

# Event Planning Informational Guide

This document serves as a basic aide and roadmap in planning your events at Westfield State University. When developing an outdoor, large-scale, or unique event, work directly with Conference and Event Services (CES).

Large and/ or unique events need to be planned at least 2 weeks prior in order to ensure the logistics to make the event happen are able to be done in time. ***Last minute event & Work Order requests can result in an event not taking place or over time charges billed to the hosting department.***

If you are hosting a large campus event, please reach out to Conference & Event Services (CES) for assistance in large-scale planning. This will allow us all to work together and get all the correct staff involved for smooth planning.

**Examples:** multi-day event, large speaker event, new student/ orientation related programming, ceremonies/ banquets, etc.

## Basic Event Planning Flow Chart

### Questions to Run Through:

What are set-up needs, guest count, & are there any media requests. Will there be catering?



Secure a location through the [25Live Event Form](#). Will you need a rain location?



Are Work Orders needed for any requests to Facilities? (Outdoor Power, Outdoor Event Set-Ups (tables/ chairs etc.), Outdoor Staging)

Work Orders are submitted through [School Dude](#) & are completed by the hosting office. WOs are due 2 weeks prior to the event to ensure proper planning and execution. ***Late WOs mean they may not be able to be fulfilled or an overtime charge may be billed to the hosting department***



**Planning details:** are you bringing a vendor/ speaker/ performer to campus?, do you directional signage, do you need to schedule set-up time?, is the public invited?, where are guests parking?

## Additional Information:

**Page 2:** Facilities & Operations

**Page 3:** Catering, University Police, & Signage

**CONTACT CES: [events@westfield.ma.edu](mailto:events@westfield.ma.edu) 413.572.5581**

# Event Planning Informational Guide

## Space Details to Consider

**Set-up:** tables, chairs, catering tables, accessibility considerations, catering tables

**Media:** mic, podium, lights, projector, recordings, streaming

## Facilities Details to Consider

All outdoor needs (tables, power, chairs, staging, lighting, hose, etc. go through a SchoolDude request from the hosting department)

### Typical [SchoolDude](#) Request Areas:

**Electrical:** Temporary power, outdoor flood light

**Grounds:** Picnic tables, Adirondack chairs, trash barrels, garden hoses, Air Nestor, pop-up tents, misting tent, fire pits (Contact Emergency Response for fire pit approval)

**Environmental Services:** Folding tables & chairs

**Carpentry:** Outdoor stage

In the SchoolDude written request space, include date and start & end times of event. Make sure to adjust if you are planning to set-up early.

*SchoolDude requests need to be submitted 2 weeks prior to accommodate for staffing needs and to let Facilities know if they need to schedule and charge for overtime.*

*Overtime charges are billed to the hosting department.*

**Contact Facilities for a SchoolDude Account:** [facilities@westfield.ma.edu](mailto:facilities@westfield.ma.edu)

### Please Note:

Facilities will need time for the set-up & break-down of large events. This may lead to instances where your proper event date is available, but due to set-up, a new date would need to be selected or over-time would be billed to accommodate for the preferred date.

**CONTACT CES:** [events@westfield.ma.edu](mailto:events@westfield.ma.edu) 413.572.5581

# Event Planning Informational Guide

## Catering Details to Consider

Catering Orders must be completed ahead of time through [CaterTrax](#). A PO is required for orders over \$500.

Are you serving alcohol? An [ARB form](#) will need to be completed with Catering for alcohol serving licensure and to also notify University Police at least **30 days prior**. There will be an alcohol license charge billed to the hosting department along with University Police staffing charges.

*How does catering need to be set up? How many tables for guests are needed? Would you like tablecloths for an additional cost?*

## University Police Details to Consider

Parking reservations, serving alcohol, notify of guest speaker/ parking pass form completion  
If hoping to reserve parking, call University Police x5262 to talk over your request.

## Signage Details to Consider

Do you need signage to help guests find locations on campus?

Road signs & large poster requests need to be submitted through the [Copy Center's Store Front](#).

Make sure to put this request in 2 weeks prior to allow for print time and to make any adjustments, if needed.

Road signs are put up & taken down through a SchoolDude request or the hosting department.

*Signage is not requested through 25Live.*

**CONTACT CES: [events@westfield.ma.edu](mailto:events@westfield.ma.edu) 413.572.5581**