

# Fairmont State Event Planning Checklist



**Event Planning should begin at least one month prior to the event.  
All requests to partnering departments must be completed within two weeks prior.**

<p>Location determined:</p> <ul style="list-style-type: none"> <li>- Reserve the space! <a href="https://fairmontstate.libcal.com/allspaces">https://fairmontstate.libcal.com/allspaces</a> <ul style="list-style-type: none"> <li>o You will need to identify your audience: Students, Faculty, Staff, Alumni, Community, etc.</li> <li>o Ensure you receive a confirmation before proceeding with your event</li> </ul> </li> <li>- Spaces not included in LibCal, contact the following:           <ul style="list-style-type: none"> <li>o Jennie Rowand at <a href="mailto:jennie.rowand@fairmontstate.edu">jennie.rowand@fairmontstate.edu</a></li> <li>o Spencer Flanagan at <a href="mailto:spencer.flanagan@fairmontstate.edu">spencer.flanagan@fairmontstate.edu</a></li> </ul> </li> </ul>	
<p>Calendar Management and Advertising (CMCS Marketing):</p> <ul style="list-style-type: none"> <li>- Outlook calendars should reflect the event           <ul style="list-style-type: none"> <li>o Include on yours and all involved (planning or attending)</li> </ul> </li> <li>- CMCS Marketing can assist you with advertising your event           <ul style="list-style-type: none"> <li>o Flyers</li> <li>o Social Media posts</li> <li>o Falcon Flyer</li> <li>o Media Coverage</li> </ul> </li> <li>- Contact CMCS Marketing for questions: <a href="mailto:cmcs@fairmontstate.edu">cmcs@fairmontstate.edu</a></li> </ul>	
<p>Invitation:</p> <ul style="list-style-type: none"> <li>- Will there be a formal invitation? Who will manage this invitation and RSVP?</li> <li>- Is President Mike invited? If so, please check with Cheryl Lewis at <a href="mailto:Cheryl.Lewis@fairmontstate.edu">Cheryl.Lewis@fairmontstate.edu</a> <ul style="list-style-type: none"> <li>o Presidential remarks and engagement should be coordinated with Cheryl in advance</li> </ul> </li> </ul>	
<p>Planning:</p> <ul style="list-style-type: none"> <li>- Make an agenda or run of show for your event.</li> </ul>	
<p>Food and Catering:</p> <ul style="list-style-type: none"> <li>- Aladdin - <a href="https://fsu.catertrax.com/">https://fsu.catertrax.com/</a></li> <li>- You must complete the Hospitality Form for procurement - <a href="https://www.fairmontstate.edu/files/procurement/hospitalityform52023.pdf">https://www.fairmontstate.edu/files/procurement/hospitalityform52023.pdf</a></li> <li>- Contact: Jennie Rowand at <a href="mailto:jennie.rowand@fairmontstate.edu">jennie.rowand@fairmontstate.edu</a></li> </ul>	
<p>Audio/Visual Needs:</p> <ul style="list-style-type: none"> <li>- Is technology equipment needed? (i.e., microphones, computers, speakers, etc.) If so, submit a request through IT - <a href="https://fairmontstate.topdesk.net/tas/public/login/saml">https://fairmontstate.topdesk.net/tas/public/login/saml</a></li> </ul>	
<p>Parking and Transportation Information:</p> <ul style="list-style-type: none"> <li>- Do you need parking assistance? Reference the campus map and campus parking information           <ul style="list-style-type: none"> <li>o <a href="https://www.fairmontstate.edu/files/maps/general_parking_map.pdf">https://www.fairmontstate.edu/files/maps/general_parking_map.pdf</a></li> <li>o <a href="https://www.fairmontstate.edu/about/university-police/campus-parking/default.aspx">https://www.fairmontstate.edu/about/university-police/campus-parking/default.aspx</a></li> <li>o Visitors may park on levels 1 through 5 of the Parking Garage</li> </ul> </li> </ul>	

