



**SO YOU WANT TO
HAVE AN EVENT...**

This is how to do such a thing.

AGENDA

- Who is on the Campus Events Team?
- What does the Campus Events Team do?
- What qualifies as an event?
- Where do I start?
- What if I want my event to be public?
- Who else should know I am holding an event?
- We're hungry. Can we have food?
- Questions?



MEET THE CAMPUS EVENTS TEAM



DOLORES

Director - Campus Events
djones24@washcoll.edu
410-778-7743



CARALISA

Asst. Director - Campus Events
ccarpenter4@washcoll.edu
410-778-7888

WHAT DO WE DO?

Our purpose is to provide guidance when planning an event.



DO'S

Campus Events Office schedules use of campus space, manages campus wide events and ceremonies.

Manages all campus calendar on AdAstra

We assist event hosts in coordinating resources for their events.



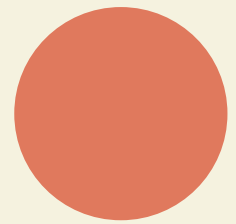
DON'TS

Plan other department events from start to finish.

Will not get involved in solving catering requests.

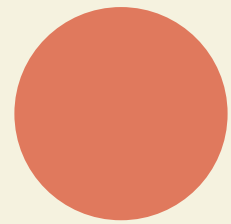
Control or plan outside events, such as baby showers, weddings, etc., or any student group events.

WHAT IS AN EVENT?



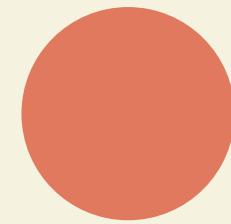
Meetings

2 or more persons meeting. If it's not in your office, this qualifies.



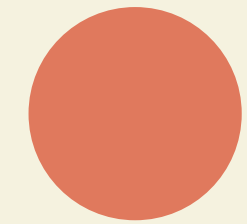
Meals

Eating anywhere on campus other than your office or the dining hall.



Programs

Lectures, performances, showings, ceremonies, etc.



Gatherings

Dances, parties, game nights, etc.

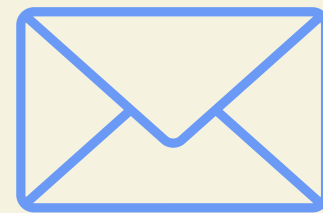
HOW TO CREATE AN EVENT?

STEP 1



Have information ready then submit an event request through AdAstra.

STEP 2



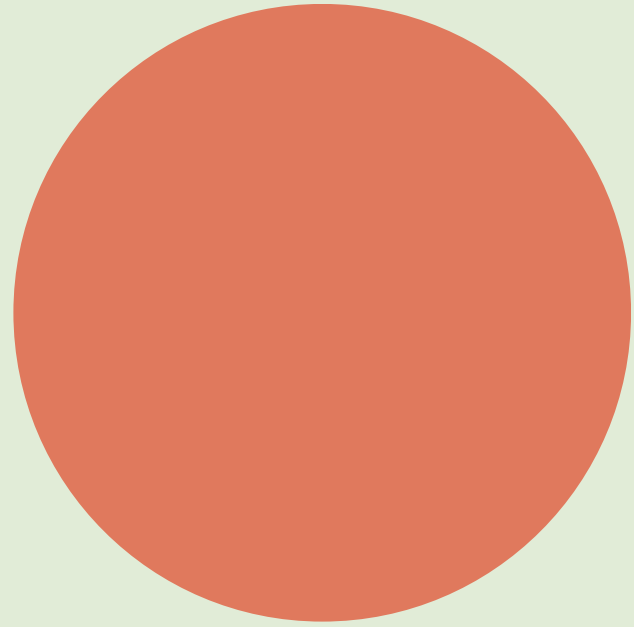
Wait for your approval via email from AdAstra (AAIS).

