Event Request

Program administrator accesses UMMSC request form and provides a detailed account of the event/retreat.

Venue

Event Planner (EP) will call and discuss appropriate venue. EP will call and reserve appropriate space. When we receive confirmation of the venue, we will send it to the program administrator of the event. We will also call the venue the week before and confirm again our reservation.

Menu

Program administrator discusses with EP the menu for the event with consideration of budget and number of guests. EP must have the required information on or before 2 weeks prior to the event. EP will call BOC Function Coordinator to discuss menu and room set up. When we receive confirmation, we will send it to program administrator of the event. We will also call Function Coordinator the week before and confirm again over the phone.

Audiovisual

Program administrator discusses with EP what the audiovisual needs, if any, will be. The program administrator must give the EP more than 10 days of notice for this request.

Program administrator will receive a confirmation of the request from the EP.

Transportation

We will order buses and make sure the Program Administrator has the bus drivers’ number on the day of the event.

Advertising

We advertise the event on the University Mission and Ministry website and, if needed, on the University Calendar and we can contact ITS to send out an email blast to the BC community.

Fee Collection

When a fee needs to be collected from the participants, we will send an e-Market Request Form for CashNet. If this is a first-time request, you need to give a minimum lead time of 2 weeks. Once the collection site is set up, a link will be sent to Program Administrator of the event for distribution to participants. (Please see Accounts Receivable Policies and Procedures for more information.)

If you have a large event (over 50 attendees) or an event that will include VIP’s, you may request the EP be present.