

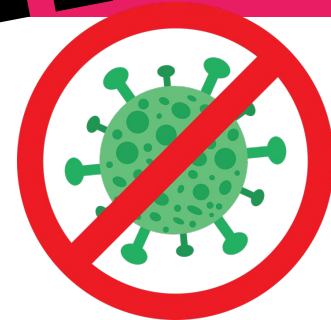
# PLANNING A SUCCESSFUL EVENT

**COVID-19  
EDITION**

## **Campus Event Planning Tips**

*for Rider Faculty and Staff*

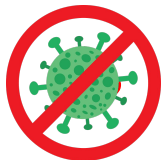
*Lawrenceville Campus Events*



**RIDER**  
UNIVERSITY

# The Role of Auxiliary Services

- Non-academic revenue producing areas of the university. Oversee campus dining, mail services, Ricoh print services, University Bookstore, SRC Fitness Center, transportation, and vending services
- Schedule **all** non-academic use of facilities on campus including the Bart Luedeke Center, the Student Recreation Center, the theaters and outdoor spaces
- Provide a wide array of event and conference services including event planning and management for both internal and external clients
- Manage the Bart Luedeke Center and Student Recreation Center



Help the campus community navigate COVID-19 restrictions

# FOCUSED ON CUSTOMER SERVICE

Schedule

Plan

Set Up



**Monte Brown**  
Scheduling  
Coordinator



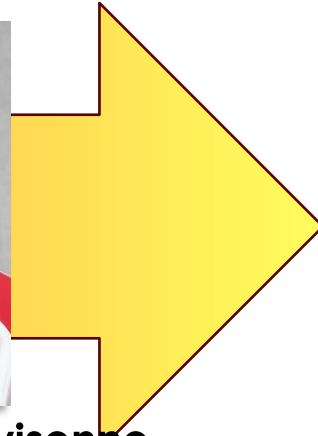
**Michael Savard**  
Assistant Director  
Auxiliary Programs  
(INTERNAL EVENTS  
& Transportation)



**Susan Croggon**  
Assoc. Director,  
Conference Services  
(EXTERNAL EVENTS)



**Tim "Triv" Trivisonno**  
Events Operation Staff



**Bev Braddock**  
Director  
Auxiliary Services



**Andrew Pignataro**  
Assistant VP  
Auxiliary Services



**Mike Reca**  
VP Facilities &  
University Operations

# Online Resources for Future Reference



1. Search keyword on [www.rider.edu](http://www.rider.edu)

1. Link for future reference

[www.xxxxxx.rider.edu](http://www.xxxxxx.rider.edu)

# Internal vs. External Events

## Internal

*Sponsored by a subset or affiliate of the University, which is recognized by the University, whose activities are directly related to its function. This may also include a Student Government Association (SGA) recognized student organization.*

**University insurance coverage**

## External

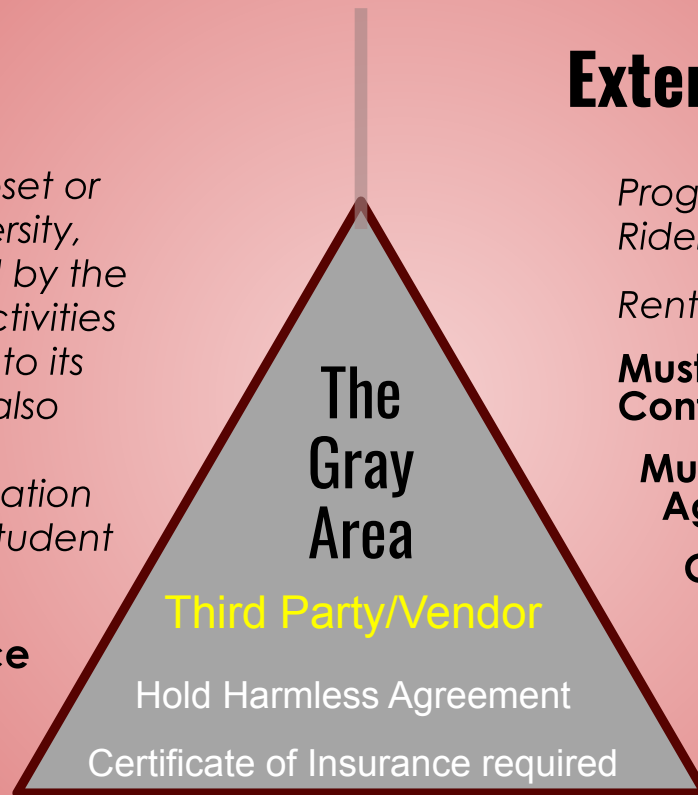
*Program for which there is no Rider University sponsorship*

*Rental fees charged*

**Must work with Rider Conference Services**

**Must sign Facilities Use Agreement**

**Certificate of Insurance required**



**Risk Management is everyone's responsibility**



# CONTRACTS & Waivers

- Whenever monetary compensation is offered to a speaker, performer or vendor in exchange for services, a contract and Certificate of Insurance are required
- Waiver or Hold Harmless Agreement is required to bring groups to campus
- All contracts must be submitted for review by University General Counsel completing a **Contract Request Form**. All contracts must be reviewed by legal and signed by Jim Hartman, CFO.

