

PLANNING A SUCCESSFUL EVENT

Campus Event Planning Tips

for Rider Faculty and Staff

Lawrenceville Campus Events



RIDER
UNIVERSITY

The Role of Auxiliary Services

- Non-academic revenue producing areas of the university. Oversee campus dining, mail services, Ricoh print services, University Bookstore, SRC Fitness Center, transportation, and vending services
- Schedule **all** non-academic use of facilities on campus including the Bart Luedeke Center, the Student Recreation Center, the theaters and outdoor spaces
- Provide a wide array of event and conference services including event planning and management for both internal and external clients
- Manage the Bart Luedeke Center and Student Recreation Center
- Help the campus community navigate COVID-19 restrictions

FOCUSED ON CUSTOMER SERVICE

Schedule

Plan

Set Up



Monte Brown
Scheduling
Coordinator



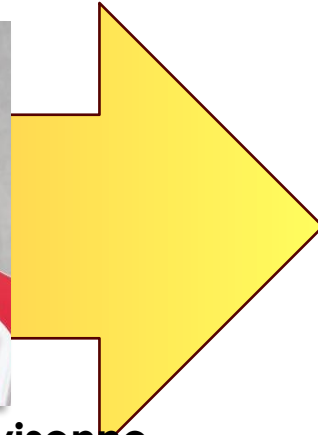
Michael Savard
Assistant Director
Auxiliary Programs
(INTERNAL EVENTS
& Transportation)



Susan Croggon
Assoc. Director,
Conference Services
(EXTERNAL EVENTS)



Tim "Triv" Trivisonno
Events Operation Staff



Mary Amato
Director Auxiliary
Services



Andrew Pignataro
Assistant VP
Auxiliary Services



Mike Reca
VP Facilities &
University Operations

Internal vs. External Events

Internal

Sponsored by a subset or affiliate of the University, which is recognized by the University, whose activities are directly related to its function. This may also include a Student Government Association (SGA) recognized student organization.

University insurance coverage

External

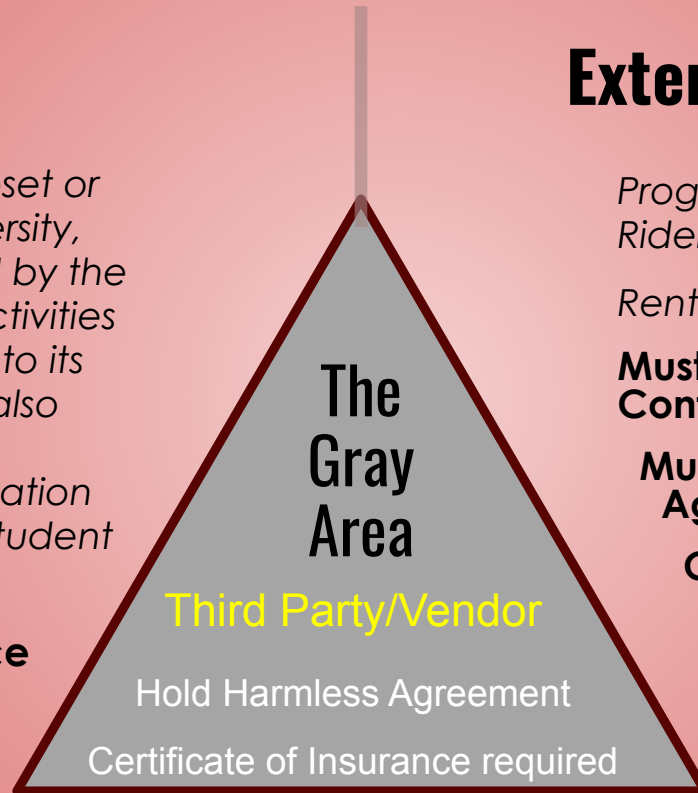
Program for which there is no Rider University sponsorship

Rental fees charged

Must work with Rider Conference Services

Must sign Facilities Use Agreement

Certificate of Insurance required



Risk Management is everyone's responsibility



CONTRACTS & Waivers

- Whenever monetary compensation is offered to a speaker, performer or vendor in exchange for services, a contract and Certificate of Insurance are required
- Waiver or Hold Harmless Agreement is required to bring groups to campus
- All contracts must be submitted for review by University General Counsel completing a **Contract Request Form**. All contracts must be reviewed by legal and signed by Jim Hartman, CFO.

Contract Approval - submit request via form on myRider

The screenshot shows the Rider University website home page. The browser address bar displays <https://lum-prod.ec.rider.edu>. The page features a red header with the Rider University logo and a navigation menu on the left. The main content area is divided into two columns: 'News Feeds' and 'Quick Links'. A yellow arrow points to the 'Contract Request Form' link in the 'Quick Links' section. A yellow box at the bottom of the page contains the URL <https://myrider.rider.edu/>.

