

Salisbury University Department of Physical Plant Event Services and Guidelines

To help us make your event a success, submit your request for Physical Plant Event Support Services via the Salisbury University Event Management System at least 2 weeks prior to your event at <http://www.salisbury.edu/reserve/>

The deadline for requests is 6 business days prior to the event date.

The Physical Plant Service Center will email you a copy of a Physical Plant Work Order when we receive your request from the Event Management System.

The Service Center is open Monday to Friday 7 to 5 during Fall and Spring semesters and 7 to 4:30 during winter and summer terms. If you are the event coordinator, please feel free to contact us in advance and ask questions at 410-677-3097. When calling please mention you are inquiring about event support.

Your Request Must Include

1. A SU Department/Event Budget Account Code in case overtime support is required for your event.
2. The Exact Event Start and End Times to plan for clean-up and removal of requested event items.
3. Your name, phone number, and email address in case we have any questions.

Event and Room Set-ups (Tables, Stage, Podium and Chairs)

Room Set-ups at Guerrieri Academic Commons, Guerrieri Student Union, and Commons Building are provided by Physical Plant Facility Services Staff. All other campus locations are provided by Physical Plant Support Services Staff.

Provide as much detailed information as possible, such as:

1. Enter requests for tables and chairs in proper section, not in Notes. This reserves the number required from our available inventory.
2. Diagrams for room, tables, chairs and event set-ups including number required.
3. Stage and/or podium location and set-up instructions. The Stage must be on a solid surface.
4. How you want your tables and chairs arranged? Classroom style? Banquet style?
5. Provide the viewing direction you want the podium, stage, audience chairs set up.
6. Do you need tables for food service?

Horticulture Services - Choose Horticulture

1. Outdoor Trash and Recycling Containers
2. Ferns for Indoor Podium or Entrance Displays
3. Temporary Outdoor Fencing - Choose Horticulture, Other
4. Irrigation Line Locating required for outdoor tent setups- Choose Horticulture, Other

Electrical Services - If location needs additional Electric Access, (indoor or outdoor) - Choose Electric

1. Physical Plant provides standard 120 volt external electrical support with a 25ft long cord with a multi-circuit 8-outlet box from the locations identified on the campus map. If you need electricity for your event, plan your outdoor event adjacent to one of these locations.

2. Electrician support (indoor and outdoor) for special functions like concerts or bands is available. This usually involves an overtime charge to cover labor.
3. Utility Locator Services – required prior to setting up outdoor tents.

Other Services

Housekeeping Services including extra indoor trash receptacles. - Choose Physical Plant, Other
 Fireplace Lighting in Holloway Hall Social Room - Choose Physical Plant, Other
 Vehicle and Bus Service - Order through GullNet
 Display of University Approved Banners or Large Signs - Choose Physical Plant, Other

After-Hours Support

If your event is scheduled after normal working hours and a problem develops during your event, contact University Police Dispatch at 410-543-6222. They will dispatch one of our maintenance mechanics to assist you.

Overtime charges for labor may apply to your event depending upon the event's date, time or location.

Physical Plant does *not* provide the following items:

Extension Cords	Ladders	Generators	Lighting	Tools	Surge Protectors
Building materials	Man-lifts	Utility vehicles	Water hoses	Tents	

Outdoor Event Considerations

Rain - Provide a back-up rain location with your requests.

24 hour notice is required if your event will be cancelled or moved due to rain.

Call the Physical Plant Service Center at 410-677-3097 when adjusting your event to an alternate rain location or cancelling the event. The Service Center will notify all Physical Plant departments of the change.

If you need tables and chairs, a stage, or podium, make sure you plan your event in a paved area with a flat surface that can accommodate these items.

Electric Access - If you need electric for your event, plan it in an area adjacent to the electric access locations on the campus map and include the information in your request.

Outdoor Water Sources - If you need a water source for your event, plan your event in an area adjacent to the outdoor water sources identified on the campus map and include the information in your request.

A Water Key for spigots is available at GSU Student Activities for sign-out.

Tents - Are you using tents? Request utility locating services for both irrigation and electric lines in your request. Locating must be completed 2 days before the day of your event set-up. Physical Plant does not provide tents nor set up outdoor tents.

Trash Receptacles - How many people are attending? Do you need additional trash receptacles or recycling containers?