

Tips for Planning Events in the Skutt and Harper Centers

Event Planners:

- Judi Augustine - Skutt Student Center/Outdoor events, x1700
- Emily Huebner – Harper Center, x3358
- Lea Kucks – Harper Center, x3781
- Jana Ammon – Conferences in either building, x3545

Tip of the week: Please be sure to make your room reservation as early as possible in your planning process to ensure that the space is available, and never promote your event until the reservation has been made. A minimum of two week's notice is requested for simple meetings; several months notice would be preferable for larger special events. Final room set up information and technical requirements should be confirmed at least five business days prior to your event; a late change fee may be assessed if less notice is given. If you need to cancel your reservation, 24 hour notice is required or you will be charged a late cancellation fee. An outline of all fees can be found at <http://www2.creighton.edu/harpercenter/reservations/index.php> or http://www2.creighton.edu/fileadmin/user/SkuttStudentCenter/docs/Revised_Guide_Spring_2007_01.pdf. Additional questions can be directed to the Reservations and Event Planning offices in either Skutt x1700 or Harper x3358.

Tip of the week: Once your reservation has been made, you will be assigned an Event Planner to work with you on the logistical details for your event. Be sure to work closely with your event planner and keep her in the loop because she is familiar with space and technical capabilities, and can advise you on what may or may not be possible. She will also be able to offer suggestions and additional guidance if you are new to event planning. Please try to finalize all details with your planner at least one week prior to your meeting or event in order to ensure appropriate staffing levels to support your needs. For more information, you may refer to the Rental Guidelines on the Reservations/Conferences page at www.creighton.edu/harpercenter or the Reservations page at www.creighton.edu/skutt.

Tip of the week: Please make sure to provide your event planner with contact information for the person who will be on-site to coordinate final details on the day of your event. We request a name and at least one phone number in case there is an emergency and we're required to contact someone prior to the start of your event. In the case of a wedding, we suggest having someone other than the bride/groom or a family member as this contact person.

Tip of the week: While the Reservations/Event Planning Office works very closely with the Catering Department, the two departments do operate independently. So, when planning your events, please make sure to keep in touch with both your Catering Coordinator and your Event Coordinator for any updates or changes. Your Catering Coordinator will be able to help you select menus, order linens, and will need to have a final guest/attendee count. Your Event Coordinator is responsible for all of your room logistics (tables, chairs, A/V requirements, meeting/event timing, number of attendees, and any other logistical needs you may have). We're here to help make your events run smoothly, but the more informed you can keep us in the process, the easier it will be.

Tip of the week: Both the Skutt and Harper Centers are operating on summer hours from now through August 23. Hours are as follows:

- Skutt Student Center
 - Monday-Friday: 6:30 a.m.-8:00 p.m.
 - Saturday-Sunday: 12:00 p.m.-8:00 p.m.
- Harper Center
 - Monday-Friday: 6:30 a.m.-8:00 p.m.
 - Saturday: 9:00 a.m.-6:00 p.m.
 - Sunday: Closed

Please consider these hours as you are planning your summer meetings and events. We can still accommodate events outside of these hours. However, there will be additional fees involved. (Note: If you had a Sunday event scheduled in the Harper Center prior to the posting of these hours, you will not be charged a special opening fee.)

Tip of the week: If you have an agenda for your meeting or event, it would be very helpful to provide a copy of that to your assigned event planner a day or two in advance. With that in hand, we can make sure that technical support is available to assist at critical points in your program, arrange to clear tables or make any necessary logistical adjustments during break periods, or simply be available.

Tip of the week: If you are planning to play a CD, DVD, or other media during your meeting or event, it should be submitted to your event planner in the Reservations and Event Planning office at least 3 business days before your event for testing on our equipment. If it needs to be reformatted, your event planner will work with Media Services to make sure that it meets the technical specifications to run in our equipment; any costs associated with this reformatting will be the responsibility of the client.