← → ↻ <https://lum-prod.ec.rider.edu>

Apps Herlihy Floating Desk rider.e-cater.com Files SU Meals on Wheels V... 70 Light Medium La... Social Tables Eastern Revenue, In... Rider U

RIDER UNIVERSITY

Home

- Welcome
- Finance
- Employee
- Faculty

Home

Home Community / Home

News Feeds

Recent Headlines
Read the latest News@Rider stories

Rider Events
Get involved in virtual and on-campus events

Campus Updates
Important information from the University

Quick Links

- Claim Your RIDER KEY
- Change Your Password
- Contract Request Form
- Employee University Directory
- Enter and View Faculty Office Hours
- Event Request Form
- Facilities Work Orders
- Grants and Research
- Libraries
- Google Calendar
- Registrar
- Student Demographic and Academic Report
- Technology Help Desk

<https://myrider.rider.edu/>

CONTRACTS & Waivers

Every external person coming to campus needs to sign the **COVID 19 Assumption of Risk/Waiver of Liability/Indemnification Agreement**

- Form can be downloaded from Campus Event Planning webpage
- Signed forms should be sent to Auxiliary Services Office, SRC second floor

<https://www.rider.edu/about/offices-services/auxiliary-services/campus-event-planning>

PLANNING A SUCCESSFUL EVENT

Getting Started



Things to think about...

- When do I want to have my event?*Do I have an alternative date?*
- Where do I want to have my event?*Do I have an alternative space?*
- *Am I going to have food service?*
- *Do I have audio visual needs?*
- *Where will my participants park?*
- *How will I promote my event?*

Choosing a Space

- Appropriate for the number of people
- Appropriate for the kind of event
- Appropriate setup for the space / event
- Breakout and adjoining rooms

***Be
Flexible!!***

RESERVING THE SPACE

Campus Scheduling



25Live Scheduling Software

ALL spaces to be used on campus must be reserved in the 25Live scheduling system, including outdoor space

<https://25live.collegenet.com/pro/rider>

Detailed 25LivePro training is available upon request (small group or individual virtual training sessions) email scheduling@rider.edu

Scheduling Your Event in 25Live

The screenshot displays the 25Live web application interface for Rider University. The browser address bar shows the URL: <https://25live.collegenet.com/pro/rider#!/home/dash>. The page header includes the Rider University logo and the text "RIDER UNIVERSITY".

A central modal window displays the following text:

Welcome to Rider University's Space Scheduling Tool!
While the university assesses return to campus plans for the Spring semester, no event reservations may be requested until January 4, 2021.

Your patience is appreciated during potential delays in approval time.

Visit [Auxiliary Services Campus Event Planning webpage](#) for our Event Management Guidelines and Procedures.

Show on Login

Buttons at the bottom of the modal: Close, Preview, Edit, Save.

The background interface includes a "Quick Search" section with the following options:

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Below the search section is a "Your Starred Event Searches" section with the following items:

- [Copy] All Events, All States (N...)
- [Copy] Classes (Registrar Workload)
- [Copy] Locations

At the bottom, there is a "Your Upcoming Events" section showing "1 Event in which you are the **Instructor**".

25Live Reservation Timeline



Classroom use is scheduled by Registrar's Office before performance, event and meeting use can be scheduled

*BLC NJM Community Lounge, SRC Seminar Room, Lynch Adler Hall 202 and Daly Mercer/Lawrenceville/Princeton Room may be repurposed as classroom space and are not able to be scheduled at this time

Check the Scheduling Page for deadlines for to begin entering event reservations

**Scheduling timeline is subject to change as decisions are made regarding campus use plans. Your patience is appreciated during potential delays in approval time.*

Event Request Confirmation

- Reservation is **tentative** until proposed event has been reviewed and approved.
- Be sure to read it carefully, check for errors
- Don't advertise before your event is approved and confirmed

Event Confirmation	
Campus Event Planning Workshop	
Title:	Event Reference: 2018-AAVKQG Event Last Modified: Aug 13 2018 4:40 PM Current Event State: Confirmed
Requestor: Braddock, Beverly SRC 212	Phone: x7056 Email: bbraddock@rider.edu
Scheduler: Braddock, Beverly SRC 212	Phone: x7056 Email: bbraddock@rider.edu
Organizations: AUXILIARY SERVICES	
Event Occurrences	
Wed, Aug 15 2018	
11:30 AM - 1:00 PM	Head Count: Exp: 40, Reg: 0
Reserved: 11:00 AM - 2:00 PM, Doors Close: 2:00 PM	
Location	Instructions
Schimek Student Recreation Center Seminar Room	Layout: Empty Space classroom style facing projector wall

25Live Scheduling Reminder

Only Rider faculty, staff and student leaders representing an SGA recognized student club or organization can submit space requests in 25Live

If a student needs a space for a purpose tied to curriculum the faculty member should submit the request using the following format:

The reservation title should be (Student Name) (Event Type).

The following academic information must be included in the Comments section:

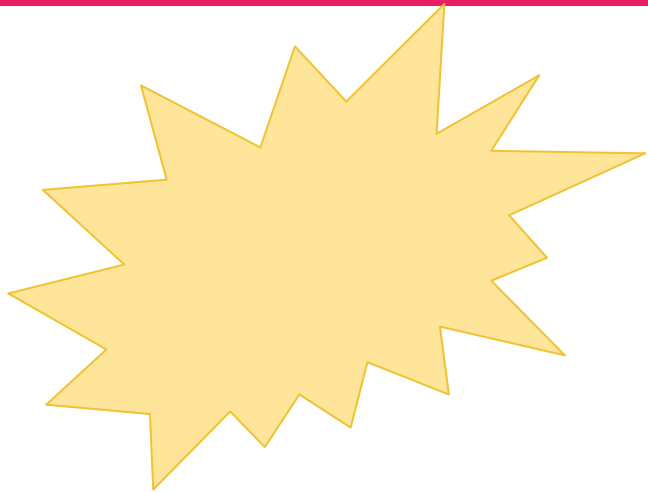
- Student Name
- Event type/Purpose
- Subject Code
- Course Number
- Section
- Instructor Name

Example submission to 25Live

Title: Jane Doe Rehearsal

Comments: Jane Doe Rehearsal MUS 128 N1 INSTRUCTOR

APPROVING THE PROPOSED EVENT



RIDER
UNIVERSITY

EVENT OVERSIGHT for in-person events

Campus Events: *planned by faculty, staff, departments and offices*
Must reserve space via 25Live scheduling software, submit Google form and go through approval process

Oversight: Special Events Committee

WCA Events Committee for WCA performance-based events

Auxiliary Services Event Management

Student Events: *SGA approved Rider student group or organization*
Must reserve space via 25Live scheduling software, submit Google form and go through approval process on BroncNation.