# Contract Approval - submit request via form on myRider

The screenshot shows the Rider University website home page. The browser address bar displays <https://lum-prod.ec.rider.edu>. The page features a dark red header with the Rider University logo and name. A left sidebar contains navigation links: Home, Welcome, Finance, Employee, and Faculty. The main content area is titled 'Home' and includes a breadcrumb trail 'Home Community / Home'. There are two main sections: 'News Feeds' and 'Quick Links'. The 'Quick Links' section contains a list of links, with a yellow arrow pointing to 'Contract Request Form'. A yellow box at the bottom of the page contains the URL <https://myrider.rider.edu/>.

← → ↻ <https://lum-prod.ec.rider.edu>

Apps Herlihy Floating Desk rider.e-cater.com Files SU Meals on Wheels V... 70 Light Medium La... Social Tables Eastern Revenue, In... Rider U

**RIDER UNIVERSITY**

Home

Welcome

Finance

Employee

Faculty

Home

Home Community / Home

News Feeds

**Recent Headlines**  
Read the latest News@Rider stories

**Rider Events**  
Get involved in virtual and on-campus events

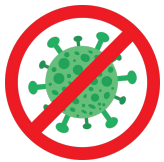
**Campus Updates**  
Important information from the University

Quick Links

Claim Your RIDER KEY  
Change Your Password  
Contract Request Form  
Employee University Directory  
Enter and View Faculty Office Hours  
Event Request Form  
Facilities Work Orders  
Grants and Research  
Libraries  
Google Calendar  
Registrar  
Student Demographic and Academic Report  
Technology Help Desk

<https://myrider.rider.edu/>

# CONTRACTS & Waivers



Every external person coming to campus needs to sign the **COVID 19 Assumption of Risk/Waiver of Liability/Indemnification Agreement**

- Form can be downloaded from Campus Event Planning webpage
- Signed forms should be sent to Auxiliary Services Office, SRC second floor

<https://www.rider.edu/about/offices-services/auxiliary-services/campus-event-planning>



# PLANNING A SUCCESSFUL EVENT

**COVID-19  
EDITION**

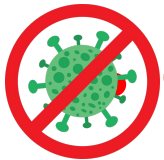
**Getting Started**



**RIDER**  
UNIVERSITY

# Things to think about...

- When do I want to have my event?  
*Do I have an alternative date?*
- Where do I want to have my event?  
*Do I have an alternative space?*

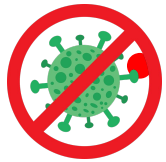


*Can my event be held virtually?*

- Am I going to have food service?
- Do I have audio visual needs?
  - Where will my participants park?
- How will I promote my event?

# Choosing a Space

- Appropriate for the number of people
- Appropriate for the kind of event
- Appropriate setup for the space / event
- Breakout and adjoining rooms



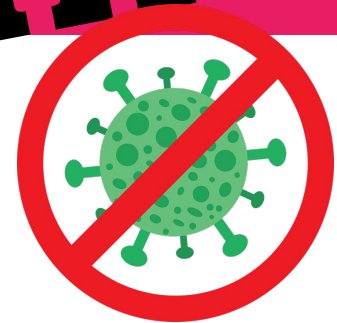
Does the space work under COVID-19 restrictions

***Be  
Flexible!!***

# RESERVING THE SPACE

**COVID-19  
EDITION**

**Campus Scheduling**



**RIDER**  
UNIVERSITY

# 25Live Scheduling Software

ALL spaces to be used on campus must be reserved in the 25Live scheduling system, including outdoor space

<https://25live.collegenet.com/pro/rider>

Detailed 25LivePro training is available upon request (small group or individual virtual training sessions) email [scheduling@rider.edu](mailto:scheduling@rider.edu)

# Scheduling Your Event in 25Live

The screenshot displays the 25Live web application interface for Rider University. The browser address bar shows the URL: <https://25live.collegenet.com/pro/rider#!/home/dash>. The page header includes the Rider University logo and the text "RIDER UNIVERSITY".

A central modal window displays the following text:

**Welcome to Rider University's Space Scheduling Tool!**  
While the university assesses return to campus plans for the Spring semester, no event reservations may be requested until January 4, 2021.

Your patience is appreciated during potential delays in approval time.

Visit [Auxiliary Services Campus Event Planning webpage](#) for our Event Management Guidelines and Procedures.

Show on Login

Buttons: Close, Preview, Edit, Save

The background interface includes a "Quick Search" section with the following options:

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Below the search section is a "Your Starred Event Searches" section with the following items:

- [Copy] All Events, All States (N...)
- [Copy] Classes (Registrar Workload)
- [Copy] Locations

At the bottom, there is a "Your Upcoming Events" section showing "1 Event in which you are the **Instructor**".

# 25Live Reservation Timeline



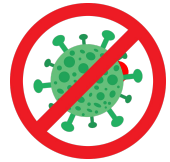
Classroom use is scheduled by Registrar's Office before performance, event and meeting use can be scheduled

\*BLC NJM Community Lounge, SRC Seminar Room, Lynch Adler Hall 202 and Daly Mercer/Lawrenceville/Princeton Room may be repurposed as classroom space and are not able to be scheduled at this time

**You may begin entering event reservations on January 4, 2021 for all non-classroom and classroom spaces for Spring 2021**

*\*Scheduling timeline is subject to change as decisions are made regarding campus use plans. Your patience is appreciated during potential delays in approval time.*

# Event Request Confirmation



Reservation is **tentative** until proposed event has been reviewed and approved.

