



HBU FACULTY & STAFF EVENTS CHECKLIST

Required Steps

1. Request Event in Astra

- Astra is the master scheduling software system, and can be found on the [HBU Portal](#). Select the "SCHEDULE AN EVENT" calendar icon. Log into Astra.
- [Request your event](#).
 - You must submit your request at least 48 hours prior to your event.
 - For any event that must be scheduled less than 48 hours in advance, you must call the Events office at x3047 to make your request.
- Select your requested resources as needed
 - Media, equipment (tables, chairs, etc.), etc.
- Upon completing your event request, you will receive an email notifying you that the Events department has received your request.

2. Receive confirmation email from Astra

- You will receive one of the following responses within 48 hours of submitting your request in Astra:
 - Approved
 - Need more details
 - Declined

3. Set Up Form

- If you require anything in the space where your event will be held other than what is already permanently in that space, you will be required to turn in a [setup form](#) to the Events department. Common requests are tables and chairs.
 - Please note that there are space-specific forms for the [Belin Chapel](#), [McNair Hall with A/V needs](#), [McNair Hall without A/V needs](#), [Dunham Theater](#), and [Bradshaw Fitness Center](#). Events scheduled in any other room can use this [form](#).
 - All of these forms can be found at <https://hbuedu.sharepoint.com/sites/forms/default.aspx>
- If your event requires food service, you will be required to turn in a setup form for any necessary equipment that is not located in the space where your event will be held.
 - Due five (5) business days prior to the event to events@hbu.edu or to the Events office, located in room 183 of the Morris Cultural Arts Center.

Other Steps (Event-specific)

4. Media Services

- Media Services requests can be made while you request your event in Astra.
- If you are unsure of what media requests your event will require at the time of your booking, you may proceed through the booking process without selecting media services resources. You can update your request at a later point in time by filling out the [Media Services Request form](#) found on the Astra Home Page.
 - Media Services resources must be requested at least 48 hours prior to event.
 - If your Media Services resources request is less than 48 hours prior to your event, you may run the risk of not receiving your request. You must call Media Services to request Media Services resources less than 48 hours prior to your event at x3410.

5. Food

- Need meals or refreshments at your event?
 - Order online through [Catertrax](#)
 - Final catering numbers must be provided at least five (5) business days in advance to Benny Gilbert (bgilbert@hbu.edu) x3360.
- ARAMARK Higher Education Food Service has first right of refusal for all food service needs. All catering equipment will be provided by ARAMARK. **In addition, linens can be ordered through ARAMARK at \$5.15/linen.**
- All catering or concessions must be provided by ARAMARK unless a waiver has been obtained by ARAMARK.
- If you receive a waiver from ARAMARK to bring external food to campus, you are responsible for cleaning after the event. A Custodial Services charge may be imposed if excess garbage is leftover after an event with food.
- No alcohol of any kind is permitted.

6. Custodial Services

- If your event falls on a weekend or during nonbusiness (8am – 5pm, Monday - Friday) hours, custodial services charges may apply.
- If you would like special custodial attention (i.e. extra trashcans, attendants, etc.) contact Hector Garcia (hgarcia@hbu.edu), x3374, and add this request to the facility set up sheet.
- Email Hector Garcia for cost estimates.

7. Police

- If the room you reserved is locked when you arrive for your event, call the non-emergency police at x3314 to unlock that space.
- An extra police officer may be required for the following reasons:
 - Event will have 50 or more guests.
 - Event is held in the Morris Cultural Arts Center after normal business hours (8am-5pm, Monday – Friday).
 - Event is held during non-business hours (8am-5pm, Monday – Friday)
 - Event is held on the weekend.

- Due to capacity levels, specific police staffing minimums have been set for the Morris Center. Police staffing is \$50 per hour / four-hour minimum.
- In the event of an emergency, HBU police will need to be contacted at x3911.
- Non-emergency calls for HBU Police: x3314.
- For questions or to ensure that police are at your event, contact hbupolice@hbu.edu. You can also call the Dispatcher at x3000 and ask for a supervisor.

8. Marketing

- For web strategies, news submission, publications and University calendar, submit the HBU News Wire - news submissions for distribution form found [here](#).
- Your event must be a public event to be featured on the University calendar. Make sure setup and teardown times are included in the Ad Astra request as a separate meeting. Example [here](#).

9. Web Strategies

- Use the [Webwork Form](#) to submit a request to update a website or portal.
- If you need to discuss a website or portal topic, in need of training or other needs, email webmaster@hbu.edu or call x3777.

10. Registration Form or General Forms

- Use the [Webwork Form](#) to submit a request to create a registration form or general form for your event.

11. Photography / Videography

- For Photographer/Video, submit a request found [here](#).
- For questions regarding filming events, interviews, or other video production, contact Clay Porter (cporter@hbu.edu), x3467 or Michael Taylor (mtaylor@hbu.edu), x3305.
- Photo Gallery
 - Find images for your publication needs in this [gallery](#).

12. Publications

- For questions regarding printed material, contact Nan Donahoe (ndonahoe@hbu.edu), x3477.

13. Payments

- Are you receiving any payments before, during or after your event? Contact both Melanie Hagerty (mhagerty@hbu.edu) in Advancement, x3156 and Jeff Richie (jrichie@hbu.edu), x3072.

14. Prospective Students

- Will there be prospective students at your event? Contact Admissions (admissions@hbu.edu) x3211, or Graduate Admissions (gradadmissions@hbu.edu) x3269, to have someone speak, set up a table, or provide additional information about applying to HBU.

15. CLW credits

- Would you like your event to count towards CLW credits? Turn in a CLW Request form to Saleim Kahleh (skahleh@hbu.edu) x3485.

16. Decorations

- Contact University Events (events@hbu.edu) x3047 to view a selection of decorations.

17. Morris Cultural Arts Center

- Any media requests in the Morris Cultural Arts Center must be coordinated through the Events department (stso@hbu.edu) x3165.

18. Sponsored/Co-sponsored Events

- A department willing to sponsored or co-sponsored event for an external group must appoint a department member to be “champion and guide” for the group. This person is willing to not only attend the event but also to serve as the liaison leading up to the event, assisting in schedule of all needs to include but not limited to space, a/v, food service, custodial, and police. In partnering with the HBU department, the group may receive a free or discounted space, but it is not free for HBU to provide this space. For partnerships, departments must keep in mind the vision, mission and goals of the University and department.
- Sponsoring or cosponsoring a group is a great way to educate the external group about HBU. If prospective students are in attendance at the event, the “champion and guide” should to talk to them about going to college. Arranging an Admissions contact, having someone from a related department, a student, a faculty or staff member to talk to them about attending HBU are all great possibilities.
- **There may be costs associated with sponsored/cosponsored events, including police, custodial, food services, media rentals, etc.**
- When requesting co-sponsored events, please initially consult with the Events office at events@hbu.edu or x3047.

Changing or Canceling an Event

- If you would like to change or cancel your event after going through the required steps #1-#3, please fill out this [form](#).

(Last modified 8/22/17)