.
- If AV equipment or staging is needed you can reserve through e-mailing our campus AV manager, Craig Pardee, craig.pardee@allegheny.edu. You should do so at least two weeks prior to your event. If you are booking a musical act, please request their rider prior to signing a contract so you can find out whether the college has sound assistance available, or whether the requests are beyond our staffing or equipment means and you will need to rent sound, that factors into your budget!
- If transportation is needed for the event, consult the "How to Get Wheels" resource sheet located outside Student Activities office or as a printable pdf on their website, <http://studentactivities.allegheny.edu>
- Notify housekeeping staff if you believe you may need extra supplies for your rain location or the bathrooms located nearest your event such as toilet paper, paper towels etc. They can give you access to Housekeeping closets so you can use those supplies for general clean up following the event.
- If you need to borrow items from Physical Plant, please use the "Borrow Forms for Tables and Chairs" or "Borrow Forms for Grill" that can be obtained at the Physical Plant office. Please note: organizations will be charged if tables or chairs are left outdoors overnight without protection from the elements. If you are expecting a large crowd, plan to request extra trash cans and place them around the site. It will save your members a lot of post event clean up!
- Notify Security about your event by calling x3357. Provide them with a contact person for the event who will have a cell phone during the event, and the start and end times of the event. Security receives all incoming calls to the college and can let area residents know of the start and end times.
- Identify a member of your group that will walk the perimeters of your outdoor space to monitor sound travel— it is surprising based on landscape just how far sound can penetrate. Your events sound can easily be controlled by monitoring and lowering the levels.

Outdoor Event Policy found in The Compass Student Handbook:

The Outdoor Event Guidelines were created to help coordinate the numerous outdoor events that occur in our community that are likely to affect neighbors or others not directly participating. Students and organizations wishing to hold outdoor events on College property and/or College recognized organizations that wish to hold an outdoor event in areas surrounding the College must get prior approval from the Director of Student Activities. The purpose of this approval is to attempt to balance the schedule of outdoor activities in an effort to be sensitive to our Community.

Outdoor Events Permission

Answers to prepare for Student Activities prior to requesting space for your event:

- What is the start time and end time of our event? (End time should be between 9:30-10:00 p.m.)
- What time do we need for set up and tear down of our event?
- Who is our primary contact for the event who will be on site, and what is their cell phone number.
- If we are doing our program near a residential area, what is our notification plan for area residents?
- What is our rain plan?
- What planning related questions do we need help with?

FURTHER CONTACTS:

Audiovisual Assistance: craig.pardee@allegheny.edu
Housekeeping: housekeeping@allegheny.edu
Physical Plant: Physical Plant building, x5378
Security: x3357
Sodexo: Main Office in Reis Hall, x 2317, Catering Manager x4378
Student Activities: x2754, sao@allegheny.edu
Use the telephone directory in the Compass for more contacts!

