Candler School of Theology – Event Service Checklist

For Events Requiring Service:
Candler’s Events Office is here to make planning your event as simple as possible. When planning an event requiring service in Candler or Cannon Chapel space, use this “event service checklist” (below) as a guide for determining your catering, decorations, room set-up, trash removal, etc. needs. Work orders for event service requests will be placed on your behalf by Candler’s Events Office using the information you provide on the Event Submission form on the Planning Calendar (Trumba).

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

Instructions for event service requests in Candler or Cannon Chapel Space:
1. Use the checklist to prompt you for event services you might need to request from the Events Office.
2. Add the event services needed to the planning calendar (Trumba).
3. Place your requests (formed from list below) into the “Submitter request for additional services” field on the planning calendar form.
4. The planning calendar editor will check the box “Add to events requiring services” on the planning calendar form when approving the event.

Event Invitations to Dean Love, Bishops, Ecclesial Leaders or Other VIPs:

A. When planning, before an invitation is extended, read the procedures in the Candler Faculty and Staff section in the Events Office site.

Catering Request Information:

A. Is food being offered at the event being planned?
   If yes, select one caterer from the two groups listed below.
   If only snack beverages and/or snack foods are needed, go to “C” in this section.

1. Food/ Drink From Emory Catering
2. Food/ Drink From Outside Caterer.
   a. 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.
b. 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.
   i. Select your caterer from Emory’s preferred caterer list: http://tinyurl.com/EmoryPreferredCaterers
   ii. The Events Office at Candler has a large variety of caterers and will be happy to choose one based on your selection of needs from the lists below.

B. Define the Type of Catered Event Being Hosted
   1. Meal Service Type: (select one)
      a. Compostable Buffet
      b. China Buffet
      c. Boxed Lunch
      d. Plated and served
      e. Upscale Disposable (Bamboo)
   2. Menu Preference: (select or specify)
      a. Specific Menu__________________________________________
      b. Chicken
      c. Beef
      d. Fish
      e. Pizza -- Type__________________________________________
      f. Vegetarian -- Number of guests:__________________________
      g. Food allergies -- List name of person and type of food allergy
   3. Budget
      a. Total Budget available $____________________
      b. Price Per Person $________

C. Are snacks and/or beverages needed for the event being planned?
   1. Beverages
      a. Water dispenser with compostable cups - # of servings____________________
      b. Iced tea dispenser with compostable cups- # of servings___________________
      c. Punch with compostable cups- # of servings______________________________
      d. Lemonade with compostable cups- # of servings__________________________
      e. Canned Classic Coke- # of servings____________________________________
      f. Canned Diet Coke- # of servings________________________________________
      g. 10oz Dasani water bottle- # of servings_________________________________
2. Snacks
   a. Salty Snacks- # of servings ________________________________
   b. Sweet Snacks- # of servings ________________________________
   c. Breakfast Snacks- # of servings ________________________________

Set-Up Request Information:
A. Does the event being planned require a special room set-up?
   1. Request Facilities Maintenance staff to set-up and tear-down special room-set.
      a. Yes
   2. Diagram
      a. Requestor email diagram directly to alexandria.c.martinez@emory.edu
      b. Make sure the event title on the diagram exactly matches the Event Name in the R25 space reservation and the Planning Calendar event listing.
   3. 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)- #___________
   4. Extra Chairs
      a. Facilities Maintenance Folding - #______
      b. Special Order Folding- # __________
   5. Portable Compost Receptacles with liners
      a. for Room 102, Brooks Commons or Rudolph Courtyard - #______________
   6. Portable Recycle Receptacles with liners
      a. for Room 102, Brooks Commons or Rudolph Courtyard - #______________
   7. Stage
      a. Size ____________
      b. Number ____________
   8. Tent Rental
      a. Size ____________
      b. Number ____________
   9. Dance Floor
      a. Size ____________
   10. Other:
      a. Specify ____________________________________________________________________________
B. Will linens be used in the event being planned?

1. Size/Number *(See chart for guide)*
   a. Color: ________________________________

2. Linen Napkins
   a. Number ______________________________
   b. Color ________________________________

3. Paper Tablecloths
   a. Color ________________________________
   b. Round – Size/# ________________________
   c. Rectangular – Size/# __________________

4. Kwick Covers (Plastic tablecloths with elastic banding to secure cover to table -- for windy outdoor events. *Three-week delivery lead time required.*)
   a. Color ________________________________
   b. Round – Size/# ________________________
   c. Rectangular – Size/ ____________________

*When tailoring your request, delete the chart below once you have made your selection of table linen size(s)*

<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>hangs to floor</td>
<td>27&quot; drop</td>
<td>18&quot; drop</td>
<td>6&quot; point</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>30&quot; highboy</td>
<td>hangs to floor (tie with bow)</td>
<td>45&quot; drop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36&quot; highboy</td>
<td>hangs to floor (tie with bow)</td>
<td>42&quot; drop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' banquet</td>
<td>90&quot; x 156&quot; (hangs to floor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' banquet</td>
<td>60&quot; x 120&quot; (hangs to floor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. Will decorations be used in the event being planned?
   1. Centerpieces *(Select from choices)*
      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 Event Planning Resources.

E. Weekend events must schedule weekend services. Select the items that apply.
   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 audiovisual 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 not listed here required for the event being planned?
   1. List - _____________________________________________________________________________________________