- Be sure to read it carefully, check for errors
- Don't advertise before your event is approved and confirmed

## Event Confirmation

Campus Event Planning Workshop

**Title:** **Event Reference:** 2018-AAVKQG  
**Event Last Modified:** Aug 13 2018 4:40 PM  
**Current Event State:** Confirmed

**Requestor:** Braddock, Beverly  
SRC 212  
**Phone:** x7056  
**Email:** bbraddock@rider.edu

**Scheduler:** Braddock, Beverly  
SRC 212  
**Phone:** x7056  
**Email:** bbraddock@rider.edu

**Organizations:** AUXILIARY SERVICES

## Event Occurrences

Wed, Aug 15 2018

11:30 AM - 1:00 PM

Head Count: Exp: 40, Reg: 0

Reserved: 11:00 AM - 2:00 PM, Doors Close: 2:00 PM

Location	Instructions
Schimek Student Recreation Center Seminar Room	Layout: Empty Space classroom style facing projector wall



# 25Live Scheduling Reminder

Only Rider faculty, staff and student leaders representing an SGA recognized student club or organization can submit space requests in 25Live

If a student needs a space for a purpose tied to curriculum the faculty member should submit the request using the following format:

The reservation title should be (Student Name) (Event Type).

The following academic information must be included in the Comments section:

- Student Name
- Event type/Purpose
- Subject Code
- Course Number
- Section
- Instructor Name

*Example submission to 25Live*

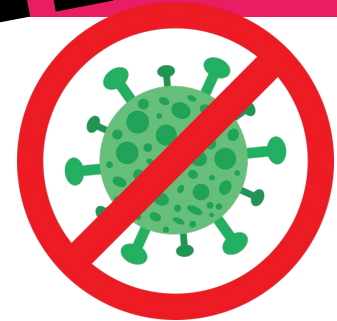
Title: Jane Doe Rehearsal

Comments: Jane Doe Rehearsal MUS 128 N1 INSTRUCTOR

# APPROVING THE PROPOSED EVENT

**COVID-19  
EDITION**

**NEW  
STEP** for in-person events



**RIDER**  
UNIVERSITY

# Event Approval Process

- Google form must be submitted for all in-person events
- Additional information required for performance-based events

Section 1 of 3

## Proposed Event Request Information Form

Rider University Event Guidelines during the COVID-19 pandemic require the completion of this form for events planned to be held IN-PERSON ON CAMPUS during the 2020-2021 academic year. Sponsoring organizations/departments must document how they will ensure appropriate social distancing, including delineated seating or spaces and flow of traffic, use of PPE, and staffing required to protect the health and safety of Rider's campus community.

All events will be reviewed for compliance with COVID-19 restrictions in effect. As of 12/2/20 no audience members are permitted at events. Location, purpose and event size will determine if the event will be further reviewed by the university Special Events Committee. The Westminster College of the Arts Events Committee will review all WCA performance-based events requests. You will be contacted to schedule a Zoom meeting with these committees if required. Until notified, your proposed event is considered TENTATIVE. Final confirmation is based on approval by the appropriate committee(s) and you will receive separate notification of final confirmation.



**No  
audience**

# Event Approval Process Performance Based Events

## Performance-based events

Please note NO AUDIENCE is permitted for these events unless specifically indicated and approved. The Westminster College of the Arts Events Committee will review all WCA performance-based event requests.

Please indicate the specific activity(ies). Choose all that apply. \*

- Acting
- Dancing
- Instrumental music
- Vocal music
- Recital
- Recording session
- Rehearsal
- Other...

<https://forms.gle/BFzpk0QBc18wxn2P9>

# Event Approval Process Performance Based Events

Please list names of all individuals who will be present for the event. \*

Long answer text

---

If this is a student or faculty recital, please indicate your choice of performance modality. \*

- Solo recital - (e.g. piano or organ recital) Only the performer will be in the room.
- Recital involving more than one person - This includes the presence of collaborating musicians, audio or vi...
- Voice recital sung with pre-recorded accompaniment
- Not a recital

# Event Approval Process Performance Based Events

Will this event require tuning of a keyboard instrument prior to the event? \*

No

Yes

Piano

Organ

Harpichord

# EVENT OVERSIGHT for in-person events

## **WCA Performance-Based Campus Events:**

- *planned by faculty, staff, departments and offices*
  - *planned by WCA student groups*
1. Must reserve space via 25Live scheduling software
  2. Submit Google form
  3. Go through approval process of committee review

**Oversight: WCA Events Committee**

**Special Events Committee**

**Auxiliary Services Event Management**

# EVENT OVERSIGHT for in-person events

**Campus Events:** *planned by departments and offices*

Must reserve space via 25Live scheduling software, submit Google form and go through approval process

**Oversight: Special Events Committee**

**Auxiliary Services Event Management**

**Student Events:** *SGA approved Rider student group or organization*

Must reserve space via 25Live scheduling software, submit Google form and go through approval process on BroncNation.