Oversight: Special Events Committee

Office of Campus Life

External Events: ALL external groups must work with Conference Services to reserve space and plan their event

APPROVED!

Planning your event



EVENT SET UP

- 2 weeks prior to event
- Coordinate with Event Operations events@rider.edu
- We can prepare diagram for you
- Event Operations team will handle all set ups
- Scheduling Office will scheduling time and submit work order for cleaning/sanitizing before/after your event

EVENT SET UP

You are responsible for submitting

Facilities work order

- Electric
- Trash pick up
(including pizza boxes!)

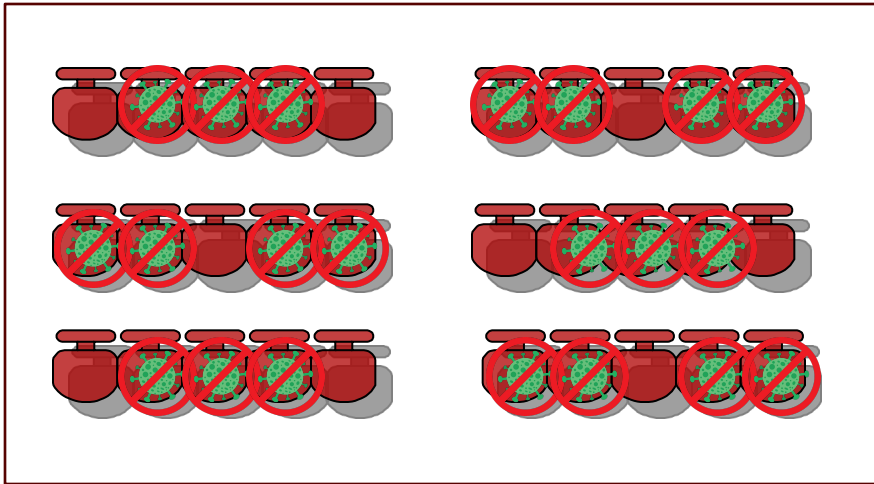
OIT ticket

- Media Services for audio visual needs
- Polycom phone for conference calls

<https://login.myschoolbuilding.com/msb?acctNum=119746864&productID=MD>

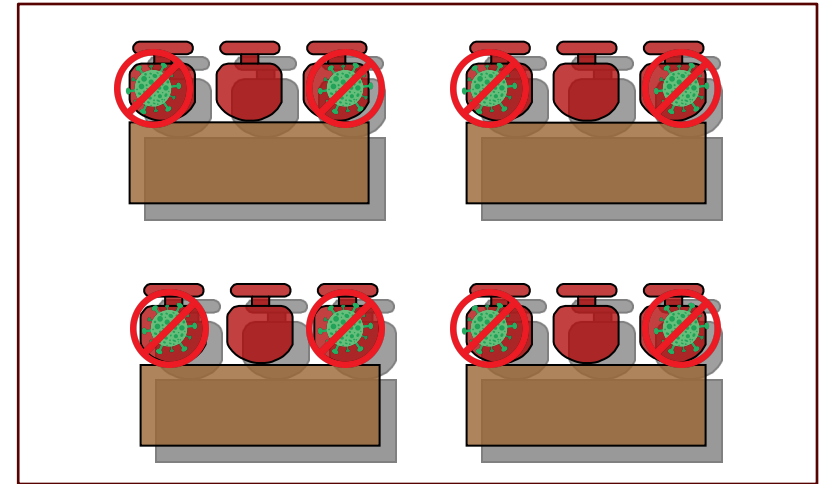
<https://rider.teamdynamix.com/TDClient/1969/Portal/Home/>

Choosing a Setup



Theater Style

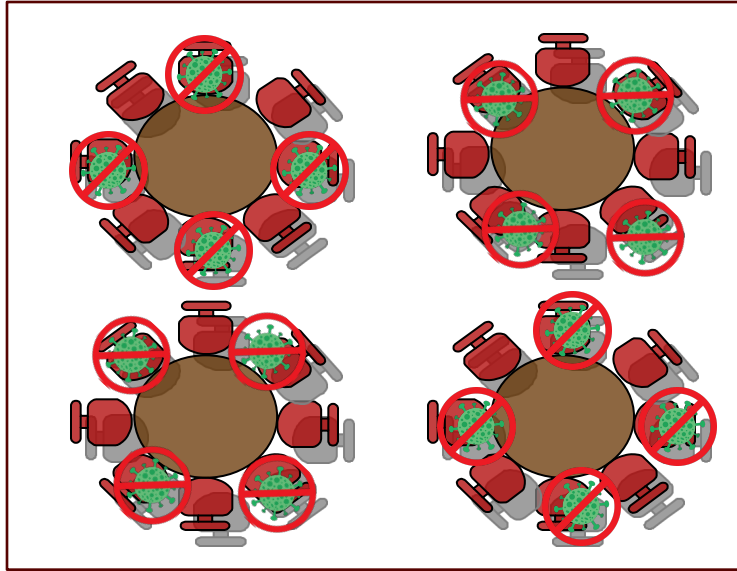
Rows of chairs all facing the front of the room



