



# Elizabethtown College

## R25 Scheduling Protocols

### Event Set-up & Tear-down Scheduling Protocol

Regulated event set-up and tear-down time ensures that spaces have been properly cleaned, tables and chairs have been safely removed or reset, catered food items prepared or removed, and/or stages can be set in place or removed. Due to the large number of events on campus, the amount of time between back to back events must be regulated with the following principles to allow proper set-up and tear-down activities to take place between events:

#### 1. Set-up & Tear-Down Policies for Specific Spaces:

Requests from recognized student groups or campus departments will be reviewed by the Scheduling Office and an appropriate amount of set-up and tear-down will be assigned to events with the following guidelines for specific spaces:

- i. Events in the **BC Event Space, Thomson Gym, Myer Susquehanna Room, Myer Swatara Room, Leffler Chapel, H 109 or H 110** will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event.

#### 2. Set-up & Tear-Down Policies for Specific Departments:

Specific departmental services that require significant set-up and tear-down time include:

- i. Events that require a **Catered Meal** will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event. Additional catering set-up time will be requested by the Catering Manager.
- ii. Events that require a **Catered Refreshments** will automatically have 1 hour of set-up time and 1 hour of tear-down time added to the duration of the event. Additional catering set-up time will be requested by the Catering Manager.
- iii. Events in spaces listed above that require room reconfigurations of **ES Tables** or **ES Chairs** will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event. Additional set-up time will be requested by the MSS Supervisor. Evening and weekend events may require additional set-up and tear-down time.
- iv. Events that require **Technical Operations** assistance will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event. Additional Technical Operations set-up time will be requested by the Director of Technical Operations.
- v. If multiple services are required, set-up and tear-down time will be added together and the sum of these durations will be the full set-up and tear-down time reserved for the event.

#### 3. Set-up & Tear-Down Policies for Specific Events:

Specific events that occur on an annual basis that require significant set-up and tear-down time include:

- i. **Commencement Activities** – Spaces will be reserved up to 24 hours prior to events and 4 hours after as required by specific event and space requirements. The Gym will be reserved for 48 hours prior to the event.



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- ii. **Board of Trustees Meetings** – Spaces will be reserved 24 hours prior to Board meetings and 4 hours after the meeting.
  - iii. **Open House Events** – Non-academic spaces will be reserved 24 hours prior to Open House events and 4 hours after Open House. Academic spaces will be reserved from the end of classes on Friday through the start of the Open House event.
  - iv. **Homecoming Week Activities** – Spaces will be reserved up to 24 hours prior to events and 24 hours after as required by specific event and space requirements.
  - v. **TGIS Events** - Spaces will be reserved up to 24 hours prior to events and 24 hours after as required by specific event and space requirements.
  - vi. **Wedding Receptions** –As a starting point, spaces will be reserved 24 hours prior to wedding receptions. Weddings may require more set-up time due to rehearsals.
4. **Additional set-up and tear-down time may be requested by staff to ensure that set-up and tear-down activities can be safely completed prior to the start of another event.** Either Dave Dentler or Joe Metro must authorize an event request that overrides a set-up or tear-down space reservation. Additionally, costs resulting from overriding a set-up or tear-down reservation may be passed along to the department overriding the blocked space.
5. **This protocol is effective for all events requested after: March 1, 2007.**