Holy Family UNIVERSITY

EVENT PLANNING GUIDE

Step 1 — Event Scheduling and Reserving Space

- If scheduling an event open to the campus community or the public, check the Campus Calendar for potential conflicts. Consider class schedules, athletic events, and religious holidays, too.

- Choose a space and submit your request via the Internal Event Request Form **at least two (2) weeks in advance** of the event (the earlier you submit your request, the better chance your preferred space will be available).

- When choosing a space, consider the type of event (meeting, lecture, reception, etc.), number of expected attendees, and whether the space can accommodate your audiovisual and catering needs.

- To arrange for the President's participation in your event, please contact Patricia Townsend, Administrative Assistant to the President, as early as possible.

To submit your event request, visit holyfamily.edu/eventservices

Step 2 — Requesting Event Support

- Once you receive an email confirming your space request, please submit your event set-up needs via the Event Set-Up Form **at least two (2) weeks in advance** of the event. By requesting support as far in advance as possible, you are helping your co-workers better manage and execute all the requests they receive.

- Holy Family Dining Services must be used for all meetings and events that require food or beverages on the Northeast Philadelphia campus. No outside caterer, food provider, or take-out service may be used, regardless of the number of guests, without prior approval of Dining Services. Groups holding an event at the Newtown location may use an outside caterer with prior approval of the Event and Meeting Services Office.

To submit your event set-up request, visit holyfamily.edu/eventsetup

Day of the Event

- Event managers are required to check the set-up **at least one (1) hour in advance** of the event start time.

- Due to other commitments, supporting departments (IT, Maintenance, and Catering) reserve the right to refuse last minute set-up requests and changes.

Day of the Event Checklist:

- ❑ Ensure the location is set-up correctly, the space is clean, and the temperature is comfortable.
- ❑ Verify that AV equipment is available as requested. Test all microphones, projectors, equipment, & computer connections.
- ❑ If requested, confirm food and beverages have been set-up and Catering is ready for service.

Last updated April 2022. For more information, please visit holyfamily.edu/eventservices.