Classroom Style

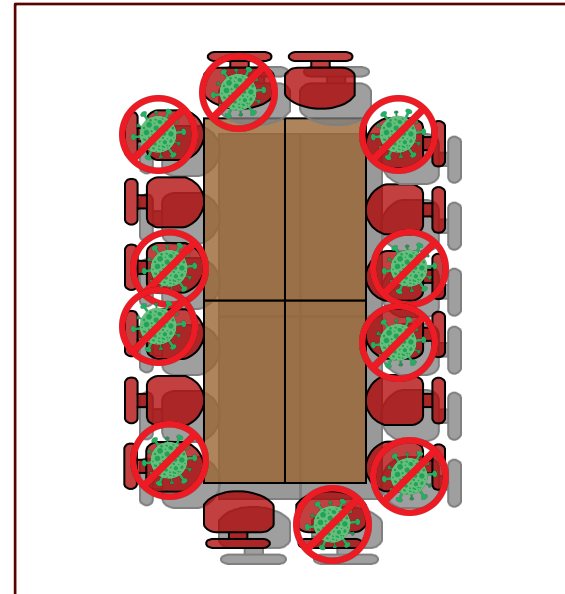
Six foot tables with seating for three on one side all facing the front of the room

Choosing a Setup



Round Tables and Chairs

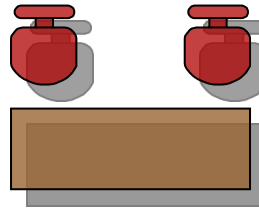
Round tables with chairs around (usually 10 chairs per table)



Conference Style

Six foot tables put together with chairs around

Tabling



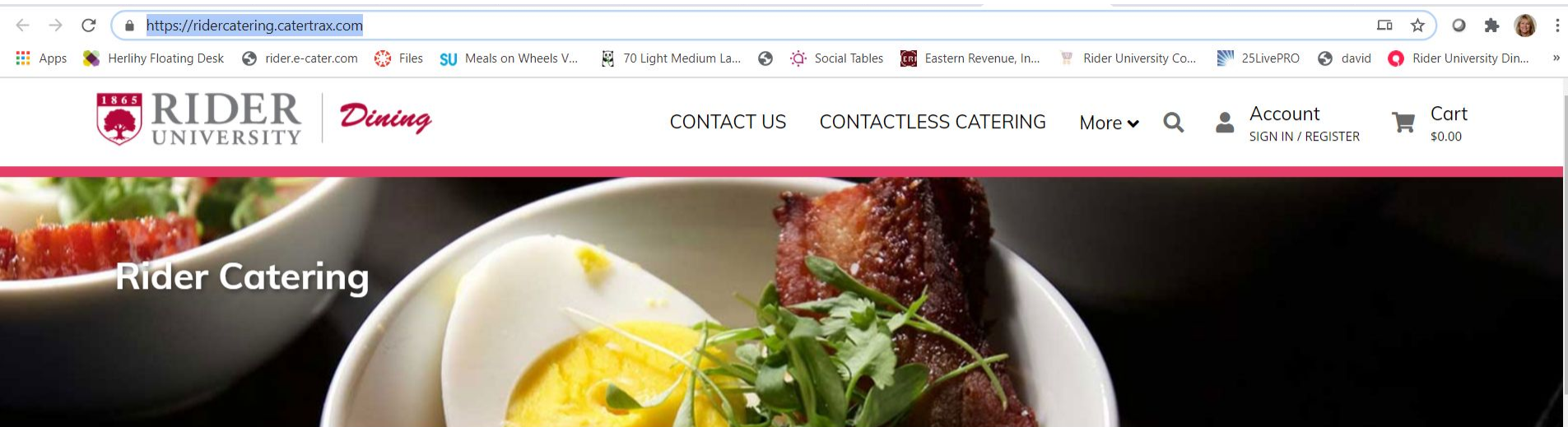
- Outdoor tabling is permitted.
- Indoor tabling is permitted in the SRC lobby and the BLC lower lobby only.
- Those approaching the table should also wear a face covering.
- Event Operations will set up. Do not move tables!
- For assistance call ext. 7700

Rider Dining and Catering

- Catering is available
- All orders must be placed 72 hours in advance
- Please let us know if any of your guests have any food allergies so we can accommodate

Rider Catering - Menu and policies

- Carved and Crafted Contactless Catering Guide
- Place order online via CaterTrax



Welcome!

Whether planning a simple breakfast or an upscale executive luncheon, you will find all of our most popular menu selections on line.

