Planning a Successful Event

Campus Event Planning Tips for Rider Faculty and Staff Lawrenceville Campus Events
The Role of Auxiliary Services

• The department schedules all facilities on the Lawrenceville campus including the meeting spaces in the Bart Luedeke Center, the Student Recreation Center, and the theaters

• We 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

• Oversee mail services, Collegiate Press, University Bookstore
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
- Must sign no fee facilities use agreement
- Certificate of Insurance required

**External**
- Program by which there is no Rider University sponsorship
- Rental fees charged - 25% discount for alumni, not-for-profit, faculty & staff
- Must sign facilities use agreement
- Certificate of Insurance required

**External Guests**
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?*
• Am I going to have food service?
• Do I have audio visual needs?
• Where will my participants park?
25 Live Scheduling Software

www.rider.edu

https://25live.collegenet.com/rider

More detailed 25Live training will be offered
Wednesday, February 15, noon-1pm
Thursday, February 16, 11:30am-12:30pm
25Live Reservation Timeline

Plan as far in advance as possible

• June 15th - Spring non-classroom locations; Fall classroom locations
• December 15th - Summer non-classroom locations; Spring classroom locations
• March 20th - Fall non-classroom locations; Summer classroom locations
Scheduling Your Event in 25Live

• Check 25Live for availability
• Save request
• E-mail events@rider.edu or call the Lawrenceville Scheduling Office with any questions
• Try to avoid major holidays and University functions
Event Request Confirmation

- Reservation is tentative until you receive emailed confirmation
- Be sure to read it carefully, check for errors
- Don’t advertise before your event is confirmed
Scheduling Your Event on the Princeton Campus

• Check room availability on 25Live
• E-mail wccevents@rider.edu or call the WCC Scheduling Office with any questions
• Put in facilities work order for set ups and coordinate with Edgar Ress
• Submit OIT ticket for any audio/visual needs
Choosing a Space

• Appropriate for the number of people
• Appropriate for the kind of event
• Appropriate setup for the space / event
• Breakout rooms

Be Flexible!!
Choosing a Space – Tips & Tricks

• Schedule pre-event and post-event times

• Consider that set up and tear down times will be determined by Conference Services

• Most popular multi-purpose spaces:
  - BLC Cavalla Room and Fireside
  - SRC Seminar Room
  - North Hall 202 (with restrictions)

• Note that some rooms are “as is” Mercer Room
Choosing a Space – Tips & Tricks

Forgotten spaces

- SRC Small conference room (seats 7)
- Vona Annex conference room (seats 16)
- Vona Annex Room 1 (seats 18 classroom)
- Teaching and Learning Center
- Outside venues

- Atriums in SRC and Sweigart, North Hall lobby
- Pub
- Be sure to schedule lobbies
- Think about classrooms
- Newly renovated Science 102 lecture hall
Choosing a Space – Tips & Tricks
Choosing a Setup

Theater Style
Rows of chairs all facing the front of the room

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
Room Setups

• Include information in “Set Up Instructions” on 25Live

• More complex set ups may require a set up diagram. Attach diagram in 25Live
Aramark Catering

• Please book all catering two weeks prior to event
• If event is booked less than 72 business hours we will try our best to accommodate your request
• Use Catertrax to book catering - no more paper system
• Please contact catering at acatering@rider.edu for your login information if you do not have it
www.rider.catertrax.com

- Website for Catertrax. Make sure you select the correct service link for Everyday Catering
Changes on Catertrax

• Unless you are making changes less than 72 business hours, please update catering orders on Catertrax. Follow these steps:

• Click “View My Catering”
Changes on Catertrax

- Then click the invoice on the calendar that needs the update
**Changes on Catertrax**

- Then hit “Request Change” and make appropriate changes

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**Order Name: Lunch**

- Event Category: Unclassified
- Event Style: Unclassified
- Event Classification: Unclassified

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**Rider University Catering**

2090 Lawrenceville Rd, Lawrenceville, NJ 08646

ORDER #12069

Monday, 1/30/2017
Ordered On: 1/24/2017 4:27:14 PM
Last Modified: 1/24/2017 4:27:14 PM
Confmed
New to Catertrax: You Requested, We Listened

• All Day Meeting Packages now available and our healthier Craveworthy Cookie will replace our existing cookie as the standard cookie for catering events.

