

**SUCCESSFUL
SPECIAL EVENTS
BEGIN HERE**

Special Events provides a range of event support services, including Space Reservations and Audiovisual Services. We will help you with your space set-up and arrange audiovisual equipment and support for your event. Our goal is to provide quality event support for students, faculty, and administrators.

The information in this handout is a quick reference for some of the frequently asked questions regarding space reservations, set-ups, and audiovisual support for events. Please refer to the sections listed below.

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SPECIAL EVENTS CONTACT INFORMATION

Special Events is located in 011 Altschul, on the basement level, just before the Milbank link. We take space requests by phone, e-mail, or on a walk-in basis from 10:00 AM until 5:00 PM, Monday through Friday. We are also available at this time to help with your audiovisual requests for events.

- Special Events.....x 4-8021
- Fax Number.....212-854-5845
- Space Reservations.....x 4-7005
e-mail spaceres@barnard.edu
- Audiovisual Services.....x 4-3021
e-mail..... avservices@barnard.edu

OTHER HELPFUL NUMBERS AND WEBSITES

- Aramark Catering Services.....x 4-6653
Website www.barnard.edu/dining/
- Facilities Services.....x 4-2041
Nexus Website www.barnard.edu/nexus/
- Public Safety.....x 4-3362

Call Public Safety if the space you have reserved is not unlocked. On weekends or after 5:00 PM during the week, call the Public Safety Dispatcher with any event set-up concerns; Public Safety will contact Facilities to assist you.

GUIDE TO RESERVING SPACE AND AUDIO-VISUAL SERVICES

Below is a guide specifically designed to help you through the process of reserving space and audiovisual services on the Barnard campus.

To reserve space, please complete the forms necessary for your event (see below for details).

Forms are available on eBear for your convenience. To download forms from eBear click on the "Others" tab and then the "Special Events" tab. Forms are also available in our office in 011 Altschul and in the College Activities office.

In order to request space you must complete an **Event Space Request Form**. If you require a special room set-up – beyond having a door unlocked – please submit an **Event Space Request Form** a minimum of *10 business days prior to the event*.

If you need a place to meet – and *no set-up is required* – you may submit an **Event Space Request Form 3 business days prior to the meeting or activity**. Please do not assume that the room you are requesting will automatically be arranged in the way you last saw it. If an event has taken place prior to yours in the same space, you may not get the set-up that you expect unless you have requested a specific set-up on the **Event Space Request Form**.

If you require audiovisual services or support, you must complete an **Audiovisual Service Request Form**. Complete an **Audiovisual Service Request Form** for each event space requiring audiovisual support, e.g. microphone, LCD projection, background music. **Audiovisual Service Request Forms** are due a minimum of *10 business days prior to the event*. Any form not received 10 business days in advance will be supported on an "if we are able" basis.

Student clubs recognized by the Student Government Association may reserve space and request audiovisual services on the Barnard campus. Please contact College Activities or the Student Government Association to learn more about the club recognition process. Before reserving space or audio-visual service, please meet with your club advisor about your programming ideas.

EVENT SECURITY FORMS

If you are able to answer yes to any one of the following questions, you must obtain a signed security form before our office will finalize your event plans:

- Is your event advertised off-campus and/or online? (facebook, myspace, etc.)
- Is your event a party or a concert?
- Are you expecting 150 or more guests?
- Will money be collected?
- Do you plan to serve alcohol?

Again, if you answered 'yes' to any of the above questions, you must obtain a signed security form. Security forms are available on eBear and in our office. Further, if you plan to serve alcohol, your event must be registered with Lerner Administration under the University Alcohol Policy.

Once your forms are completed, with signatures if necessary, bring them to Special Events a minimum of *10 business days prior to the event*. You may submit them in person at 011 Altschul or fax them to: 212-854-5845. At that time, we will help you with specific set-up ideas and discuss AV needs for your event.

Space is limited and there is a lot of activity throughout the year, so it helps to get your request in early! If a specific space is not available, we will work with you to find a comparable one or – if need be – find another date for your event. We will work with you to explore your options.

DEPARTMENTS THAT RESERVE SPACE

Special Events

There are several departments at Barnard that reserve space. In order to make sense of who to go to for which space we have provided the following information.

The following event spaces, listed by building, are reserved through Special Events 12 months a year. We have also listed the maximum capacity and set-up options for each event space.