**Oversight: Special Events Committee**

**Office of Campus Life**

**External Events:** ALL external groups must work with Conference Services to reserve space and plan their event



# APPROVED!

**COVID-19  
EDITION**

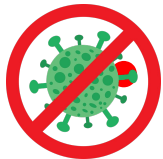
Planning your event



**RIDER**  
UNIVERSITY

# EVENT SET UP

- 2 weeks prior to event
- Coordinate with Event Operations [events@rider.edu](mailto:events@rider.edu)
- We can prepare diagram for you
- Event Operations team will handle all set ups



- We will advise on socially distanced set up plans
- Socially distanced room set ups cannot be changed!
- Scheduling Office will scheduling time and submit work order for cleaning/sanitizing before/after your event

# EVENT SET UP

You are responsible for submitting

## Facilities work order

- Electric
- Trash pick up  
(including pizza boxes!)

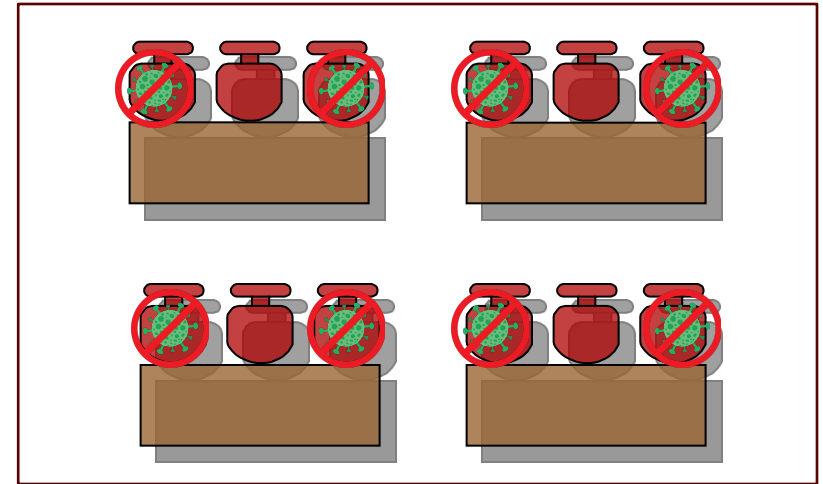
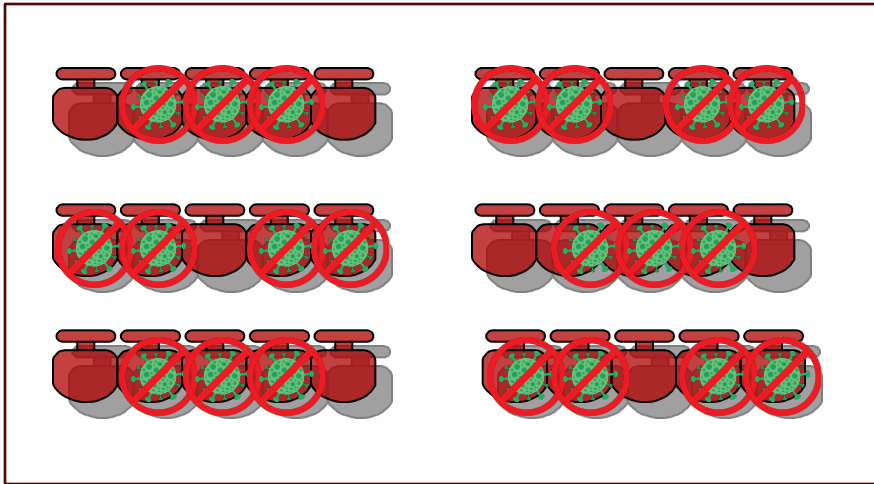
## OIT ticket

- Media Services for audio visual needs
- Polycom phone for conference calls

<https://login.myschoolbuilding.com/msb?acctNum=119746864&productID=MD>

<https://rider.teamdynamix.com/TDClient/1969/Portal/Home/>

# Choosing a Setup



## Theater Style

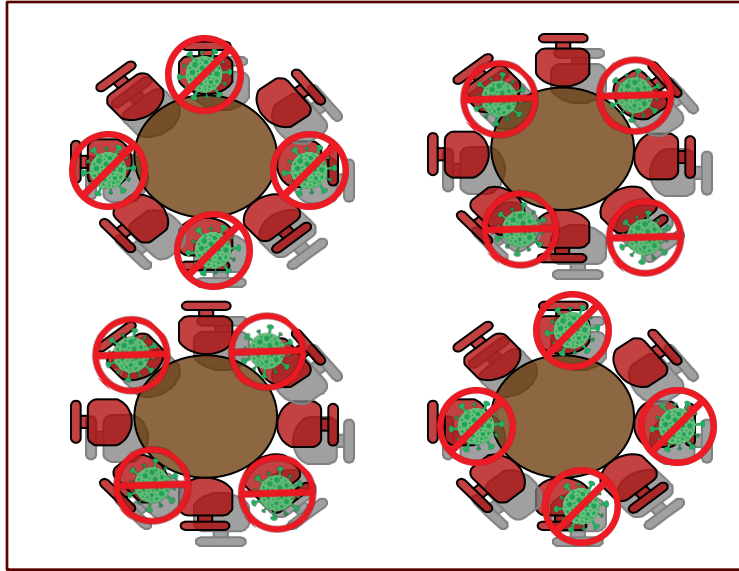
Rows of chairs all facing the front of the room