We want to ensure that we are providing you with the very best options for you to select from, so please let us know if there is something you do not see in our order guide. We will be happy to assist you at any time with placing your food and

START YOUR ORDER

Rider Catering at Lawrenceville

Contactless Catering Menu

www.dineoncampus.com/riderdining

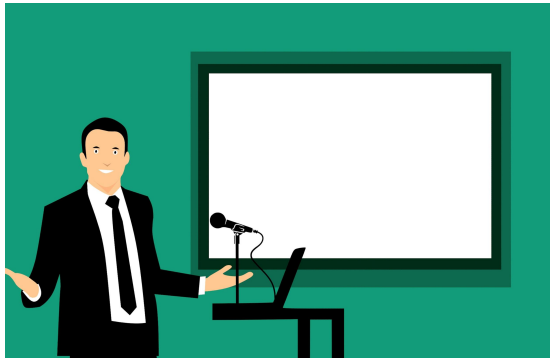
Alcohol Compliance

- Alcohol and bartenders are ordered through Rider Catering at least two weeks prior to event
- Alcohol compliance form found on Rider's Campus Event Planning webpage
- ABC Permit required if guests pay to attend event or for alcohol

Media Services

Staff

- Industry Certified Professionals
- Student Technicians
- Support available with 2 days notice on weekdays and 4 days notice on weekends



Services

- Microphones
- Projectors
- Laptops – request for Lynch Adler 202, BLC Theater, Yvonne Theater
- Video Conference
- Video Streaming
- Video Recording

Media Services

Submit an OIT ticket online or call OIT Help Desk at x3000 for Audio Visual Support, Consultation and Event Set up

The screenshot shows a web browser window with the URL <https://rider.teamdynamix.com/TDClient/1969/Portal/Requests/ServiceDet?ID=41240>. The browser's address bar and tabs are visible at the top. Below the browser, the Rider University logo is on the left, and a search bar with the text "Search the client portal" and a magnifying glass icon is on the right. The user's name "Beverly Braddock" is displayed next to the search bar. A dark red navigation bar contains the links "Home", "Services", and "Knowledge Base". Below this, a secondary navigation bar lists "Project Requests", "Ticket Requests", "My Favorites", "My Recent", "My Approvals", "Services A-Z", and "Search". The main content area shows a breadcrumb trail: "Service Catalog / Classroom, Event and Media Services / Event Assistance". The title "Event Assistance" is prominently displayed. Below the title, a paragraph states: "Media Services provides the Rider community with audio visual assistance for both classroom and on campus events. Media service has a wide variety of audio video equipment available for loan to faculty and staff. Students requesting will need approval from faculty or staff." To the right of the text, there are three dark red buttons: "Submit a Request" (with a circular arrow icon), "Share" (with a share icon), and "Add to Favorites" (with a star icon). At the bottom left, a yellow rounded rectangle contains the URL <https://rider.teamdynamix.com/TDClient/1969/Portal/Home/>. On the bottom right, a "Details" section is partially visible, showing "Service ID: 41240" and "Created".