BARNARD HALL

Portraits of Barnard presidents and founders hang in this room. It also has period furniture, a piano, and a fireplace.

Sulzberger Parlor 3RD floor of Barnard Hall

- Lecture – chairs facing a podium or table
80 people
- Buffet – seated meal with self-serve food
60 people
- Served – seated meal with food served by wait-staff
80 people

James Room 4TH floor of Barnard Hall

- Lecture – chairs facing a podium or table
300 people
- Buffet – seated meal with self-serve food
180 people
- Served – seated meal with food served by wait-staff
200 people

MILBANK HALL

While the James Room is a large space, it can be made more intimate by using shoji screens as room dividers; ask Special Events for more information.

Furniture is assigned to the Ella Weed Room that is not to be removed from the space. A Louis Comfort Tiffany fireplace is also in the room.

Ella Weed Room 223 Milbank

- Lecture – chairs facing a podium or table
50 people

SULZBERGER HALL

Helene L. Kaplan Tower Suite

17TH floor of Sulzberger Hall, North Tower

- Lecture – chairs facing a podium or table
50 people
- Buffet – seated meal with self-serve food
40 people
- Served – seated meal with food served by wait-staff
50 people

Helene L. Kaplan Tower Suite

17TH Floor of Sulzberger Hall, South Tower

- Lecture – chairs facing a podium or table
40 people
- Buffet – seated meal with self-serve food
30 people
- Served – seated meal with food served by wait-staff
30 people

OUTDOOR SPACE Lehman Lawn and Walkway

Classrooms

Classrooms for weekend activities are reserved through Special Events. Classroom space requests for events during the week, Monday through Friday, cannot be considered for events until after the first 2 weeks of each academic semester; at that time contact Special Events. Please note, food is not allowed in classrooms.

Below is a list of classrooms by building. For selected classrooms, often used for events, capacity information is included.

ALTSCHUL HALL

Rooms 202, 303, 530, 805, 809 & 903

Lehman Auditorium 202 Altschul Hall

- Fixed seating – 227 people

BARNARD HALL

Rooms 202, 203, 302, 304, 403, 404, 405, 406, 407 & 409

Julius S. Held Lecture Hall 304 Barnard Hall

- Fixed seating – 242 people

LEHMAN HALL Room 421

MILBANK HALL

Rooms 202, 207, 214, 225, 227, 237, 302, 306, 307, 318, 323, 324, 325, 327, 328, 405 & 501

Kreuger Lecture Hall 405 Milbank Hall

- Fixed seating – 111 people

REID HALL

Room 118 Reid

The podium in the Held Lecture Hall is fixed on the south side of the stage and cannot be moved as it is hard-wired to the floor. The stage is only accessible by steps.

Event Spaces Reserved Through Other Departments

Requests for the following spaces must be directed to the individuals and/or offices listed below. They may have specific deadlines – check to find out the details!

The Arthur Ross Courtyard Quad Lawn

Contact Residential Life and Housing x 4-5561.

DANCE STUDIOS

Contact the Dance Department at x 4-2995.

ART STUDIO

Contact the Art History Department at x 4-2118.

If non BC/CU ID guests are invited to an event in the Sulzberger Tower, a guest list is required. Please give the list to Residential Life 24 hours prior to the event. If more than 20 guests are expected to attend, a member of your group must help identify guests at the Front Desk the day of the event.

There is a large, fixed science counter in the front of this room that cannot be moved.

FREQUENTLY ASKED QUESTIONS ABOUT SET-UPS

Q How many chairs fit around a table?

A There are two types of chairs at Barnard; *black folding chairs* and *chairs with arms*. The number of chairs that fit around the table depends on which type of chair and table you choose.

6-foot rectangular table – used for registrations, panel discussions, food buffets, etc.

- 3 chairs fit on the long side (both types of chairs)
- 1 chair fits on the short side (both types of chairs)

60-inch round table

- 10 black folding chairs fit around the table
- 8 chairs with arms fit around the table

48-inch round table

- 8 black folding chairs fit around the table
- 6 chairs with arms fit around the table

Q Are different podiums available?

A There are two *blue Barnard podiums* on campus. "BARNARD" is written in white letters in the center of the podium.