 6' distanced

## Classroom Style

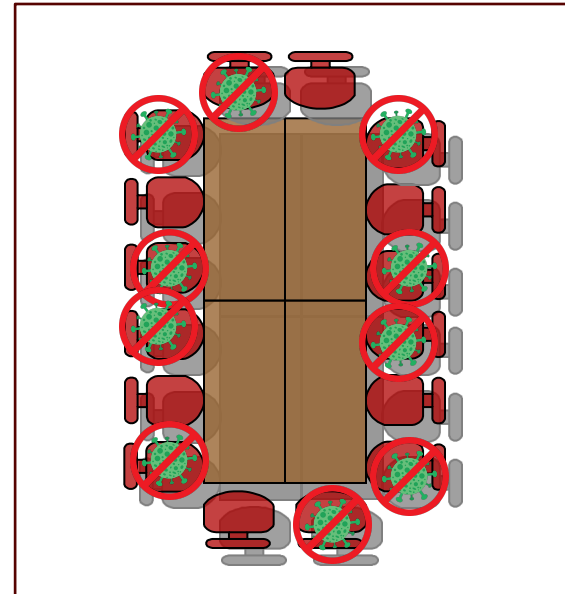
Six foot tables with seating for three on one side all facing the front of the room

# Choosing a Setup



## Round Tables and Chairs

Round tables with chairs around (usually 10 chairs per table)

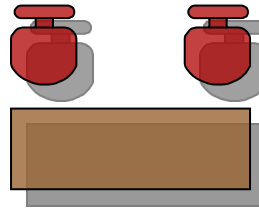
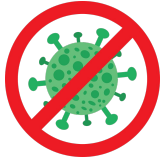


## Conference Style

Six foot tables put together with chairs around

 6' distanced

# Tabling



- Outdoor tabling is permitted, informed by social distancing guidelines.
- Indoor tabling is permitted in the SRC lobby and the BLC lower lobby only.
- Two representatives may staff a table, maintaining social distancing and wearing masks.
- Those approaching the table should also maintain 6' distance, and wear a face covering.
- Event Operations will set up. Do not move tables!
- For assistance call ext. 7700

# Rider Dining and Catering

Catering is available, with safety precautions:

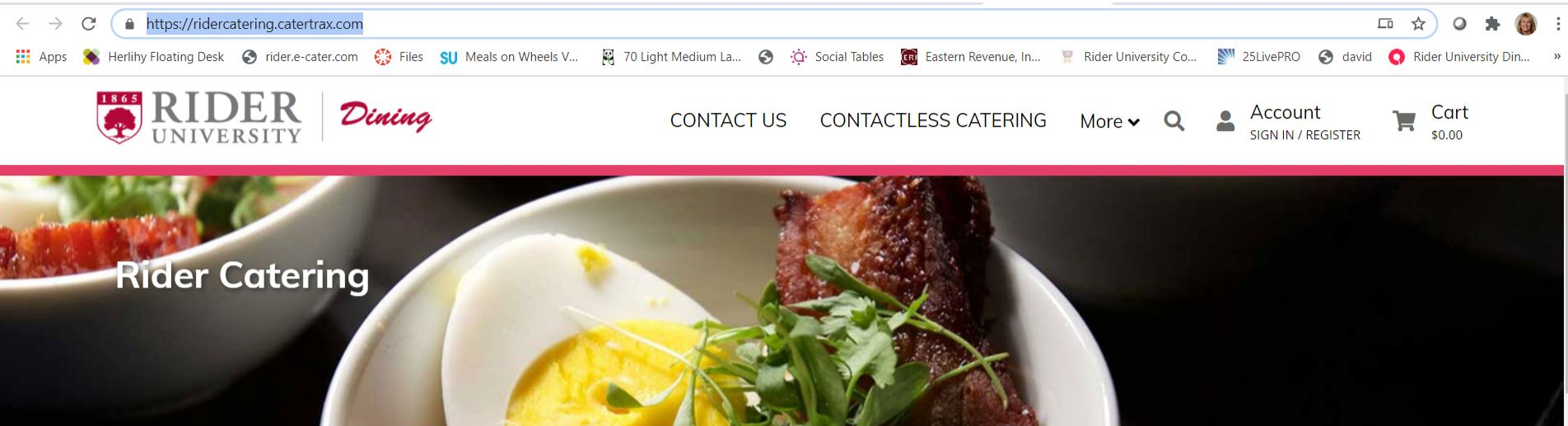
- All orders must be placed 72 hours in advance
- Please let us know if any of your guests have any food allergies so we can accommodate



No linens or china service available at this time

# Rider Catering - Menu and policies

- Carved and Crafted Contactless Catering Guide
- Place order online via CaterTrax



The screenshot shows a web browser window with the URL <https://ridercatering.catertrax.com>. The browser's address bar and tabs are visible at the top. The website header features the Rider University logo (1865 RIDER UNIVERSITY) and the word "Dining" in a red script font. Navigation links include "CONTACT US" and "CONTACTLESS CATERING", along with a search icon and a "More" dropdown. On the right side of the header, there is an "Account" section with "SIGN IN / REGISTER" and a "Cart" icon showing "\$0.00". Below the header is a large image of a plate of food, including a hard-boiled egg, a piece of fried pork belly, and fresh herbs. The text "Rider Catering" is overlaid on the left side of the food image.