# Fairmont State Event Planning Checklist



<ul style="list-style-type: none"> <li>- Parking arrangements for any meeting, training program, seminar, conference, etc. that is a one-time only program expected to host between 15 to 35 visitors must be coordinated through University Police.             <ul style="list-style-type: none"> <li>o One day Visitor Parking is permitted by contacting University Police at 304-367-4157 with visitor information, including make, model and license plate number of the vehicle(s). Notify Beth Martin in advance to make arrangements.</li> </ul> </li> <li>- A “Special Event” is defined as any non-recurring event expected to host more than 35 visitors and requiring the use of parking facilities. When possible, individuals or organizations sponsoring special events in the Falcon Center are encouraged to work through the Catering &amp; Conference Services Office. Otherwise, the sponsor must complete the following:             <ul style="list-style-type: none"> <li>o A contact person for the planned event must be assigned to work with University Police during the planning process.</li> <li>o Depending on several factors such as the number of people attending, the day of week, time of day, whether classes are in session or not, etc., a decision will be made concerning the type of parking arrangements required.</li> <li>o While extra costs apply, the University Police Department can also provide event signage, parking attendants, traffic monitors, etc. as required.</li> </ul> </li> <li>- If you are planning to use the Falcon Center, there is an incurred cost for guest parking</li> <li>- If your event requires a shuttle service, contact the Marion County Public Transit to inquire.</li> <li>- For more information and questions, call 304-367-4090</li> </ul>	
<p>Facilities and Work Orders:</p> <ul style="list-style-type: none"> <li>- Do you need the following for your event?             <ul style="list-style-type: none"> <li>o Tables and chairs?</li> <li>o Pop-up tent(s)?</li> <li>o Power sources?</li> <li>o Signage?</li> <li>o Backdrop for pictures?</li> <li>o Setup assistance?</li> <li>o Other?</li> </ul> </li> <li>- Submit work requests - <a href="https://assetessentials.dudesolutions.com/FairmontStateUniversity/Account/Login">https://assetessentials.dudesolutions.com/FairmontStateUniversity/Account/Login</a> <ul style="list-style-type: none"> <li>o When placing work requests, please specify quantities</li> </ul> </li> <li>- All outdoor events require an special event permit - <a href="https://fairmontwv.seamlessdocs.com/f/specialeventapp">https://fairmontwv.seamlessdocs.com/f/specialeventapp</a></li> </ul>	
<p>Floor Diagrams:</p> <ul style="list-style-type: none"> <li>- Do you need a floor diagram for your event?             <ul style="list-style-type: none"> <li>o Use your reserved space to create one, (contact Facilities). It is best to design a floor plan for decorations and to communicate to other departments on event needs.</li> <li>o Stephanie DeGroot will assist with more detailed layouts if needed.</li> </ul> </li> </ul>	

# Fairmont State Event Planning Checklist



<ul style="list-style-type: none"> <li>○ Event setup and diagrams in the Falcon Center, please contact Jennie Rowand at <a href="mailto:jennie.rowand@fairmontstate.edu">jennie.rowand@fairmontstate.edu</a></li> </ul>	
<p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>- Determine your event budget and gain approval from your budget manager in your department. If you are unsure, contact the Budget office.</li> </ul>	
<p><b>Vendor Management/Procurement:</b>  <b>Each vendor is unique and could require additional documentation, always check with <a href="mailto:procurement@fairmontstate.edu">procurement@fairmontstate.edu</a> to confirm all forms are in order.</b></p> <ul style="list-style-type: none"> <li>- <b>Purchasing Requirements:</b></li> <li>- There could be several types of purchases with different requirements (WV-48 Agreement for service, PCard purchase of supplies, Requisition for the purchase of commodities, vendor contracts, etc.) Therefore; refer to the Purchasing Manual and PCard Manual for purchasing requirements and guidelines  <a href="https://www.fairmontstate.edu/about/administrative-fiscal-affairs/procurement/default.aspx">https://www.fairmontstate.edu/about/administrative-fiscal-affairs/procurement/default.aspx</a></li> <li>-</li> <li>- <b>Notes:</b></li> <li>- All vendor contracts must be signed the Chief Procurement Officer</li> <li>- For purchasing documents that require Procurement processing and approval, all applicable paperwork should be signed by the vendor prior to the beginning date of service and submitted to Procurement (<a href="mailto:procurement@fairmontstate.edu">procurement@fairmontstate.edu</a>) for approval at least 2 weeks prior to the event.</li> <li>- Contact procurement if you have any questions (<a href="mailto:procurement@fairmontstate.edu">procurement@fairmontstate.edu</a>)</li> <li>-</li> <li>- Each case is unique, so please follow the resources page:  <a href="https://www.fairmontstate.edu/about/administrative-fiscal-affairs/procurement/links.aspx">https://www.fairmontstate.edu/about/administrative-fiscal-affairs/procurement/links.aspx</a></li> </ul>	