Methodist University takes seriously its role as a community resource. We exist primarily to provide our students with a quality education, but we also strive to provide educational and cultural activities for the general public and to provide high-quality facilities, at a reasonable rate, for use by the community at large.

The University Relations & Event staff is dedicated to ensuring that your special event is a success. We can accommodate many types of events from small workshops, board meetings, recitals and receptions, to summer camps, weekend retreats, pageants and concerts.

The Policies & Procedures Manual is a guide to the event hosting process at Methodist University. If specific questions arise, please contact me through the information below. Thank you for having your next event at Methodist University.

Contact

Chris Carter
Director of Campus Calendar and External Events
ccarter@methodist.edu

Office Number:
910.630.7062
Methodist University hosts a significant number of meetings, events, and conferences annually. The information below can be used as a framework to classify events as internal, a preferred community partner, or external.

**INTERNAL EVENT**
- Event could not take place elsewhere if Methodist University did not exist or the host employee/department did not work at the university.
- Event is planned and promoted (concept to execution), exclusively by a university employee, department, student club, student organization, or recognized institutional support group.
- Methodist University is the presenter or facilitator for event.
- Methodist University is listed as the organizer, promoter and point of contact for all inquiries.
- Methodist University manages the logistics for the event.
- If the event is run by a student club, the organization must be recognized by the Student Government Association.

**PREFERRED COMMUNITY PARTNER**
- A signature community organization that has been identified by the Office of the President for priority scheduling.
- Entity partners with Methodist University for event logistics.
- The majority of attendees are the general public/invited guests.
- Event provides an educational or community service opportunity.
- Organization presents a measurable recruiting opportunity for Methodist University.

**EXTERNAL**
- Outside client with no connection to the University seeking space for an event, meeting, or conference.
- Client is listed as the organizer, promoter, and point of contact for all inquiries.
- Client is the presenter or facilities of event.
- Event would take place elsewhere if Methodist University did not exist.

If an event classification is in question, please contact the University Relations Event Coordinator to discuss the specific details of the event.
SCHEDULING OVERVIEW

Methodist University has a University Calendar that lists every official event on campus. This calendar is located on MUNET and is under the rubric of “Campus Calendar and Event Planner.” Checking this calendar daily will keep you informed about events and activities occurring at Methodist University.

PRIORITY SCHEDULING

Methodist University receives a large volume of event requests. In order to accommodate the various requests, the following priority scheduling order has been established.
1. Official University Events (Graduations, Convocations, Presidential Lectures, Homecoming, Parents Weekend, Academic Curriculum Requirements, etc.)
2. Preferred Community Partners
3. Methodist University Departmental Events
4. Student Clubs & Organizations
5. External Clients

For questions regarding where your event falls on the scheduling priority, please contact the University Relations Event Coordinator at 910.630.7062.

VENUE REQUESTS

Methodist University requires all event requests to be submitted through the Event Management program via MUNET. A phone call or personal e-mail is not an official venue request. Please note the following policies regarding venue requests.

1. Classroom space will only be reserved after the class schedule has been finalized for a given semester to ensure adequate space is confirmed for academic classes.
2. All requests for events with Student Clubs & Organizations must be submitted by the advisor.
3. A confirmation or conflict e-mail will be sent within two business days of the receipt of the venue request. No reservation for any facility is complete until you receive a confirmation memo. If you do not receive a confirmation e-mail within two business days, please contact the University Relations Event Coordinator at 910.630.7062.
4. For reservation of the Horner Board Room, please contact the Office of the President directly at 910.630.7005

PREFERRED COMMUNITY PARTNERS

Methodist University has created a Preferred Community Partners Program. The program seeks to strengthen partnerships with community organizations by offering advanced scheduling and assistance in event planning. In an effort to accommodate Methodist University’s schedule and the date requests from our Preferred Community Partners, a deadline for date requests has been determined. Preferred Community Partners are asked to submit date requests by Dec. 20 for the following academic year. Preferred Community Partners must include an alternate date request for each event. The final schedule will be determined by Jan. 20 for the following year. For questions regarding our Preferred Community Partners Program, please contact the University Relations Event Coordinator.
**RIGHT TO ADJUST**

The University Relations Event Coordinator reserves the right to determine the appropriate use of spaces within the Methodist University campus. An event may be relocated, rescheduled, or canceled at the discretion of the Director of Campus Calendar and External Events & Vice President for Campus Ministry and Community Engagement.