## Welcome!

Whether planning a simple breakfast or an upscale executive luncheon, you will find all of our most popular menu selections on line.

We want to ensure that we are providing you with the very best options for you to select from, so please let us know if there is something you do not see in our order guide. We will be happy to assist you at any time with placing your food and

[START YOUR ORDER](#)

Rider Catering at Lawrenceville

Contactless Catering Menu

[www.dineoncampus.com/riderdining](http://www.dineoncampus.com/riderdining)



# Alcohol Compliance

*Reminder for when social gatherings are permitted again*



- Alcohol and bartenders are ordered through Rider Catering at least two weeks prior to event
- Alcohol compliance form found on Rider's Campus Event Planning webpage
- ABC Permit required if guests pay to attend event or for alcohol

# Media Services

## Staff

- Industry Certified Professionals
- Student Technicians
- Support available with 2 days notice on weekdays and 4 days notice on weekends



## Services

- Microphones
- Projectors
- Laptops – request for Lynch Adler 202, BLC Theater, Yvonne Theater
- Video Conference
- Video Streaming
- Video Recording

# Media Services

Submit an OIT ticket online or call OIT Help Desk at x3000 for Audio Visual Support, Consultation and Event Set up

The screenshot shows a web browser window with the URL <https://rider.teamdynamix.com/TDClient/1969/Portal/Requests/ServiceDet?ID=41240>. The browser's address bar and tabs are visible at the top. Below the browser, the Rider University logo is on the left, and a search bar with the text "Search the client portal" and a magnifying glass icon is on the right. The user's name, "Beverly Braddock", is displayed in the top right corner. A dark red navigation bar contains the links "Home", "Services", and "Knowledge Base". Below this, a secondary navigation bar lists "Project Requests", "Ticket Requests", "My Favorites", "My Recent", "My Approvals", "Services A-Z", and "Search". The main content area features a breadcrumb trail: "Service Catalog / Classroom, Event and Media Services / Event Assistance". The title "Event Assistance" is prominently displayed. Below the title, a paragraph states: "Media Services provides the Rider community with audio visual assistance for both classroom and on campus events. Media service has a wide variety of audio video equipment available for loan to faculty and staff. Students requesting will need approval from faculty or staff." To the right of the text, there are three dark red buttons: "Submit a Request" (with a circular arrow icon), "Share" (with a share icon), and "Add to Favorites" (with a star icon). At the bottom left, a yellow rounded rectangle contains the URL <https://rider.teamdynamix.com/TDClient/1969/Portal/Home/>. On the bottom right, a "Details" section is partially visible, showing "Service ID: 41240" and "Created".

# Zoom meeting vs. webinar

## Zoom meeting

*Under 300 people*

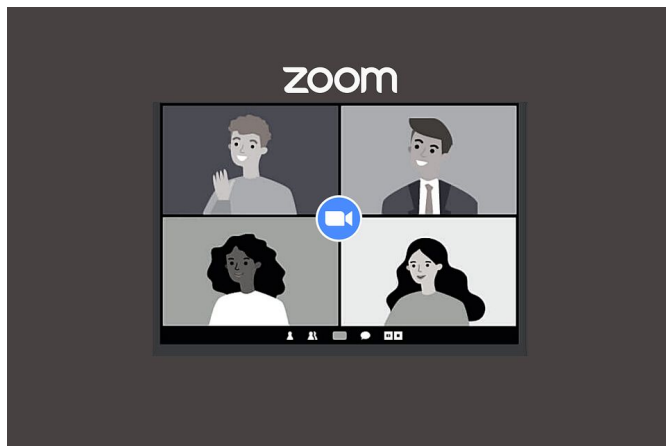
Set up yourself via Zoom

## Zoom webinar

*Over 300 people*

OIT ticket or call OIT  
Help Desk x3000

Dayne Lewis will assist



<https://rider.teamdynamix.com/TDClient/1969/Portal/Home/>

## ***NOT Media Services!***

- Don't supply furniture – request lectern or podium via [events@rider.edu](mailto:events@rider.edu) with room set up
- Don't supply Polycom - request by submitting an OIT ticket
- Don't do computer repair – contact OIT Help Desk

# Where to Park

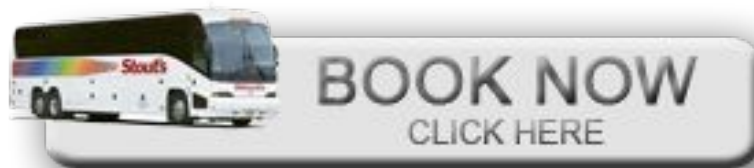


# Parking & Safety Concerns

- If you have a large group during class time, you will need to plan for alternate parking.
- If your event may require assistance from Public Safety to ensure crowd safety or traffic control, please call Officer Matt Babcock to review your event.
- You are responsible for your guests.

# Requesting Transportation

Chartered travel must be booked through Stout's Transportation



## Campus Shuttle

Free campus-to-campus shuttle.

- [Learn more about Campus Shuttle and Schedule](#)

## Stout's Charter Services

The official Transportation Provider for Rider University.