Tip of the week: When planning an outdoor event (even if it's just a table on the mall), please make sure to contact Facilities Management to make sure that they can handle any special needs you may have (i.e. extra trash or recycling containers, sprinklers turned off, etc). They will also be able to review any applicable policies and requirements they may have of you (i.e. no staking in the ground, protective coverings to preserve the grounds, etc.). Teresa Bohnet can be reached at x2454 or TeresaBohnet@creighton.edu to help get you started.

Tip of the week: Please plan to arrive on-site at least 5-10 minutes in advance so that you can meet with our staff and review any technology being used for your meeting or event. If you will be arriving earlier than that, please advise the Reservations and Event Planning office so that we can make arrangements for your access to the room. If the person making the reservation is not the same person who will be the contact on the day of the event, please make note of that as well so that our staff can be prepared. If your event is outside or normal business hours (Monday-Friday, 8:00-4:30), be sure to provide a way to contact someone in case issues should arise.

Tip of the week: Events involving the service of alcohol may require a Special Designated License in order to comply with city/state regulations. University Dining Services will officially apply for the license on your behalf, but the fee involved is \$40 and processing time can take up to several weeks. If you anticipate serving alcohol at your event, please be sure to discuss your situation with University Dining Services and the Reservations and Event Planning Office a minimum of 15 business days prior to the event. Student organizations planning events which involve alcohol need to also contact the Student Activities Office for clearance.

Tip of the week: Please remember that University Dining Services is the exclusive caterer for all food and beverage events on campus. You should begin working with them as soon as possible to ensure sufficient time to plan your menu, obtain any necessary licenses, and schedule staffing. Final details should be confirmed at least 3-5 business days prior to your event. The Catering office is located on the second floor of the Harper Center and can be reached at ext. 2446 or via Catering@Creighton.edu. Any questions concerning the exclusivity agreement can be directed to Ironchef@Creighton.edu.

Tip of the week: You will receive a final reservation confirmation via email prior to the date of your event. This confirmation will contain your room information, logistics, times, and any special requests that you may have. Please be sure to review the details in this confirmation to make sure that the information is still current and correct because that is what will be used to set up your event. If someone other than the person who originally made the reservation needs to review the confirmation, please make sure to give your event planner their contact information and we will gladly send additional confirmations. Please note: It is important that you distinguish between the time your event starts, and the time you (or the on-site person in charge) will be arriving so that we can make sure to have someone available to meet you upon arrival. If there are any questions, feel free to contact your event planner at any time.

Tip of the week: Please contact the Reservations and Event Planning staff as soon as possible if you are considering hosting an event with an off-campus group (this would be considered an affiliate event and therefore would qualify for Tier 2 pricing). Our staff will be able to review technology requirements, room capacities, and set-up options in advance to make sure that we can meet all expectations for you prior to signing a contract. Once the planning begins, please include our staff in your planning meetings so that we can consult on logistical issues and help to coordinate with other service providers such as Facilities, Public Safety, and Catering. More information is better, so please keep us actively in the loop.

Tip of the week: Creighton University has an exclusive contract with University Dining Services/Sodexo to provide all food/beverages on campus. This is applicable to all meetings/events held anywhere on campus, not solely in the Skutt and Harper Centers. No external caterers or food providers may be used for events held on campus without violating this contract. University departments and students are allowed to hold small potluck or brown bag events in their own office spaces, but may not order food from outside sources to be delivered to these spaces.

Some registered student organizations may be eligible to receive a waiver of exclusivity, depending upon the circumstances. The waiver forms can be found online at www.creighton.edu/skutt under Facility Policies or in the Skutt Student Center main offices. Questions regarding whether or not your group would be eligible can be directed to Jana Ammon at x3545 or to Ironchef@creighton.edu. Because several signatures and approvals are required before a waiver can be granted, please begin your planning several weeks in advance.