Zoom meeting vs. webinar

Zoom meeting

Under 300 people

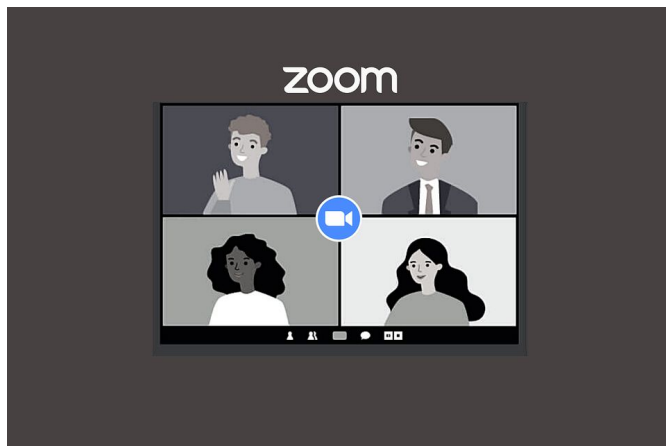
Set up yourself via Zoom

Zoom webinar

Over 300 people

OIT ticket or call OIT
Help Desk x3000

Dayne Lewis will assist

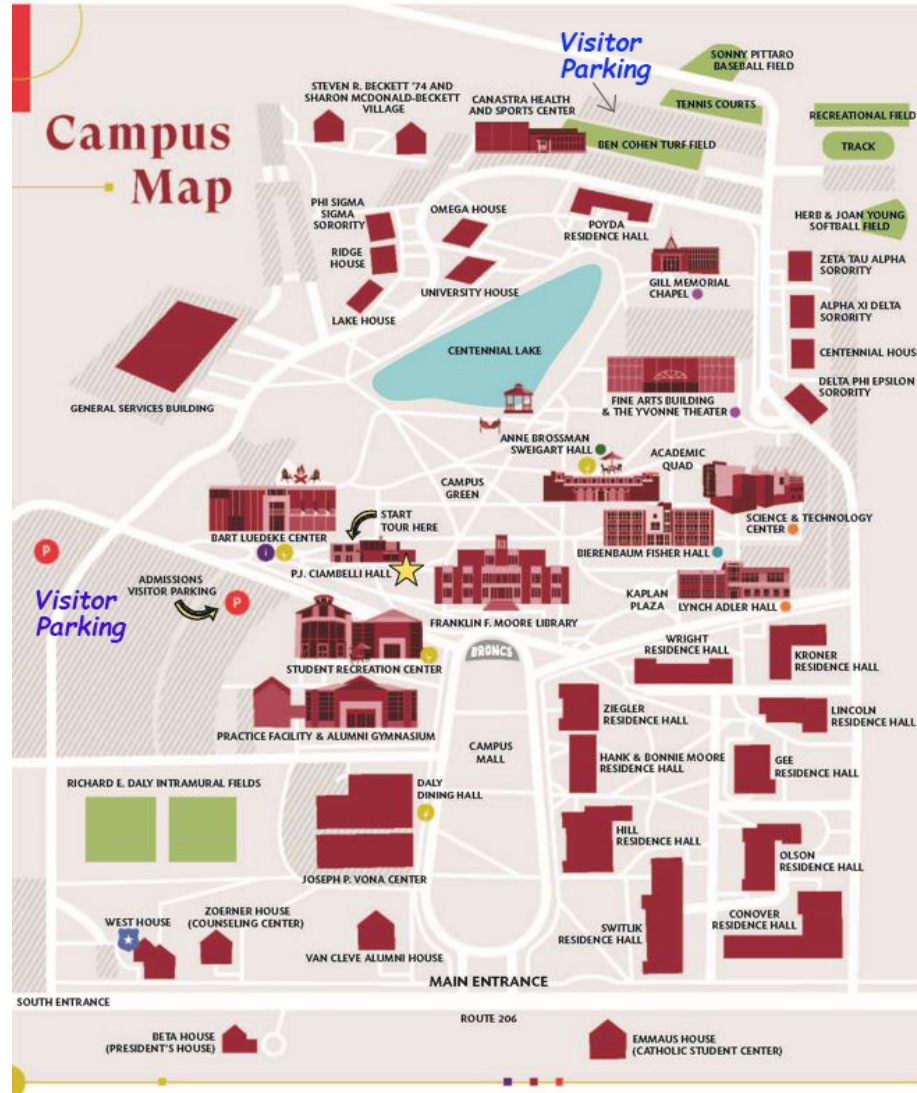


<https://rider.teamdynamix.com/TDClient/1969/Portal/Home/>

NOT Media Services!

- Don't supply furniture – request lectern or podium via events@rider.edu with room set up
- Don't supply Polycom - request by submitting an OIT ticket
- Don't do computer repair – contact OIT Help Desk

Where to Park



- ★ ADMISSIONS
- 🚓 PUBLIC SAFETY
- 🟠 COLLEGE OF LIBERAL ARTS AND SCIENCES
- 📍 INFO DESK
- 🍷 DINING
- 🟢 NORM BRODSKY COLLEGE OF BUSINESS
- 🅑 VISITOR PARKING
- 🟡 COLLEGE OF EDUCATION AND HUMAN SERVICES
- 🟣 WESTMINSTER COLLEGE OF THE ARTS

Parking & Safety Concerns

- If you have a large group during class time, you will need to plan for alternate parking.
- If your event may require assistance from Public Safety to ensure crowd safety or traffic control, please call Officer Matt Babcock to review your event.
- You are responsible for your guests.

Requesting Transportation

Chartered travel must be booked through Stout's Transportation



Campus Shuttle

Free campus-to-campus shuttle.

- [Learn more about Campus Shuttle and Schedule](#)

Stout's Charter Services

The official Transportation Provider for Rider University.

- [Book Now](#)
- [View rate sheet \(PDF\)](#)
- [Learn more about Stout's Charter services](#)



Safe Rides

- [Learn more about the Safe Rides Program](#)



<https://www.rider.edu/offices-services/auxiliary-services/transportation/request-transportation>

Waiver and Assumption of Risk Forms (AOR)

- Waiver and Assumption of Risk Forms must be completed for **all** university sponsored off campus travel including personal vehicle use
 - Internships
 - Community Service
 - Club and organization travel

Assumption of Risk and Waiver Form



Semester and/or Date of Event: _____
Department: _____
Class/Activity: _____
Professor/Activity Leader: _____

I understand that off campus travel for the academic courses, student organizations, and clubs in which I have chosen to participate, involves certain risks, including but not limited to injuries resulting from: auto/bus accidents, as well as slips and falls. I will adhere to all trip guidelines given to me by my advisor and/or trip chaperone including but not limited to meeting places and meeting times, and suggested attire. I also recognize that certain trips may involve popular tourist attractions and am aware of the risks associated with that specific area including, but not limited to, large crowds, pickpockets and acknowledge to always staying in public areas in small groups. In the event of an unavoidable reason that prevents me from taking the transportation provided by the University, I assume all responsibility to transport myself to and from the event and that cost associated with such transportation will not be reimbursed.

Therefore, with acknowledgment of the potential risks involved with these activities, I expressly and knowingly release, hold harmless and agree to indemnify Rider University, its employees, representatives, officers, advisors and agents, from any and all claims and causes of action for property damage, personal injury or death sustained by me and/or caused by me arising out of any travel associated with the activity or the activity itself.

In addition, I understand and agree that Rider University cannot be expected to control all risks. Therefore, I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility.

I understand that, as a member of the Rider University community, I am responsible for adhering to any and all rules and regulations as put forth by Rider University, and particularly those concerning the use, possession and/or consumption of drugs and alcohol.

I understand that it is my responsibility to arrive on time at the designated location(s) for both departures to and from the activity as indicated by the trip coordinator(s). Should I neglect to arrive promptly at the designated location(s), I understand that I risk being excluded from transportation to and from the destination of the trip, and assume all risks and responsibility thereby incurred.

I understand that should any of the conditions be violated, the trip coordinator has the discretion to follow through with any civil, criminal or university judicial procedures.

The Health Insurance Portability and Accountability Act (HIPAA) allows for the disclosure of your protected health information from a health care provider (hospitals) to individuals involved in your care or for the purpose of notifying family members. In the event you are hospitalized, administrative staff at Rider may need information about your health in order to provide family members with timely and accurate information about your condition. Please be aware that signing this form is completely VOLUNTARY, remains in effect until such time as your enrollment at or association with Rider University ends and may be revoked, in writing, at any time. This form will remain on file with the university and presented to the health care provider in the event you require medical treatment.