- [Book Now](#)
- [View rate sheet \(PDF\)](#)
- [Learn more about Stout's Charter services](#)



## Safe Rides

- [Learn more about the Safe Rides Program](#)



<https://www.rider.edu/offices-services/auxiliary-services/transportation/request-transportation>



# Waiver and Assumption of Risk Forms (AOR)

- Waiver and Assumption of Risk Forms must be completed for **all** university sponsored off campus travel including personal vehicle use
  - Internships
  - Community Service
  - Club and organization travel

## Assumption of Risk and Waiver Form



Semester and/or Date of Event: \_\_\_\_\_  
Department: \_\_\_\_\_  
Class/Activity: \_\_\_\_\_  
Professor/Activity Leader: \_\_\_\_\_

I understand that off campus travel for the academic courses, student organizations, and clubs in which I have chosen to participate, involves certain risks, including but not limited to injuries resulting from: auto/bus accidents, as well as slips and falls. I will adhere to all trip guidelines given to me by my advisor and/or trip chaperone including but not limited to meeting places and meeting times, and suggested attire. I also recognize that certain trips may involve popular tourist attractions and am aware of the risks associated with that specific area including, but not limited to, large crowds, pickpockets and acknowledge to always staying in public areas in small groups. In the event of an unavoidable reason that prevents me from taking the transportation provided by the University, I assume all responsibility to transport myself to and from the event and that cost associated with such transportation will not be reimbursed.

Therefore, with acknowledgment of the potential risks involved with these activities, I expressly and knowingly release, hold harmless and agree to indemnify Rider University, its employees, representatives, officers, advisors and agents, from any and all claims and causes of action for property damage, personal injury or death sustained by me and/or caused by me arising out of any travel associated with the activity or the activity itself.

In addition, I understand and agree that Rider University cannot be expected to control all risks. Therefore, I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility.

I understand that, as a member of the Rider University community, I am responsible for adhering to any and all rules and regulations as put forth by Rider University, and particularly those concerning the use, possession and/or consumption of drugs and alcohol.

I understand that it is my responsibility to arrive on time at the designated location(s) for both departures to and from the activity as indicated by the trip coordinator(s). Should I neglect to arrive promptly at the designated location(s), I understand that I risk being excluded from transportation to and from the destination of the trip, and assume all risks and responsibility thereby incurred.

I understand that should any of the conditions be violated, the trip coordinator has the discretion to follow through with any civil, criminal or university judicial procedures.

*The Health Insurance Portability and Accountability Act (HIPAA) allows for the disclosure of your protected health information from a health care provider (hospitals) to individuals involved in your care or for the purpose of notifying family members. In the event you are hospitalized, administrative staff at Rider may need information about your health in order to provide family members with timely and accurate information about your condition. Please be aware that signing this form is completely VOLUNTARY, remains in effect until such time as your enrollment at or association with Rider University ends and may be revoked, in writing, at any time. This form will remain on file with the university and presented to the health care provider in the event you require medical treatment.*

I, \_\_\_\_\_, give permission to this health care provider to provide administrative staff at Rider University information related to the condition of my health in the event my health condition requires medical attention.

FOR: Participant/Parent or Guardian

NAME: \_\_\_\_\_  
(Print Participant Name)

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Participant/Parent or Guardian Signature)

PARTICIPANT'S CELL PHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Please list any special services you may require due to an existing medical condition or physical disability, using the back if necessary.

<https://www.rider.edu/offices-services/auxiliary-services/transportation/waiver-assumption-risk-forms>

# Event Promotion

- Rider website
- Rider News
- The Bronc 107.7
- AxisTV
- Social media  
@RiderUniversity
- Bulletin Boards - All flyers must be stamped by Office of Campus Life
- H-Stake signs – must be approved by Auxiliary Services and include university seal in design

# Event Promotion

## University Marketing and Communications

- Graphic design
- Photographer
- Communication
  - Email
  - Social media
  - Publications



<https://www.rider.edu/about/offices-services/university-marketing-communications/request-creative-services>

### UNIVERSITY MARKETING & COMMUNICATIONS

#### REQUEST MARKETING & CREATIVE SERVICES

REQUEST GRAPHIC DESIGN SERVICES

- [Request graphic design services](#)
- [Request a photographer](#)
- [Request a videographer](#) (University Advancement use only)
- [Schedule a headshot](#)

