Candler School of Theology – Student Organization Event Services Checklist

For Student Events Requiring Service:

When planning an event in Candler or Cannon Chapel space, consult the “event services checklist” (below) for event services to include. Have event committees use this document as a guide to create a plan for catering, room set-up, trash removal, etc., before submitting orders to service providers.

- All student organization events must be submitted to the Student Organization Planning Calendar for vetting: (http://candler.emory.edu/news/calendar/student-programming.cfm)
- Your event must be vetted by the Office of Student Programming/C3 Secretary and your space confirmed prior to contacting service providers.

Remember to plan ahead since events with service requests require a 4-week lead time for placing work orders.

Catering Request Information:

A. Is food being offered at the event being planned?
   If yes, view the information on catering from the two groups below.
   If snack beverages and/or snack foods are being served, go to “C” in this section.

1. Food/Drink From Emory Catering
   a. go to http://www.emory.edu/dining/emory_catering.php
   b. Click on “Students Catering Guide” – black box at bottom of left-hand navigation bar.

2. Food/Drink From Outside Caterer
   - The Procurement and Contract Administration office, in conjunction with the Emory Food Services Liaison, manages the selection of University caterers. When planning your Emory function, which requires food (includes box lunches, delivery, pick-up, or full catering service, etc.) to be brought to the campus or other designated location, you should utilize only caterers on the "Preferred List" as a way of reducing cost and risk.
   - Caterers selected to appear on the Preferred List are contractually required to meet all of the health standards and maintain insurance coverage. The Preferred List of caterers are the ONLY Caterers (food providers) authorized to invoice the University for catering services. All preferred caterers have contractually agreed that no advance deposits or pre-payments are required.

   a. Select your caterer from Emory’s preferred caterer list: http://tinyurl.com/EmoryPreferredCaterers
b. Payment Method
- Emory's "Preferred List" of Caterers (food provider) can be paid by utilizing the Emory Purchasing Card when $1,499 or less, or the Caterer is authorized to invoice your department. Process invoice payments by utilizing the Invoice Attached form in Emory Express. No advance deposits or pre-payment are required.
- Caterers (food provider) that are not on the Preferred List can ONLY be paid by using the Emory Purchasing Card. Payments cannot exceed $1,499. Invoices are NOT to be submitted to Payment Services.
- Purchases of food for catering are not exempt from Georgia Sales and Use Tax. These taxes should be charged by caterer.

3. Define the Type of Catered Event Being Hosted
   a. Meal Service Type:
      - Compostable Buffet
      - China Buffet
      - Boxed Lunch
      - Plated and served
      - Upscale Disposable (Bamboo)
   b. Menu Preference:
      - Specific Menu _______________________________________________________
      - Chicken
      - Beef
      - Fish
      - Pizza -- Type _______________________________________________________
      - Vegetarian -- Number of guests: _______________________________
      - Food allergies -- List name of person and type of food allergy
   c. Budget
      - Total Budget available $ _____________________
      - Price Per Person $ ________

4. Are snacks and/or beverages needed for the event being planned?
   1. Beverages
      a. Type of beverage with compostable cups- # of servings ___________________
      b. Coffee Service - # of servings _________________________________________
   2. Snacks
      a. Salty Snacks- # of servings ___________________________________________
b. Sweet Snacks- # of servings ____________________________
c. Breakfast Snacks- # of servings ____________________________

Set-Up Request Information:

HOURS OF OPERATION FOR BUILDINGS AND CAMPUS SERVICES
Become familiar with the hours of operation for buildings and customer service departments to better plan events. See listing in the Student Event Planning Tool Box.

A. Does the event being planned require a special room set-up?
   1. Request Campus Services staff to set-up and tear-down special room-set.
      a. [http://www.campserv.emory.edu/facilities_management/index.html](http://www.campserv.emory.edu/facilities_management/index.html)
      b. Under “Quick Links” go to “Submit a Service Request,”
      c. Select “Non-Residential Work Request”
      d. Attach a diagram of the set up if needed
      e. Send a copy of the work order confirmation to Candler’s events assistant, (alexandria.c.martinez@emory.edu)
   2. Tables
      a. 6’ Rectangular (For buffet service or seats 6-8 guests)- #______________
      b. 72” Round (Seats up to 10 guests)- #______________
      c. 60” Round (Seats up to 8 guests)- #______________
   3. Extra Chairs
      a. Facilities Maintenance Folding - #________
      b. Special Order Folding- #________
   4. Portable Compost Receptacles with liners
      a. for Room 102, Brooks Commons or Rudolph Courtyard - #______________
   5. Portable Recycle Receptacles with liners
      a. for Room 102, Brooks Commons or Rudolph Courtyard - #______________
   6. Stage
      a. Size ____________
      b. Number __________
   7. Tent Rental –
      a. Size ____________
      b. Number __________
      Order through [http://www.campserv.emory.edu/facilities_management/index.html](http://www.campserv.emory.edu/facilities_management/index.html)
      c. Go to “Guide to Services”
d. Select “Tent and Stage Permitting Process” before placing order