**CANCELING YOUR EVENT**

If you need to cancel your event, please contact the Director of Campus Calendar and External Events as quickly as possible. The event requestor is also responsible for canceling all food service items ordered, maintenance setup requests, special parking, and audio/visual requests. The event requestor will be responsible for costs incurred due to not canceling food service, maintenance and public safety services.

**FUNDRAISING**

Recognized student clubs and organizations can conduct fundraisers for the purposes of charitable donation or to enhance a student group’s budget. Fundraisers must follow the guidelines listed below and be approved in advance by the Vice President in the respective area.

**Guidelines**

- Only recognized student groups are permitted to engage in fundraising activities.
- The procedures for reserving and using university facilities apply to fundraising activities.
- A currently enrolled student member & advisor of the sponsoring organization must be present during the entire time of the fundraising activity.
- Fundraising activities must comply with all applicable federal, state, and local laws, rules and regulations.
- Fundraisers must also be in accordance with the Methodist University student handbook.
- Student groups must seek clearance from the charitable organization before seeking approval to fundraise on their behalf.
- All funds raised to enhance a student group’s budget must be deposited in a clubs official Methodist University account.
- The following solicitations are not permitted:
  - Raffles
  - Solicitation by credit card
  - Door-to-door fundraising on Methodist University residence halls or owned, operated, and controlled property
  - Fundraising for any candidate for political office
  - Sale or distribution of items that violate the university Identity Standards Manual

For further information on fundraising policies, please review the Methodist University Student Handbook.
CHARITY RUN/WALKS

Methodist University is a great place to host a community walk/run. The university receives many requests to host charity walk/runs (5K’s). Methodist University will follow the priority scheduling rubric for scheduling 5K events. A maximum of eight 5K run/walks will be scheduled during a calendar year. Additional requests beyond eight must receive approval from the Vice President for Campus Ministry & Community Engagement.

A Charity Run/Walk requires specific planning. The following are helpful notes for scheduling and planning a Charity Run/Walk.

- Public Safety must be notified for all Charity Run/Walks. Due to the nature of run/walk using a university owned roadway, Public Safety is required to staff the event.
- Please send a specific program/day of agenda to the Director of Campus Calendar and External Events at least two weeks prior to the event. Charity Run/Walks require temporary road closures. Timing and communication are vital for the safety of all participants.
- The preferred 5K route begins and ends in the Reeves Fine Arts Building parking lot using a counter-clockwise loop around campus. Please coordinate the route with the Director of Campus Calendar and External Events and the Director of Public Safety.
- Please follow the process for maintenance setup requests and audio/visual needs.
The University Relations Department can assist with marketing your next event. If any questions regarding advertising your event arise, please contact Sandy Ammons, Associate Vice President of University Relations at 910.630.7114.

REQUEST DESIGN SERVICES

The University Relations Department can develop brochures, ads, cards, invitations, fliers, and a press release for your next event. To request these services, please follow the steps listed below.

Marketing Services Guide: [http://www.methodist.edu/pub_media/pdfs/marketing.pdf](http://www.methodist.edu/pub_media/pdfs/marketing.pdf)

- Contact the Associate Vice President of University Relations or the Graphic Designer to request design services
- Follow lead times as listed in the marketing services guide
- Place a print request with Monarch Press (follow lead times listed in services guide)

ADVERTISING PLACEMENT

Your event may be advertised via print, broadcast, or online at the discretion of the Methodist University Marketing Department. All specially requested advertising expenses will be billed to the department requesting advertising services. Please follow lead times as listed in the marketing services guide.

METHODIST UNIVERSITY WEBSITE

To place your event on Methodist University’s website event calendar, please send the following information to the webmaster at webmaster@methodist.edu.

