Preplanning in advance is a good thing. Facilities & Services (F&S) can assist with event planning – working with you to ensure that your event is successful. Frequently we have information on reoccurring events, so please use us as a resource. Good information during a SAARF meeting will ensure that F&S will be able to provide appropriate support services to your event: custodial, grounds, heating/cooling and rentals. Please bring your university account number for billing. Call 688-4136 to schedule a SAARF meeting.

☐ Please include in contact information a cell #. This is helpful if we need to contact someone the day of the event and you are already on site.
☐ If two groups are co-sponsoring events, we may want to set up coordination meeting with everyone there.
☐ Event location – reservation may include space actually used for the event and other adjoining spaces included in the reservation for setup, traffic flow, etc.
☐ If applicable, provide a parking plan.
☐ Provide a full description of the event. This should include anything unique or special (smoke machine, confetti, etc).
☐ Provide a time line/agenda for multi-function event (ie reception before concert or day long conference).
☐ F&S will be looking to protect building systems and finishes (ie floor covering).
☐ The estimate for number of people attending is important for hvac setup.
☐ We need distinct information on event start time, setup time and tear down times.
☐ We may need to coordinate with other events before or after yours in the same venue.
☐ There may be special implications regarding food served.
☐ Rental items for special events: a full list of rentals and current rates are available on our website http://pplant.sdstate.edu/ in the Service Guide.
☐ Power requirements to support special events: Be prepared to provide specific information on power requirements (most bands can provide a spec sheet with power requirements). We have upgraded electrical service in certain venues to support special power needs. F&S reserves the right to inspect and approve any electrical setup. F&S will charge electrician’s time to assist with wiring, connections and disconnects.
☐ If electricians must be on site during an event, the usual hourly rate will be charged.
☐ Event publicity: be aware of posting rules on campus. Talk to F&S about special arrangements.
☐ In addition, if any F&S employees are recalled to campus, without prior scheduling to assist with a special event, a call back will be charged (minimum of 3 hours).
☐ See also our website for several maps that may be useful in event planning.

Special considerations for outdoor events:

<table>
<thead>
<tr>
<th>Bad weather site</th>
<th>Garbage pickup</th>
<th>Power</th>
<th>Lighting</th>
<th>Rentals (setup/pickup after hours)</th>
<th>Restrooms</th>
<th>Noise 11pm curfew</th>
<th>Parking considerations</th>
<th>Protection of sidewalks</th>
<th>Protection of turf</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>