

## SECTION 1

### HOW TO PLAN CAMPUS EVENTS

#### Complete Online Event Request Form in Astra

Faculty and staff will complete the appropriate online Event Request Form as soon as possible to confirm a date.

- Academic space can only be requested a semester at a time (see Section 6 for scheduling priority)
- Event space can be requested up to a year in advance (depending upon location) with limitations (i.e., the event requested in University Center is placed in a tentative status until students request space)

Student Organizations will complete their event request through Patriots Engage at least two (2) weeks in advance and no later than the end of the semester.

#### Event Management Coordination Form (EMC)

For events (see description of an event below), an online questionnaire will need to be completed and approved by UT Tyler Police Department, Environmental Health & Safety, and Facilities before your event is scheduled. Your event request will be placed in a “pending” status to hold the requested space.

Your request is considered an event if it meets **one (1)** of the following criteria:

- More than 49 attendees OR
- Setup/Teardown is required OR
- Food/Beverages will be served OR
- Minors will be present OR
- Joint Sponsored/External Client event

Based on the answers to the questions on the Event Management Coordination form (EMC), you will receive an email of ACTION ITEMS and NOTIFICATIONS to help guide you with additional planning. Scheduling & Conference Services will help in the collaboration with other on-campus departments/partners to ensure events are of the highest quality.

#### Estimate Attendance

You will be asked to consider the estimated attendance in relation to the room you request. Each location has a maximum occupancy that cannot be exceeded.

It is a violation of Fire Code 1004.7 to add chairs or to stand in any room with fixed seating. Doing so endangers attendees and puts your event at risk of being cancelled immediately without being rescheduled.

#### Consider Your Catering Needs

What type of meal would you like to serve? Sodexo is UT Tyler’s contracted food vendor. Homemade food and food or beverage from another caterer, restaurant, or grocery store are allowed if NetHealth requirements are met. Refer to Section 12.

[UT Tyler-Vetted Food Vendors](#) are preferred. However, if you choose to use a new vendor, please allow 30 days and follow the [Process for New Off-Campus Food Provider](#).

Be sure to let Scheduling & Conference Services know if food will be at your event. Food permits and/or temporary vendor permits may be required by Environmental Health & Safety.