

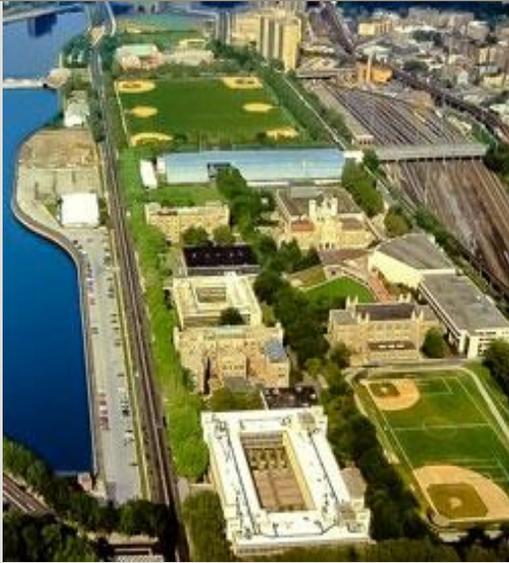


Internal Event Planning Guide



Office of Event Planning & Reservations





Introduction:

Events such as conferences, symposiums, lectures, performances and exhibits allow the College to showcase the work and accomplishments of the faculty, staff, students and alumni, foster a sense of community and put into action our mission to serve the Bronx and surrounding community as an intellectual, economic and cultural center. These events provide a wonderful opportunity for visitors including alumni, parents, donor prospects, potential students, and community members, to experience first-hand the wide range of our scholarly and cultural programming, as well as experience the beauty of the campus. By following these guidelines, we can maximize the use of college resources, avoid unnecessary scheduling conflicts, promote the positive image of the College and ensure that faculty, staff, students, and guests have a memorable experience.

Planning Your Event:



In the early stages of planning, the event sponsor should consult with the department chairperson and dean (in the case of the academic departments) or the division head (when administrative areas are involved). These individuals will ensure that College and University policies and procedures are properly followed and, depending on the event, recommend other College personnel who may be of assistance. The event sponsor should provide the department/division head with a budget that includes all anticipated (and allowable) expenditures, including food, travel, honoraria, invitations, flowers, rental of equipment, and printing, and the confirmed source(s) of funding. Please keep in mind that different funding sources (e.g. tax levy, non-tax levy, Research Foundation) have different criteria on how monies can be expended and this needs to be verified prior to finalizing your budget. Events scheduled during the weekend, i.e., Saturday and Sunday, will incur custodial costs which must be included in the budget. All requests for financial support beyond that provided by a department or School must be submitted by the dean or division head to the Provost or Vice President indicating how the event meets a specific strategic goal and/or learning objective(s) for the division and the College.

1. The Club Guide, published by Lehman's Office of Campus Life, contains important procedural guidance for clubs and organizations including the planning and sponsoring of special events. The Club Guide can be accessed from this link <http://www.lehman.edu/campus-life/documents/club-guide.pdf>.
2. The appendix section of this document contains information about campus offices and services that can assist you with the planning of an event.

Institutional Advancement:

The Division of Institutional Advancement is responsible for alumni and fundraising initiatives, arts and cultural programming, public relations, marketing and communications at Lehman College. The Vice President for Institutional Advancement should be contacted if the event has campus-wide significance such as a ground-breaking or building dedication ceremony; when high-ranking University officials/representatives, elected officials or other dignitaries will attend or participate; or, if the event is to raise funds or cultivate donors. For additional information about the assistance Institutional Advancement can provide, contact the Office of the Vice President for Institutional Advancement at (718) 960-8977.

Event Planning & Reservations:

The Event Planning & Reservations Office is the clearinghouse for campus events. The role of Event Planning Office is to manage the scheduling, coordination, staff assistance with layout planning and communication of programs and events and ensure facility usage policies are understood by the sponsoring party. This office will provide information about the campus spaces available to the college community and also provide estimates for custodial costs for Saturday and Sunday events. The website for the Event Planning & Reservations Office is: <http://www.lehman.edu/event-planning-reservations/index.php>

*Please note, events that conflict with annual College-wide activities such as Convocation, the Lehman Lecture, Commencement, and faculty, staff and student honors and awards ceremonies will not be scheduled for the same time.

Submitting a request for date/time/space:

- The event requester should identify a preferred date, time and space and an alternative option in case the first choice is not available.
- Submit the Internal Event Request Form: <http://www.lehman.edu/event-planning-reservations/internal.php>
- Once the availability has been established the office of EP&R will notify the requester of a placed HOLD and will instruct the client as to which forms to complete to finalize the reservation.
- Upon receiving all confirmation forms the event requester will be notified as per event approved and confirmed.

Important: the request is considered “on hold” until the office of EP&R has received all required forms from the event requester.

You can learn more about reserving space from Event Planning & Reservations Website, or by contacting a coordinator at 718.960.7307.

Reserving Space with Departments :

- There are ceremonial rooms, performance spaces, athletic facilities and other campus spaces that are not scheduled by the office of EP&R. If a department space scheduler receives a request to reserve space for a special event, the department space scheduler must contact the EP&R coordinator before the use of the space is confirmed to ensure there is no major campus event already scheduled on the Master Calendar for the same day and time.
- If no major campus event is calendared, the EP&R coordinator will place a hold on the calendar for the event. This will ensure that the calendar contains “real time” information about campus events, minimizes competing or conflicting events, and allows for the effective use of space and personnel. The request is considered “on hold” until the event sponsor sends the Confirmation Form to the Office and receives written confirmation that the request is approved.
- If the event is cancelled or the space is no longer needed, the event sponsor must notify the department space scheduler and the EP&R coordinator so the event is removed from all calendars. This will free up campus space and ensure the proper assignment of personnel.
- Requesting Speakers:
If the President, Provost, Vice President or another member of the senior staff is to be invited to participate in the program, the event sponsor should contact that person’s assistant or scheduler by e-mail early in the planning. Be prepared to provide the date, location, type of event (such as conference, luncheon, reception, award ceremony, donor recognition, etc.), time of the event, time the individual is expected and the length of time they should be available, audience size and description, and the specific participation that is sought for example, welcome or closing remarks, keynote address, panelist, presenting an award, etc.. The assistant or scheduler may request additional information or ask that you complete a speaker request form.