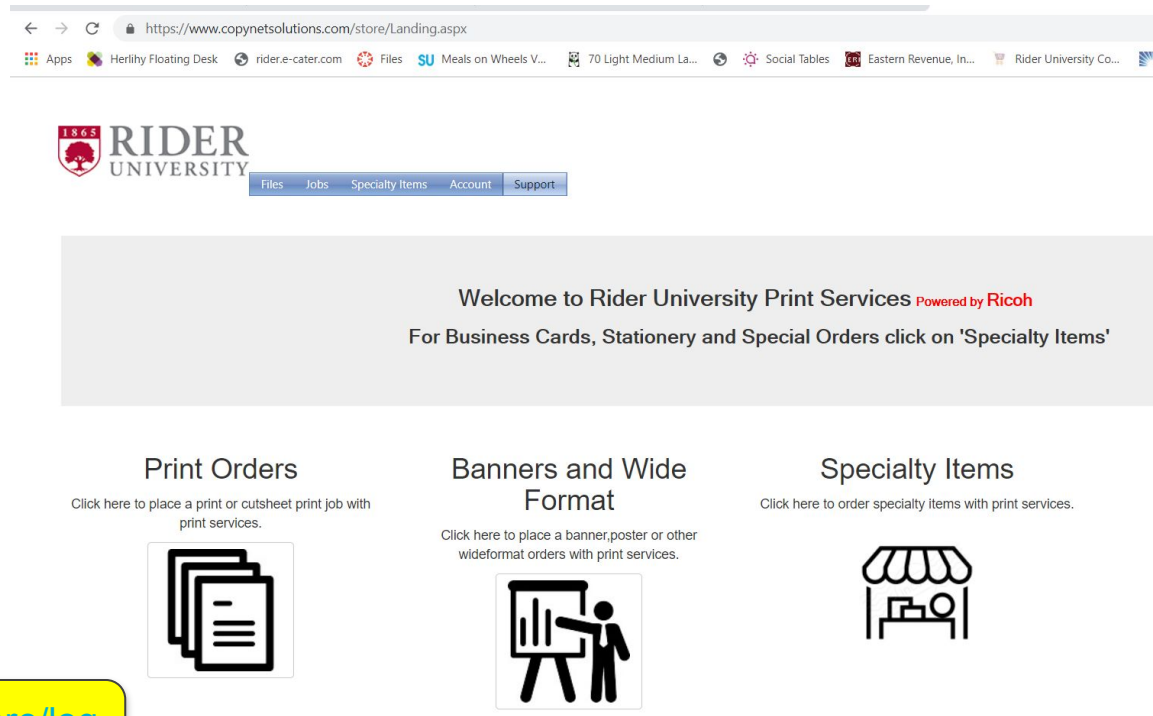
# Event Promotion

## Rider Print Services

- Graphic design
- Printing
- Copying
- Signs

ricohprint@rider.edu

<https://www.copynetsolutions.com/store/login.aspx?SerialNum=500270>



← → ↻ <https://www.copynetsolutions.com/store/Landing.aspx>


Apps Herithy Floating Desk rider.e-cater.com Files SU Meals on Wheels V... 70 Light Medium La... Social Tables Eastern Revenue, In... Rider University Co...

**RIDER UNIVERSITY** 1865


Files Jobs Specialty Items Account Support

Welcome to Rider University Print Services **Powered by Ricoh**  
For Business Cards, Stationery and Special Orders click on 'Specialty Items'


**Print Orders**  
Click here to place a print or cutsheet print job with print services.



**Banners and Wide Format**  
Click here to place a banner, poster or other wideformat orders with print services.



**Specialty Items**  
Click here to order specialty items with print services.



# Reminders

- Be sure to **CANCEL** your room reservation by emailing [scheduling@rider.edu](mailto:scheduling@rider.edu) *and*
- **CANCEL** all scheduled services (Catering, Media Services, Facilities, etc.)
- If unsure, just **ASK!**



# Campus Event Planning webpage

<http://www.rider.edu/offices-services/auxiliary-services/campus-event-planning>

## Campus Event Planning

[HOME](#) » [ABOUT RIDER](#) » [OFFICES & SERVICES](#) » [AUXILIARY SERVICES](#) » [CAMPUS EVENT PLANNING](#)

**AUXILIARY SERVICES**

**CAMPUS EVENT PLANNING**

CAMPUS SCHEDULING

CONFERENCE SERVICES

MEETING SPACE

COMMENCEMENT

**Winter and Spring  
2021 Campus  
Event Guidelines**

<https://www.rider.edu/about/offices-services/auxiliary-services/campus-event-planning>



FACULTY & STAFF

### Event Management Guidelines And Procedures



This document is to assist Faculty & Staff in the management of events sponsored by a college or department on and off campus.

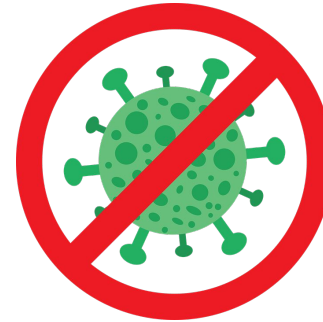
# Contacts

Scheduling	Monte Brown	Ext. 5326
	<b>scheduling@rider.edu</b>	
Internal Events & Conferences Event Operations	Michael Savard	Ext. 7168
	<b>events@rider.edu</b>	
External Camps & Conferences	Sue Croggon	Ext. 7337
	<b>conferences@rider.edu</b>	
Westminster Events		Ext. 8308
	<b>wccevents@rider.edu</b>	
Catering	Mike DeAngelis	Ext. 5322
	<b>ridercatering@rider.edu</b>	
OIT Media Services	Matt Wade	Ext. 7375
Public Safety	Matt Babcock	Ext. 5029

# Spring Semester will look like Fall Semester

*Keep up the good work!*

**Plan virtual events and  
limit in-person events**



Resources:

Rider Resolved and Ready

<https://www.rider.edu/resolved-and-ready>

NJ COVID-19 Information Hub

<https://covid19.nj.gov/>

All student organizations and campus offices are encouraged to provide engagement opportunities that are inclusive and accessible for students who may never physically visit campus this semester.

We recommend utilizing Zoom and other virtual connective platforms as a primary way to continue to support community and connection.



# PLANNING A SUCCESSFUL EVENT

Q & A