• Please send catering copies of room diagrams; please consider the event you are booking and reserve enough time for table and food set up.

• **Linen:** Linen is only supplied for events using catering services. Linens for food tables are provided free of charge (Rider colors) and any additional linens needed (i.e. registration table, guest table) will have an additional fee. Linen orders should be placed two weeks prior to event.

• **Serviceware:** Standard is Bio-degradable (Eco-friendly)- other options are available upon request.
Alcohol Compliance

• Alcohol and bartenders are ordered through 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
Campus Event Planning webpage

http://www.rider.edu/offices-services/auxiliary-services/campus-event-planning
Media Services

• Audio Visual Support, Consultation and Event Set up
• Advance request through OIT Help Desk
  • 48 hours M-Fr
  • 4 days for weekend events
• Staff
  • Three Industry Certified Professionals
  • Student Technicians
  • Support available
    • Mon- Fri 7:30 am – 11:30 pm
    • Weekends 8:30 am – 6:00 pm (Staffed by Student Techs)
Media Services

- Video Conference
  - FA 113
  - Skype
  - Vidyo
- Video Streaming
  - Single on-campus location
  - Off Campus – Pay service – Consultation
- Video Recording

Request Laptop
- NAB 202
- BLC Theater
- Yvonne Theater
NOT Media Services!

- Don’t supply furniture – request lectern, podium through Auxiliary Services with room set up
- Don’t supply Polycom - request through Windstream with OIT ticket
- Don’t do computer repair – OIT Help Desk
Media Services

Request Media Services via HelpDesk at x3000 or helpdesk@rider.edu
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 their office to review your event.

• You are responsible for your guests.
Transportation

• Chartered travel must be booked through Stout's Transportation

• Waiver and Assumption of Risk Forms must be completed for all off campus travel

• http://www.rider.edu/offices-services/auxiliary-services/transportation
Promoting your event

- Rider website calendar
- AxisTV
- Rider Report
- Rider News
- Social media @RiderUniversity

- The Bronc 107.7
- Bulletin Boards - All flyers must be stamped by Office of Campus Life
- H-Stake signs – 24 hour window, include university seal in design
Promoting your event

**Collegiate Press**
- Graphic design
- Printing
- Signs

**University Communications**
- Graphic design
- Printing
- Photographer
- Communicating to campus
  - Email
  - Rider Report
  - Publications
Tips & Tricks

• Be sure to CANCEL your room reservation and services if you cancel your program
• If unsure, just ASK!
• List of event resources
• Share flowers, decorations
## Contacts

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<thead>
<tr>
<th>Service</th>
<th>Name</th>
<th>Extension</th>
</tr>
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<tbody>
<tr>
<td>Internal Scheduling</td>
<td>Racheal Jones</td>
<td>5326</td>
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<tr>
<td>Internal Events &amp; Conferences</td>
<td>Doug Kukta</td>
<td>7709</td>
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<tr>
<td>External Camps &amp; Conferences</td>
<td>Kelsey Young</td>
<td>7337</td>
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<tr>
<td>Event Operations</td>
<td>Bev Braddock</td>
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<tr>
<td>Westminster</td>
<td>Laura Wilson</td>
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<tr>
<td>Catering</td>
<td>Jena Cantwell</td>
<td>5274</td>
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<tr>
<td>OIT Media Services</td>
<td>Matt Wade</td>
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<tr>
<td>Public Safety</td>
<td>Mike Yeh</td>
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