Event Services

Outdoor Event Planning Checklist

Follow this checklist to ensure the coordination of an outdoor event is on track for final approval from Student and Campus Event Centers (SCEC). Not all action items below will be applicable for every outdoor event. Questions should be directed to outdoorevents@stucen.gatech.edu.

DO NOT ADVERTISE THE EVENT UNTIL THE RESERVATION STATUS HAS CHANGED TO "CONFIRMED" AND ALL APPROVALS HAVE BEEN GRANTED. THE CONFIRMATION OF AN OUTDOOR SPACE DOES NOT CONSTITUTE FINAL EVENT APPROVAL.

Student and Campus Event Centers (SCEC) Requirements	
	LOCATION Secure an event space through <u>GT Events</u> at least three (3) weeks prior to the desired date; include set-up and breakdown times in the request. A brief explanation of the event and a copy of the layout must be provided to SCEC via <u>outdoorevents@stucen.gatech.edu</u>.
	TABLES/TABLE SPACE 1. Submit requests for table space(s) at least five (5) business days prior to the desired date via <u>this form</u>. 2. Tech Walkway has ten (10) table spaces per side (North, South, East, & West). These spaces are anywhere along the corresponding side of the reservation, not in designated numbered spots. 3. A Tech Walkway Tabling confirmation from SCEC does not guarantee tables. If tables are needed, contact Brandon Ford in Facilities at least five (5) business days prior to the event date. (<u>brandon.ford@facilities.gatech.edu</u>) Tables reserved through Facilities are complimentary Monday - Friday and are dropped at Tech Walkway around 8:30 am and picked up around 3:30 pm. Any table requests/reservations outside of these days/times are billable. All table/chair requests are based on availability and honored on a first come first served basis.
	TABLE SPACE (Experiential Pathway Only) 1. There are ten (10) table spaces along the Experiential Pathway. These spaces are found under the "SC, Ex Hall, West Vill., Exper. Path Table Spaces" in GT Events. 2. Tables/chairs are provided with a reservation in these spaces. 3. Table spaces along the Experiential Pathway can be reserved through <u>scinfodesk@mail.gatech.edu</u>.

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	Student and Campus Event Centers (SCEC) Requirements Cont.
	CONTINGENCY PLAN In case of inclement weather or other force majeure, coordinate a contingency plan and reserve the necessary date(s) and/or location(s) through <u>GT Events</u>. Cancelations must be received at least 48 hours in advance when "rain dates" are reserved or the hosting organization's future reservation privileges may be impacted.
	AMPLIFIED SOUND REQUEST Events with amplified sound, including DJs, bands, megaphone announcements, etc., are required to receive prior approval from the Registrar's Office. Complete the <u>amplified sound request form</u> and submit it via email it to <u>scheduling@registrar.gatech.edu</u>; copy <u>outdoorevents@stucen.gatech.edu</u>.
	ADDITIONAL EQUIPMENT REQUEST Registered Student Organizations and Georgia Tech Departments may request Student and Campus Event Centers equipment to be used in other facilities or outdoor spaces on campus outside of the SCEC Department managed facilities. All requests must be made via <u>this request form</u> at least four (4) weeks in advance. A denial from facilities (brandon.ford@facilities.gateh.edu) is required before the submission of an off-site request.
	Fire Safety Requirements
	LAYOUT Outdoor event layouts require consent from the Fire Marshal. Submit the event layout <u>here</u>; show all tables, tents (dimensions and staking requirements), stages (dimensions), game/activity areas, catering areas, rides, generator/power cords, etc. Fire access roads, lanes, and/or sidewalks must remain unobstructed at all times.
	EMT ONSITE FOR RACE/WALK/RUN An Emergency Medical Technician (EMT) is required to be present for any race, walk, run, 5K, etc. on campus. This individual must be currently licensed in the state of Georgia and dedicated to medical care and no other tasks and/or volunteer roles.

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	Fire Safety Requirements Cont.
	VEHICLES Display vehicles, medical testing vehicles, food trucks, etc. must also be shown on the layout. The owner of these vehicles must provide a business license, if applicable, and a certificate of insurance. No vehicles are allowed to be operated on landscaped surfaces. Display vehicles must be rolled onto green spaces. To request the Ramblin' Reck (the 1930 Ford Model A) submit this form.
	INFLATABLES & CARNIVAL RIDES Provide a full description and specs for each inflatable and/or carnival ride proposed to be onsite, including its power source and requirements. Vendors supplying these items are required to provide a current business license and certificate of insurance. These items may require a generator, which must be located at least 20' from tents and other structures, on a paved surface, or plywood, and fenced off from public access. A fire extinguisher is always required when a generator is present; to request a fire extinguisher, please submit this form. To request Big Buzz (the 40' inflatable), please submit this form.
	Risk Management Requirements (frederick.trotter@business.gatech.edu)
	PHYSICAL ACTIVITIES Any outdoor event offering a physical activity, game, sport, walk/run, and/or inflatable that could cause risk and/or injury to participants is required to have individuals complete and submit participation waivers. Paper waivers must be kept by the event host at least three (3) years; electronic waivers are available through OrgSync. Electronic waivers are preferred to paper copies. Find Georgia Tech's general waiver of liability here.
	THIRD-PARTY VENDORS Any event utilizing the product(s) and/or service(s) of a third-party vendor is required to submit a current business license and certificate of insurance to the Risk Management office. This includes caterers, event rental companies, production companies, petting zoos, photographers, DJs, etc.