8. Dance Floor
   a. Size ____________

9. Other:
   a. Specify __________________________

B. Will linens be used in the event being planned?

1. Order linens through Angels Linens.
   a. angelslinen@bellsouth.net
   b. Include the following information in the e-mail
      1. Contact name and information
      2. Event title, date, time, and location
      3. Delivery and pickup time and location. (Angels Linens delivers or picks up on Monday’s and Thursday’s each week)
      4. Smart Key number for billing.

2. Size/Number (See chart for guide)________________________
   a. Color __________________________

3. Linen Napkins
   a. Number __________________________
   b. Color __________________________

4. Paper Tablecloths (Found at party city or most other general goods store)
   a. Color __________________________
   b. Round – Size/#____________________
   c. Rectangular – Size/#______________

5. Kwick Covers (Plastic tablecloths with elastic banding to secure cover to table -- for windy outdoor events. www.kwikcovers.com Three-week delivery lead time required.)
   a. Color __________________________
   b. Round – Size/#____________________
   c. Rectangular – Size/______________

<table>
<thead>
<tr>
<th>Table Size</th>
<th>132&quot; round linen</th>
<th>120&quot; round linen</th>
<th>108&quot; round linen</th>
<th>90&quot; round linen</th>
<th>60&quot; square cloth</th>
</tr>
</thead>
<tbody>
<tr>
<td>72&quot; (seats 10-12)</td>
<td>hangs to floor</td>
<td>24&quot; drop</td>
<td>18&quot; drop</td>
<td>9&quot; drop</td>
<td>decorative frame</td>
</tr>
<tr>
<td>60&quot; (seats 8-10)</td>
<td>creates puddle on floor</td>
<td>hangs to floor</td>
<td>24&quot; drop</td>
<td>15&quot; drop</td>
<td>edge of table</td>
</tr>
<tr>
<td>54&quot; (seats 6-8)</td>
<td>creates puddle on floor</td>
<td>27&quot; drop</td>
<td>18&quot; drop</td>
<td>6&quot; point</td>
<td></td>
</tr>
<tr>
<td>48&quot; (seats 6)</td>
<td>hangs to floor</td>
<td>21&quot; drop</td>
<td>8&quot; point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36&quot; (seats 4)</td>
<td>creates puddle on floor</td>
<td>27&quot; drop</td>
<td>14&quot; point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td>Description</td>
<td>Drop</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>30&quot;</td>
<td>highboy</td>
<td>45&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36&quot;</td>
<td>highboy</td>
<td>42&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8'</td>
<td>banquet</td>
<td>90&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6'</td>
<td>banquet</td>
<td>60&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Will decorations be used in the event being planned?
   1. Centerpieces
      a. Non-Perishables (Reusable) - 
      b. Fresh Flowers - 
         Budget: 
      c. Centerpiece fluff to coordinate with linens
      d. Votives with tea lights
      e. Tapers
   2. Lighting
      a. Describe:
   3. Other
      a. Describe:

D. Trash removal service is required for events serving food/beverage.
   1. See policy in the Student Event Planning Tool Box.

E. Weekend events must schedule weekend services. See the Student Event Planning Tool Box, Hours of Operation for Buildings for procedure.
   1. Building and Room Unlock - Date/Time
   2. Building and Room Lock - Date/Time
   3. HVAC turn on/off - Date/Time
   4. Custodial (mandatory for weekend events that serve food; use multiple rooms; or host events on multiple floors – charges will be incurred.)

F. Will audio visual equipment be used at the event being planned?
   1. Place equipment and AV technician request directly with CST Media:
      http://candler.emory.edu/support-services/media-center/services.cfm
G. Are other services required for the event being planned?
   1. List - ____________________________________________________________

Event On-site Contact Information

On-site contact person name: ____________________________________________
Cell phone number: ____________________________________________________