Event Planning | Reservation Process

Event Planning | War Memorial Chapel
221 Squires Student Center (0138)
tel 540.231.5005 | fax 540.231.5430
eventplanning@vt.edu | www.campuslife.vt.edu
I would like to make a reservation...
(5) Types of Reservations that can be made through the Event Planning Office:

1. **Advertising**
   
   A-Frames and Banners in multiple campus locations, and Chalkboards in Squires Student Center

2. **Equipment Reservations**
   
   Outdoor Equipment Reservations (Folding Tables and Chairs)

3. **Major Venue Reservations**
   
   [(7) Major Venues plus War Memorial Chapel]
   
   Burruss Hall Auditorium, GLC Auditorium, GLC Multipurpose Room, Squires Colonial Hall, Squires Commonwealth Ballroom, Squires Haymarket Theater, Squires Old Dominion Ballroom

4. **Meeting Room Reservations**
   
   In Squires Student Center and Johnston Student Center

5. **Public Space Reservations**
   
   Outdoor Spaces and Atriums/Lobbies/Balconies in many academic facilities
Who can make reservations?

- **Student Organizations:**
  - **Student Organization Types:**
    - Registered Student Organization (RSO)
    - University Chartered Student Organization (UCSO)
    - University Student Life Program (USLP)
  - Organizations must be registered through GobblerConnect for the current academic year

- **Departments**
  - There is no registration process

- **Non-University Entities**
  - Must be sponsored by a student organization or department
  - The sponsoring Student Organization must make the reservation on behalf of the Non-University Entity before that entity can work with the Event Planning Office
Reservations in Student Engagement and Campus Life Managed Spaces:
1. **Advertising, Equipment Only, and Meeting Room (Squires/Johnston)**
   - **Reservations:**
     - a) Can be booked the same day

2. **Major Venue Reservation Options**
   - a) Venue must be booked at least 30 business days prior to the event date
   - b) A meeting must be scheduled with the Event Planning Advisor assigned to student organization or University department
   - c) Most event details need to be confirmed by 21-business days prior to the event date

3. **Making Public Space Reservations:**
   - a) To make Public Space reservations (Outdoor space, as well as atriums, lobbies, and balconies in academic spaces) please fill out a Public Space Form and email it to publicspace@vt.edu

Reservations in Non-Student Engagement and Campus Life managed spaces:
1. **Reservations in Rec Sports Facilities/Spaces:**
   - These facilities include: McComas Hall, Outdoor Recreation Facilities, and War Memorial Gym. To book spaces in Rec Sports facilities, please visit the following link:
     - [http://www.recsports.vt.edu/visit/reservations.html](http://www.recsports.vt.edu/visit/reservations.html)

2. **Reservations in Academic Classrooms**
   - For information on booking academic classroom space, please visit the following link:
     - [https://registrar.vt.edu/questions/room-reservations/index.html](https://registrar.vt.edu/questions/room-reservations/index.html)
Major Venue Reservation Meetings

- Conversation topics during meeting with an Event Planning Advisor
  - Event Details, including schedule, access, and event timeline(s)
  - Related Policies and Requirements
    [Sponsorship, Food and Beverage, Tent Permits, Security, Alcohol, Insurance, ADA, Ticket Services, Sales/Solicitation, Decorating, Movie/Film, Open Burn Permit, Signs, Safety, Facility (Construction, paint, power tools, rigging, etc.), Charging Admission, Contracts, Minors, Amplification]
  - Equipment needs and Venue layout
  - Basic Production needs
  - Parking, Transportation, and Loading Dock Needs/Arrangements
  - Sign Plan
  - Security/House Management Plan
- All (or most) event details must be confirmed no later than 21 business days prior to the event
Large, More Complex Events and/or Contracted Entities (Performers, Speakers, etc.)

- **Example Events:** 4-H, Big Event, Career Fairs, First-Year Student Orientation, Large Conferences, Midwinters, Military Ball, Relay for Life, Ring Dance, Ring Premiere, Transfer Student Orientation, Victoria Secret PINK concert, etc.
- Event must be reserved at least 75 business days prior to the event
- A meeting with Event Planning must be scheduled 45 or more business days prior to the event (And have multiple meetings prior to event)
- A meeting with Event Planning and relevant campus partners must be scheduled [Ex. EHS, UBO, VTPD, OEM, Virginia Tech Montgomery Executive Airport, SECL Production Services, SECL Operations, State Fire Marshall, University Facilities, etc.]
- Confirm all (or most) event details no later than 21 business days prior to the event
Public Space Reservations

- Public Space can only be requested by filling out a Public Space Request form (The “Requestor” must be an authorized contact of a student organization or University department, and they must sign the public space form; however, the event contact can be someone who is not an authorized contact)

- Public Space Forms must be submitted in person or via email (directly from vt.edu account) at least 10 business days prior to the event date
  - If Production Services is requested (Power, sound, lights, etc.), the form must be submitted at least 21 business days prior to the event date
  - Other event activities may require the form to be submitted 21 to 45 business days prior to the event (Large constructions, expected attendance over 300 people, events involving alcohol, Color events, etc.)
Non-University Entities

■ Must be sponsored by a student organization (who is registered for the current academic year) or a department

■ The sponsoring student organization or department must make the reservation on behalf of the Non-University entity before that entity can work with the Event Planning Office

■ A sponsorship form must be completed
  - It must be filled out by both the sponsoring organization and the non-University entity
  - After it has been completed and submitted to the Event Planning Office, the Event Planning Office can work directly with the non-University entity
  - The non-University entity will be billed for all services provided
Student Engagement and Campus Life Cancellation Policy

The Student Engagement and Campus Life Cancellation Policy can be found at the following link:
https://campuslife.vt.edu/content/dam/campuslife_vt_edu/assets/docs/SECLeventcancellationpolicy.pdf

Please take time to read the policy and contact Event Planning if you have questions
(540.231.5005; eventplanning@vt.edu)
Please contact the Event Planning Office with any questions

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