There are two *wooden podiums* on campus that can be moved to event locations. "BARNARD" is not written on these podiums.

Q What is a lectern?

A The *standing lectern* is similar to a music stand - it has a thin wooden shaft and a tilted surface on which papers may be placed.

There are also *tabletop lecterns* that may be placed on top of a table. Tabletop lecterns are often used at conferences and/or panel discussions when a more formal podium is not necessary.

Q Do I need to request tablecloths?

A If Aramark is catering your event, you can rent linens or purchase paper cloths from them. If you are self-catering your event, you will need to provide your own cloths. Also, if you are self-catering, you will need to clean up your food and trash after your event. Trash bags are available by request from Facilities during business hours, Monday – Friday, 9:00 AM – 5:00 PM.

The College has *blue tablecloths* and *blue skirts* that fit the 6-foot tables for the purpose of panel discussions, book-selling and book-signing tables, or registration. The College's blue cloths should not be used on food tables – grease can stain the cloths.

Q Do I need to make a note that food will be served if I am using an outside caterer or self-catering?

A The **Event Space Request Form** asks if there will be food served at the event. If you are serving food, mark "yes" regardless of whether or not your event is being catered by Aramark. This information helps us make sure you have requested enough tables!

AUDIOVISUAL SERVICES

Special Events provides audiovisual equipment and technical support for events on the Barnard College campus. Because many of the events requiring AV are supported by Student AV Technicians, it is important to have enough lead time to ensure that we can provide proper support.

If your event requires AV equipment and/or technical support, please complete both an **Event Space Request Form** and an **Audiovisual Service Request Form**. Completed **Audiovisual Service Request Forms** must be received by Special Events a minimum of *10 business days prior to the event*. Any **Audiovisual Service Request** not received 10 business days in advance will be supported on an "if we are able" basis.

If a student club has an AV need that comes up less than 10 business days prior to the event, visit College Activities or e-mail activities@barnard.edu to reserve and borrow any of the following pieces of equipment: karaoke machine; traveling P.A. system; megaphone; or walkie-talkies. Please note that if you are using the karaoke machine you must notify AV Services 10 business days in advance as you will need our support to amplify the sound!

If you are unsure of your AV needs, don't hesitate to schedule a meeting with an AV Technician x 4-3021 or e-mail avservices@barnard.edu. Bring us ideas about what you would like to achieve, and we'll let you know if it is possible, make suggestions, and help you get there!

Audiovisual Tips & Information for Event Rooms and Selected Classrooms

Listed alphabetically by building

ALTSCHUL HALL

Lehman Auditorium 202 Altschul Hall

- Good for PowerPoint presentations and video projection.
- Multimedia integrated classroom – AV equipment and computer built into this system.

BARNARD HALL

Julius S. Held Lecture Hall 304 Barnard Hall

- You will need to request microphones in this room.
- Good room for PowerPoint presentations and video projection.
- Multimedia integrated classroom – AV equipment and computer built into the system.

Sultzberger Parlor 3RD floor Barnard Hall

- If audience faces Broadway, a microphone is usually not needed.
- Good for PowerPoint presentations and video projection.
- Piano in room.

James Room 4TH floor Barnard Hall

- You will need to request a microphone in this room.
- Good for PowerPoint presentations and video projection.
- Fixed screen on the north wall of the room.

MILBANK HALL

Ella Weed Room 223 Milbank

- No microphone is needed in this room.
- Good for PowerPoint presentations and video projections.

Kreuger Lecture Hall 405 Milbank Hall

- No microphone needed in this room.
- Good for PowerPoint presentations and video projection.
- Multimedia integrated classroom – AV equipment and computer built into the system.
- Piano in room.

SULZBERGER HALL

Helene L. Kaplan Tower Suite North and South
17TH floor of Sulzberger Hall

- No microphone needed in these rooms.
- A boombox is sufficient for music. No music permitted after 10 PM since students live below.
- In the North Tower there is a fixed screen on west wall. Orient chairs to face the screen if projecting images.
- During bright daylight we do not recommend this space for video projection (e.g. PowerPoint). Handouts may be appropriate.

MEDIA SERVICES

Media Services is a separate office from Special Events. They provide equipment and services related to academic instruction and they support Sloate Media Center. For more information about their services, contact Media Services directly at x 4-2418 or see the website www.barnard.edu/media.