STEP 3

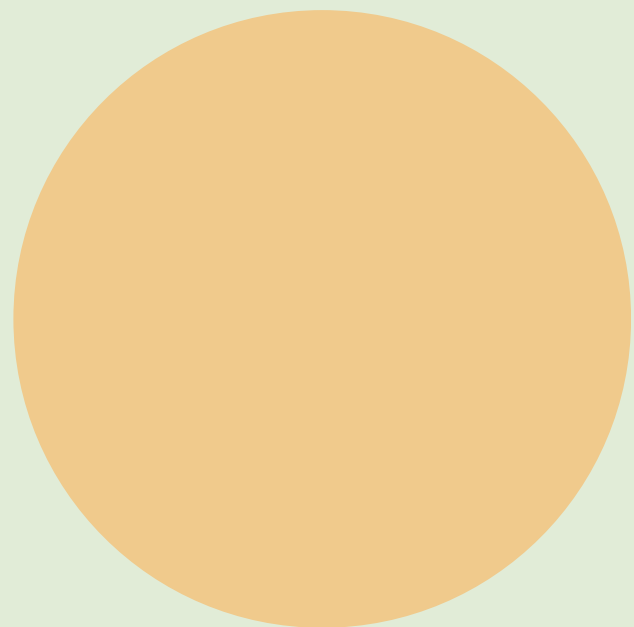


Order everything else you need and invite guests.

PUBLIC EVENTS



Public events are fantastic! We are happy to invite both the student population and local community to the campus. Keep in mind, outside groups go through Conference Services.



When planning a public event, you can post on the public community calendar as well as the campus calendar on the website. Reach out to MarComm to get your events listed.

OTHER TEAMS

AVI CATERING

Michelle Messervey
Johnny Werczynski
Korey Goodman

PUBLIC SAFETY

Ryan Colman
Lydia Chanaud

BUILDINGS & GROUNDS

Stan Yeakel
Lea Carter
Will Helms
Randy Reynolds
Mallory Westlund

HOUSEKEEPING

Dee Fox

AUDIO VISUAL

Charlotte Kavina
Bob Bishop

STUDENT ENGAGEMENT

Antoine Jordan

CATERING

Washington
WASHINGTON COLLEGE

HOME MEAL PLANS AND DINING CATERING EVENTS CONNECT WITH US

Catering Menus

The Art of Catering DIY Catering Brochure

Click below to order catering online!

ONLINE CATERING TOOLS
Powered by CaterTrax

Fresh
THE FAMILY DIFFERENCE IN HOSPITALITY SERVICES

TO TOP

Menu's

Take a look at what is available to order!

I'm ready to order!

Direct access to Catertrax!

A/V GUIDE

All requests must be placed 2 weeks in advance.



INVENTORY

- PA system (requires power outlet)
- Wired microphone
- Owl (Zoom and Teams capable)
- Video camera for recording (stationary unit)



SERVICES

- Assistance for start and/or during event. Please be sure to be on site for event 30 mins prior to start and note the exact details of assistance. (presentation help, system help, etc.)
- Live stream (Gibson, Litrenta, Goldstein 100, NJT, Egg)
- Event recording

FAQS

- I'm bringing in a DJ/Band. What do I need?
 - We need insurance, contract, etc. to give to risk management (Matt)
- When should I order my food?
 - Two weeks in advance for both staffing and supply orders
- When do I need my final headcount?
 - A week out at latest, but 10 days would be best! This gives the teams time to arrange meals, set up, etc.
- There is an outside group joining our event. What do I need to do?
 - Please reach out to conference services (Elaine Grant)



FAQS

- I need tables and chairs! How do I get them?
 - We need to know two weeks in advance so we can place orders with buildings and grounds.
- What if I need help with my presentation?
 - We need to know two weeks in advance so we can request A/V help.
- Why is so much information requested from us?
 - Campus Events is here to provide assistance for each event on campus as needed. We make sure events match up on all calendars. Public safety, B&G, Housekeeping, A/V, and others rely on us to let them know what is happening on campus.



FAQS

- Where do I get additional trash cans?
 - Submit a request with Housekeeping. Please know, your budget code will be charged a minimum cleaning fee of \$75 if additional cleaning has to be done by housekeeping to clean up after your event.
- Can a student group fill out a room reservation form?
 - Student groups need to go through Campus Groups for Student Engagement to confirm your reservation.





HAVE MORE QUESTIONS?

Send an email to us at
campus_events@washcoll.edu.
We will help direct you to the right place