I _____ give permission to this health care provider to provide administrative staff at Rider University information related to the condition of my health in the event my health condition requires medical attention.

FOR: Participant/Parent or Guardian

NAME: _____
(Print Participant Name)

BY: _____ DATE: _____
(Participant/Parent or Guardian Signature)

PARTICIPANT'S CELL PHONE: _____

EMERGENCY CONTACT: _____ PHONE: _____

Please list any special services you may require due to an existing medical condition or physical disability, using the back if necessary.

<https://www.rider.edu/offices-services/auxiliary-services/transportation/waiver-assumption-risk-forms>

Event Promotion

- Rider website
- Rider News
- The Bronc 107.7
- AxisTV
- Social media
@RiderUniversity
- Bulletin Boards - All flyers must be stamped by Office of Campus Life
- H-Stake signs – must be approved by Auxiliary Services and include university seal in design

Event Promotion

University Marketing and Communications

- Graphic design
- Photographer
- Communication
 - Email
 - Social media
 - Publications



UNIVERSITY MARKETING & COMMUNICATIONS

REQUEST MARKETING & CREATIVE SERVICES

REQUEST GRAPHIC DESIGN SERVICES

- [Request graphic design services](#)
- [Request a photographer](#)
- [Request a videographer \(University Advancement use only\)](#)
- [Schedule a headshot](#)

<https://www.rider.edu/about/offices-services/university-marketing-communications/request-creative-services>

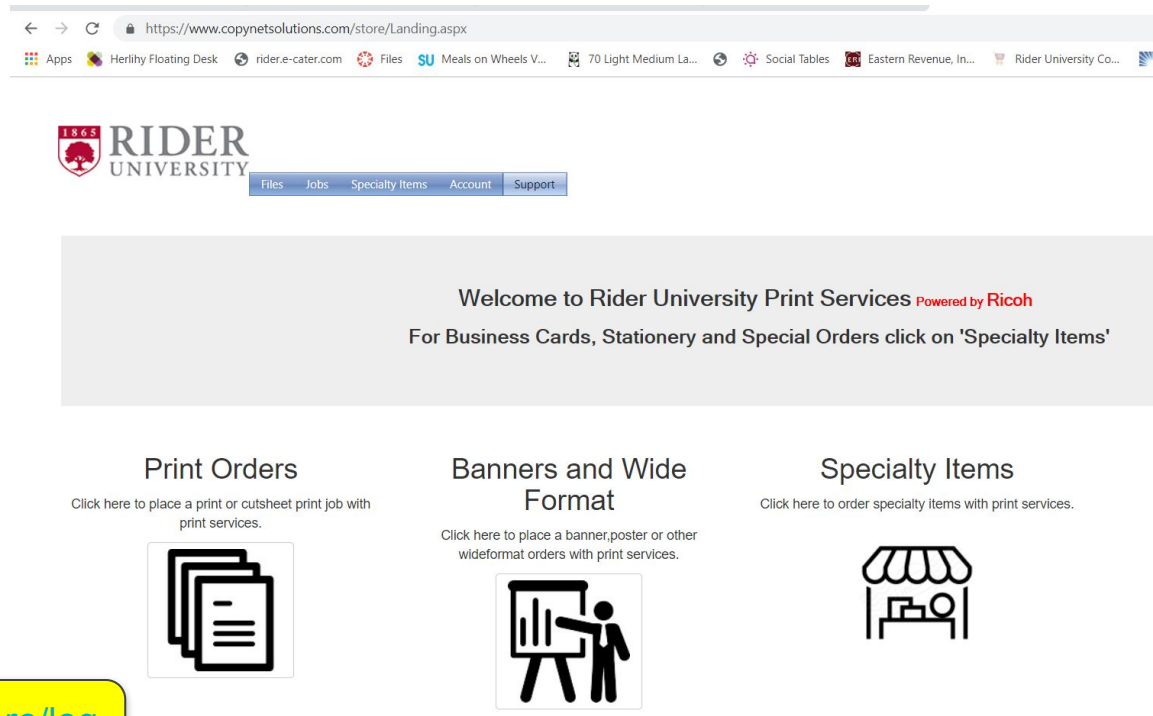
Event Promotion

Rider Print Services

- Graphic design
- Printing
- Copying
- Signs

ricohprint@rider.edu

<https://www.copynetsolutions.com/store/login.aspx?SerialNum=500270>



← → ↻ <https://www.copynetsolutions.com/store/Landing.aspx>


Apps Herithy Floating Desk rider.e-cater.com Files SU Meals on Wheels V... 70 Light Medium La... Social Tables Eastern Revenue, In... Rider University Co...

RIDER UNIVERSITY 1865


Files Jobs Specialty Items Account Support

Welcome to Rider University Print Services **Powered by Ricoh**
For Business Cards, Stationery and Special Orders click on 'Specialty Items'


Print Orders
Click here to place a print or cutsheet print job with print services.



Banners and Wide Format
Click here to place a banner, poster or other wideformat orders with print services.



Specialty Items
Click here to order specialty items with print services.