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	Risk Management Requirements Cont.
	ANIMALS Any event hosting pet therapy, petting zoos, or other animal on campus is required to submit each individual animal's current vaccination record to the Risk Management office. These records must be submitted at least five (5) business days prior to the event date; these records should not be submitted more than a week in advance as the final listing of animals onsite could change. Review the full policy here.
	Georgia Tech Police Department/Youth Programs Requirements
	CASH/MONEY ONSITE Contact Captain Hill (archie.hill@police.gatech.edu) to review controls required for collecting funds at an event. At least two (2) members of the hosting organization must be present at all times and any monies collected onsite must be stored in a secure container with a lid. Events collecting only digital payments (CashApp, Venmo, etc.) are not required to contact Captain Hill.
	RACE/WALK/RUN REQUIRING STREET/LANE CLOSURE Pi Mile is the preferred route for a race, walk, run, 5K, etc. on campus. Other routes are approved on a case-by-case basis. If the proposed route requires a street crossing and/or lane closure, a request to GTPD must be submitted at least four (4) weeks in advance. Register your event with GTPD here.
	SECURITY PRESENCE Dedicated crowd managers are required at a ratio of one (1) crowd manager for every 250 attendees. Request GTPD officer(s) onsite for your event here.
	YOUTH PARTICIPANTS "Youth" is defined as individuals under the age of 18 who are NOT Georgia Tech students. Any event hosting youth participants is required to register the program through the Youth Programs Office here. Contact youthprograms@gatech.edu with questions.

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Catering Requirements

| | **FOOD/BEVERAGE OFFERED**
1. Pre-approved Caterer – no additional approvals required; see a full list here.
2. Other Caterer – if spending $400 or more with a caterer not listed in the policy above, event hosts are required to submit the catering exception form along with a copy of that vendor's current business license and certificate of insurance at least seven (7) business days prior to the event date.
3. Food Truck - if scheduling a truck that is not on the approved food truck list, an inspection by the GT Fire Safety Office will be required as well as proof of current business license and certificate of insurance. All sales made on campus property are commissionable.
 ○ Please contact Alesha Buford (alesha.buford@dining.gatech.edu) with any questions regarding food trucks on campus.
4. Bake Sale – Only bars, doughnuts, cookies, cakes, and select beverages are appropriate bake sale foods. See the link below for more information on bake sales.
Additional guidelines for food in reservable spaces can be found <u>here</u>. |
| | **REQUEST FOR APPROVAL TO SERVE ALCOHOL**
The <u>alcohol prior certification request form</u> must be completed for every event on campus offering alcoholic beverages no less than seven (7) business days before the event date. Bartenders are required to be locally licensed under city/state regulations and certified with "Training for Intervention Procedures" or <u>TIPS</u>.

Review the full Georgia Tech alcohol policy <u>here</u>. |

Additional Service Requirements

| | **TRASH CANS/TRASH BAGS**
Request additional trash services at least seven (7) business days prior to your event by emailing karmen.jordan@facilities.gatech.edu. |
| | **RECYCLING**
To request recycling bins for the event, completed <u>this request form</u>. |

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	Additional Service Requirements Cont.
	POWER NEEDS & EXTENSION CORDS Contact james.harbour@facilities.gatech.edu for any power/electrical needs including requests for extension cords.
	LANDSCAPING If the event might damage surrounding landscaping or turf, contact facilities-landscaping@mail.gatech.edu to review precautions and/or damages policy. Landscaping will mark irrigation lines, etc. prior to events that require staking. Please note landscaping reserves the right to cancel an event at any time if weather conditions put the space at a heightened risk of damage. A rain plan is REQUIRED. Preference is always to host the event and/or event structures on a hardscape (paved surface) instead of soft-scape (soil, turf/vegetation, etc.).
	PARKING If parking is required for event attendees or as an event site, complete this form for Parking & Transportation Services at least seven (7) business days prior to the event date. For any additional questions go to https://pts.gatech.edu/.
	MARKETING & COMMUNICATIONS 1. CHALKING – Chalking is permitted on outside ground surfaces only with washable chalks; the use of markers, paint, or chalk spray is prohibited. Chalking must be at least 20 feet from any and all building entrances and never placed under any overhead obstruction/awning/covering or in stairwells. Chalking is not permitted in the Campanile area, on campus fountains, or on buildings/vertical structures. 2. FLYERS – Flyers may only be posted inside some classroom buildings with prior permission from the building manager. Flyers should never be posted outdoors but may be distributed by event host volunteers during designated times. 3. WAYFINDING – If signage is used for wayfinding for event attendees, it is the event host's responsibility to remove all signage immediately following the event. Residual signage found will be discarded and the hosting organization's future reservation privileges may be impacted.

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