Policy Source: Gwinnett Tech	Owner: Facilities Director	Effective: 2/2002
Division: Technology & Operations	Reviewed: 7/05, 2/2010, 2/2016, 3/2019, 12/2020, 4/2024 Revised: 3/2019, 4/2024	

7.1.1 GTC   Campus Events

Any campus event *that directly affects a large majority of the faculty, staff, or students (i.e., spring fling, program specific recognition, GED graduation, pinning ceremonies, holiday luncheon) OR an event that has significant media interest (i.e., career fair, health fair, alumni events)* must be approved through the vice president of technology & operations. (This does not include the external companies that reserve and pay for space through facilities or events that affect only a small population, i.e., advisory committee meetings.) The event is to be scheduled and approved a minimum of 30 days in advance.

 Objectives: This will ensure that the event is:
1. Marketed and publicized appropriately to all stakeholders
2. On the master calendar
3. Not interfering with already scheduled events

Process for Approval

1. Contact Campus Event Coordinator to discuss event plans.
2. Verify room availability in 25Live at https://25live.collegenet.com/gwinnetttech/#home_my25live[0]
3. Fill out *Request for Event Form* (available in Share Point - Facilities) and attach to space reservation in 25Live. Information should include but not be limited to items including:
   a. Through description of the event including intent and goals
   b. Attendants (internal, external, VIPs, etc...
   c. Location
   d. Facilities & operation needs (setup furniture needs, layout, etc...)
   e. Technology needs.
   f. Catering needs
   g. Point of contact for the event.
4. Form must be approved by submitter's VP and the Campus Event Coordinator. It is then routed to Vice President, technology & operations to determine final approval and will indicate, by signature, whether the event is approved or denied on the *"Request for Event Form."* Approval will be sent with room confirmation back to submitter.

5. If approved, the person initiating the event will:
    a. Confirm with events coordinator receipt of form and all information listed in section 2 is accurate.
    b. The submitter will then submit appropriate Sherpa Help Desk tickets to facilities & IT for support.
6. If the event is to be catered, contact the approved Gwinnett Tech catering vendor. Contact information is available from events coordinator
7. One day prior to the event, the event coordinator will send an email to front lobby personnel detailing type of event, room and time, and a contact person.
8. On the date of event, the person/s initiating the event will follow up with event coordinator and arrive at designated area at least 30 minutes prior to start time.
9. At close of event, the person initiating will ensure that room/place is in respectable order for next class and/or event.