ADA Accommodations CUNY/Lehman College does not discriminate on the basis of disability in its programs, services and activities. As such, accommodations must be made to members of the campus community and the public who attend College-sponsored events (on and off-campus). This means an event must be held in an accessible location and it may also mean providing services such as sign-language interpreters, assistive listening devices, Braille materials and material in alternative formats if requested in advance by participants.

An easy and effective way to accomplish this is add a statement that invites participants to request accommodations in advance of the event in all pre-event publicity, invitations, brochures, pamphlets, programs, and announcements. This will enable the event sponsor to arrange the accommodations and services in advance.

Sample statements:

- If you have questions about access or wish to request a disability-related accommodation, please contact (name) at (telephone number and email address) as early as possible.
- If you have a disability and desire an accommodation to attend or participate in this event, (language can be specific: attend this performance, participate in this conference, attend this seminar, etc.) please contact (office name and/or phone number or email address of the event sponsor), preferably at least a week in advance of the event to make your request.

College Resources to Help You Plan the Perfect Accessible Events: Event sponsors can contact the Office of Compliance and Diversity (718.960.8111 or diversity.resources@lehman.cuny.edu) with questions about planning an accessible event or responding to a request for an accommodation.

Other campus resources include the Office of Student Disability Services 718.960..8441 or disability.services@lehman.cuny.edu

College Resources:

Brand Management: The Graphic Identity Guidelines manual contains approved standard graphic elements of the Lehman College identity system including the Lehman College logo mark, logotype, signatures, coloration of the Lehman College signature, the official seal, and primary and secondary typeface. The consistent use of the approved graphic elements for invitations, brochures, programs, flyers and other event materials will ensure the success of our visual identity. The Graphic Identity Guidelines manual is posted to this site <http://www.lehman.edu/media-relations-office/graphic-identity.php>.

Buildings and Grounds: B&G provides facility maintenance and operation services to ensure an attractive and efficient layout setup for events. B&G is to supply event needs only after they have received event confirmation from the office of Event Planning & Reservations.

Event Planning & Reservations : The Event Planning & Reservations office processes and coordinates internal and external reservation requests. A variety of meeting and event spaces are available to the college community. These spaces include classrooms, lecture halls, auditoriums, conference rooms, dining facilities and campus grounds. The website for Event Planning & Reservations is <http://www.lehman.edu/event-planning-reservations/index.php>. The Online Internal Event Request form can be found: <http://www.lehman.edu/event-planning-reservations/internal.php>

Catering: Metropolitan Food Services, the campus food service vendor, can offer suggestions for food and beverage service that fits your budget. Requests for catering services can be arranged by contacting Metropolitan Food Services at 718.960.8187 or by email to catering.services@lehman.cuny.edu. The website is <http://www.lehman.cuny.edu/cafeteria/he>. All orders for catering services require an approved purchase order. Please call the caterer as soon as possible to allow for adequate time to plan your event.

Multimedia Technologies: The Media Technology Services of ITR provides equipment and technical aids for the production of media presentations using photography, graphics, films, slides and other media. Contact Media Technology Services at 718.960.7878 to arrange for technology and technical support. Weekend events may incur costs for set-up, take-down, and technology services.

Printing and Reprographics:

The Lightning Copy Shop at Lehman College offers a range of professional services from digital laser printing to multicolor printing, binding and photocopying. The website for The Lightning Copy Shop is

<http://www.lehman.edu/administration/business-office/campus-office-services/printing.php>, and the telephone number is 718.960.8935.

Publicity, Media Relations and Publications:

Information for press releases, videos and podcasts should be sent to the Media Relations Office two to three weeks in advance of an event to ensure the appropriate arrangements are made for a news release, media advisory and/or media coverage.

All events open to the campus community and/or the public can be posted to the Lehman College Events Calendar. The request to submit an event can be completed online at <http://events.lehman.edu/Calendar/oePublicForm.aspx>

Contact: the College and Communications Manager at 718.960.8211.

Public Safety: The Department of Public Safety maintains a safe environment for students, faculty, staff and visitors. This office can also provide guidance about parking rules and regulations and parking for special events. The website for Public Safety is <http://www.lehman.edu/lehman/public-safety/>, or call 718.960.8228 or 718.960.8593. The emergency number is 718.960.7777. Useful Links Campus Maps and Directions <http://www.lehman.edu/about/maps-and-directions.php>

Campus Policies:

- Tobacco Free Campus <http://www.lehman.cuny.edu/tobacco-free-campus/>
- Traffic and Parking Enforcement Guidelines <http://www.lehman.edu/lehman/publicsafety/documents/TrafficEnforcement.pdf>



SCHEDULE parties MEMORIES planning
conferences management Venues calendar
presentation reception corporate
Lehman Venues budget
dining halls events of
save the date elegance

718.960.7307
Event.Planning@lehman.cuny.edu

