

Event Services Quick Reference Guide – Off-Campus Guests

☐ **Step One: Scheduling Space and Contracting**

To hold an event on-campus, a request must be submitted first via our online event request form (www.cedarville.edu/eventrequest). Once this is established and confirmed, we can then assist you with the details of your event. Before anything else is done, your facilities must be secured and contracted. Once you have a co-signed contract in hand you can move forward on making other arrangements and advertising for your event. You will receive a contract from the Director for Event Services to review and return.

☐ **Step Two: Securing Insurance**

Cedarville University requires liability insurance for all events held on its campus. Detailed information is found in the contract.

☐ **Step Three: Working Through the Details**

We offer:

- Pre-planning and brainstorming help for your conference or event.
- Assistance with on- and off-campus events, planning and assistance with conferences, luncheons, dinners, receptions, and camps.
- Registration assistance, confirmation letters, lanyards, name tags and much more.
- Daily coordination with all of the services on campus (Custodial Services, A V Services, Production Services, maintenance, dining services, and many others.
- Placing all work orders.

☐ **Step Four: Signing Off on Setup and Final Logistics**

The final step in planning your event is the setup. This includes creating a diagram for how you want your facility set, planning times to pick up any facility keys that you may need, and getting final counts to your event coordinator. Setup arrangements must be made no later than two weeks prior to your event. You will make these arrangements directly with your assigned Event Coordinator. Also as a part of our conference services mission and policies, we require that all students (high-school age and younger) participating in events on campus complete a “guest registration card.” Cards are used only for campus security purposes and for appropriate follow-up by our admissions department.

Contacts

Event Services Staff - 1-877-CEDARVILLE, (937) 766-4444

Director, Jim Amstutz

Administrative Assistant, Rhonda Clevenger

Assistant Director, Chrissy Faulkner

Assistant Director, Amanda Gillispie

Event Specialist, Theresa Long