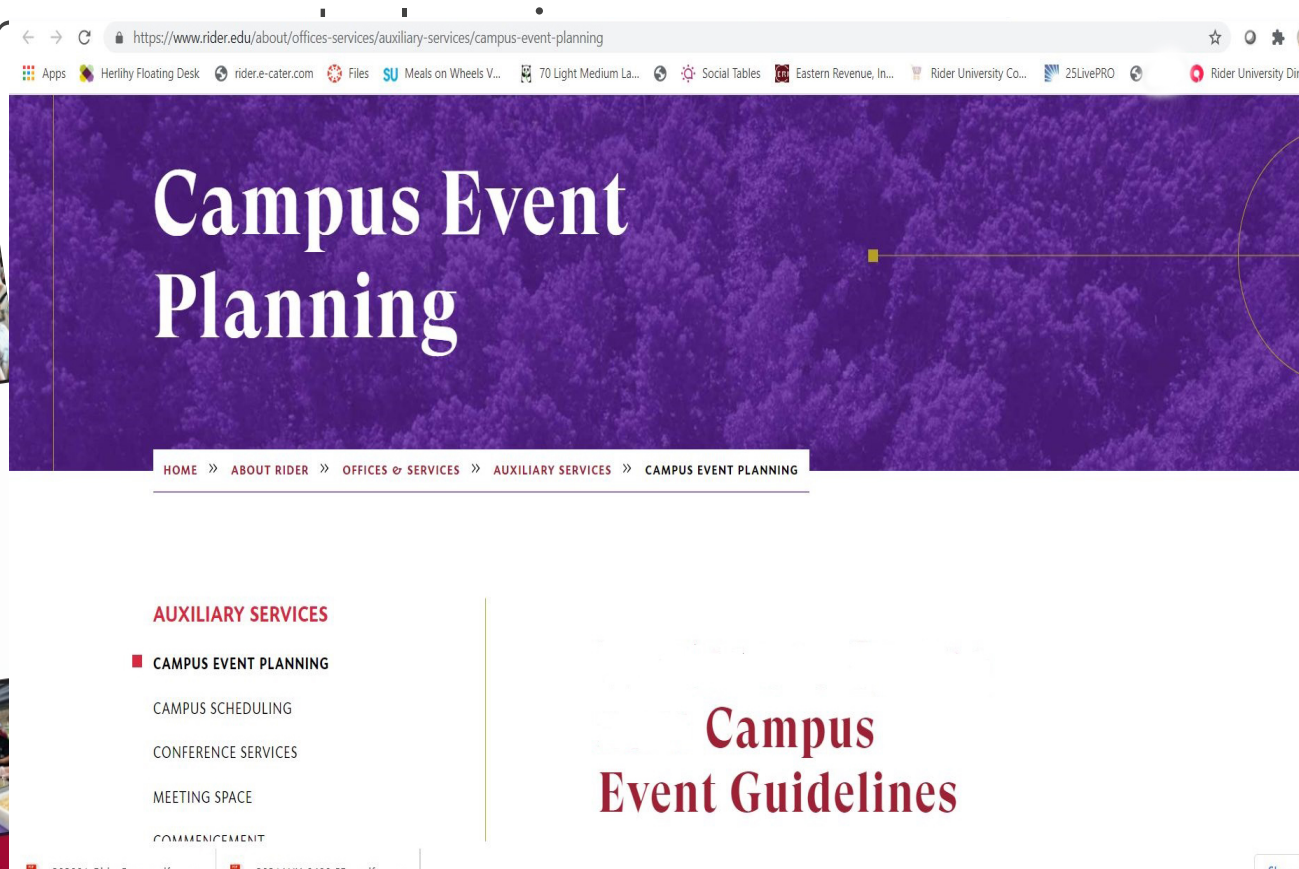
Reminders

- Be sure to CANCEL your room reservation by emailing scheduling@rider.edu *and*
- CANCEL all scheduled services (Catering, Media Services, Facilities, etc.)
- If unsure, just ASK!



Campus Event Planning webpage

<http://www.rider.edu/offices-services/auxiliary-services/campus-event-planning>



https://www.rider.edu/about/offices-services/auxiliary-services/campus-event-planning

Apps Herihly Floating Desk rider.e-cater.com Files SU Meals on Wheels V... 70 Light Medium La... Social Tables Eastern Revenue, In... Rider University Co... 25LivePRO Rider University Dir

Campus Event Planning

HOME » ABOUT RIDER » OFFICES & SERVICES » AUXILIARY SERVICES » CAMPUS EVENT PLANNING

AUXILIARY SERVICES

- CAMPUS EVENT PLANNING**
- CAMPUS SCHEDULING
- CONFERENCE SERVICES
- MEETING SPACE
- COMMENCEMENT

Campus Event Guidelines

<https://www.rider.edu/about/offices-services/auxiliary-services/campus-event-planning>

1865 RIDER UNIVERSITY

FACULTY & STAFF

Event Management Guidelines And Procedures

This document is to assist Faculty & Staff in the management of events sponsored by a college or department on and off campus.

Contacts

Scheduling	Monte Brown	Ext. 5326
	scheduling@rider.edu	
Internal Events & Conferences Event Operations	Michael Savard	Ext. 7168
	events@rider.edu	
External Camps & Conferences	Sue Croggon	Ext. 7337
	conferences@rider.edu	
Catering	Ext. 5322	
	ridercatering@rider.edu	
OIT Media Services	Matt Wade	Ext. 7375
Public Safety	Matt Babcock	Ext. 5029

Keep up the good work!

Resources:

Rider Resolved and Ready NJ

COVID-19 Information Hub

<https://www.rider.edu/resolved-and-ready>

<https://covid19.nj.gov/>

PLANNING A SUCCESSFUL EVENT

Q & A