

# Salisbury University Department of Physical Plant

## Event Services Guidelines and Tips

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**At least 2 Weeks Prior** to your event, Submit request via the Salisbury University Event Management System (EMS) at <http://www.salisbury.edu/reserve/>

**Request deadline - 6 business days *Prior to the event date.***

Why so far in advance? To schedule resources, staff, and time to confirm your event details.

**If you miss the deadline, contact Facilities Reservations.** Please be aware, we may not be able to accommodate your request dependent upon staff and inventory availability.

We encourage you to contact us in advance to review event details with individual service departments.

### **Provide as Much Detail as Possible and the Following with your Request:**

- Your name, phone number, and email address.
- Number of people attending.
- The Exact Event Start/End Times to plan for set up, clean-up, and removal of requested items.
- A SU Department/Event Budget Account Code in case overtime support is required.
- Enter requests for tables and chairs in proper EMS section, not in Notes, to reserve the number required from available inventory.
- Diagrams for room, tables, chairs and event set-ups including number required.
- Stage and/or podium location and set-up instructions. The Stage must be on a solid surface.
- How do you want your tables and chairs arranged? Classroom style? Banquet style?
- Provide the viewing direction you want the podium, stage, audience chairs set up.
- If ordering food service, include tables, additional trash or recycling receptacles needed.

As confirmation your event is scheduled, the Service Center emails you a Physical Plant Work Order.

### **Last Minute Event Changes**

For an existing event, already in EMS, **CALL the Service Center.** We will contact or connect you with the correct Physical Plant department affected by the changes.

**Service Center Available Monday to Friday from 7 a.m. to 4:30 p.m. 410-677-3097**

### **After-Hours Support Issues**

- Overtime charges may apply depending upon the event's date, time, or location.
- For event issues after normal working hours, contact University Police Dispatch at 410-543-6222. A maintenance mechanic will be dispatched to assist you.

### **Physical Plant does *NOT* provide:**

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

## **Support and Facilities Services Event and Room Set-ups (Tables, Chairs, Risers, Podiums)**

Support Services staff provide event set-up services on campus.

**Except** for Room Set-ups provided by Facilities Services at:

- Guerrieri Academic Commons
- Guerrieri Student Union
- Commons Building

## **Horticulture Services**

- Artificial Ferns
- Automated Sprinkler System shut off – overnight events only
- Irrigation Line Locating required for outdoor tent set-ups
- Outdoor Trash and Recycling Containers
- Temporary Outdoor Fencing

**Electrical Services** - if location needs **Additional** Electric Access, indoor or outdoor.

- Physical Plant provides standard 120-volt external electrical support with a 25ft long cord and a multi-circuit 8-outlet box from the locations identified on the campus map.
- Electrician support (indoor and outdoor) for special functions such as concerts or bands.
- Electric Line Locating required for outdoor event set-ups

## **Other Services**

- Extra indoor trash and recycling containers
- Display of University Approved Banners or Large Signs
- Room Temperature adjustments
- Vehicle and Bus Service - Order through GullNet

## **Outdoor Event Considerations**

- Hold your event on a flat paved surface, if you are using tables, chairs, a riser, or podium.
- Plan your event adjacent to water sources and electric access locations identified on the campus map provided on the Facilities Reservations website.
- **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 Service Center, they will notify all Physical Plant departments of the change.
- **Tents** - Physical Plant does **Not** provide tents nor set up outdoor tents.
  - **Utility Locating** for irrigation & electric lines. Must be done 2 days prior to set-up date.
  - **Water Barrel Tent Anchors** Plan tent set-ups adjacent to identified water sources for ease of filling barrels.
- **Trash Receptacles** For large crowds and/or food service, order additional trash receptacles and recycling containers.
- **Outdoor Water** A Water Spigot Key is available to sign out at GSU Student Activities.