- Event Name
- Date
- Location
- Starting Time
- Admission Information
- Contact for event: Phone Number and E-mail
- Summary of Event

All events will be reviewed and placed on the MU website at the discretion of the webmaster.

ON CAMPUS POSTERS & FLIERS

To advertise your event via print, please have your poster or flier approved for posting by the Student Affairs Program Coordinator. This can be completed in the upper level of the Berns Student Union. Please have the poster or flier approved for posting prior to making copies. Posters and fliers cannot be taped to any glass doors or windows. Please use clear scotch tape when posting fliers.
E-MAIL BLASTS

If you would like to send an e-mail blast to Methodist University faculty, staff, or students, please send the event information to the Webmaster. All events will be reviewed and sent at the discretion of the Webmaster.

EVENT PHOTOGRAPHY

To request a campus photographer for your next event, please contact the Associate Vice President for University Relations.

EVENT SIGNAGE

Methodist University sets high standards for all signage on campus. If you would like to have a sign(s) or banner(s) for your next event, a request must be made through the Office of University Relations. All signs and banners must adhere to local laws and the Identity Standards Manual found through this link.

http://www.methodist.edu/pub_media/standards.htm

Areas that University Relations covers:
- In-ground & permanent signage, such as directional signs, inside of buildings and exterior building signage
- University light pole banners
- If a sign, banner or flier is used directly for a student activity, event, or club, it must be approved through the Student Affairs office located in the Berns Student Center

ENTRANCE SIGN

In addition to the signs listed above, Methodist University community members also have the opportunity to have a welcome banner made for the posts near the main entrance on Lowdermilk Drive. A schedule for using this location will be kept through the University Relations Office. Below are the steps for using the entrance banner location:

1. Contact Grimaneza Grasser (910.630.7507 or ggrasser@methodist.edu) to check the date availability
2. Please send your event dates as well as the date & time for setup and tear down
3. The University Relations office can assist in creating & printing your banner by following the Design Services information. The banner must be either 4’ x 6’ or 3’ x 5’ to fit in the location. You can choose to have your banner created & printed off campus. Please have the proof approved via University Relations prior to sending it to be printed. Please allow at least three weeks for production.
4. The cost of the banner will be handled through the client’s budget
5. Please coordinate hanging the banner with Grimaneza Grasser. Please send specific times required for setup and tear down.

Examples of this banner include: Welcome Board of Trustee’s, Congratulations on Conference Championships, Ethics Bowl Champions, Welcome United Methodist Women, etc.
Every event is unique and requires a different setup. Methodist University offers free setup requests for internal and preferred community partner events. We currently offer tables, chairs, risers, trash cans, portable sound systems and other items as available. The information below can help you plan your next.

MAINTENANCE REQUEST

The Methodist University maintenance department can assist you with setting up your next event. If a setup is needed, the person requesting the venue is required to contact maintenance at least one week prior to the event. To request a setup, please place setup information in your initial event request via the MUNET Campus Calendar and Event program. If setup information is not available at this time or you have a specific setup need, please complete a Setup Request form found on MUNET under the Forms & Documentation tab. This form allows you to diagram the setup for your next event. If you need to change a setup request, please contact maintenance directly at 910.630.7238.

Setup Notes:

- Maintenance will inform the requester if tables and chairs are not available for the event. The requestor will be responsible for securing rented tables and chairs if Methodist University cannot supply them.
- Round tables are only available in the Alumni Dining Room.
- Please be sure to include setup time on your next venue request. Most events require at least one hour. If food service is required, please reserve at least two hours for setup.
- If food service is present at the event, the requester is responsible for including the table needs for this additional service.
- Please be specific when writing your setup request.
- Maintenance hours: Monday – Friday, 6:30am – 3:30pm

*Please be sure to inform maintenance if your event is canceled and you submitted a setup request.*

AUDIOVISUAL REQUEST

Methodist University is making tremendous strides in providing built-in audio/visual resources. If additional support is required, the University Relations department can provide audio/visual resources for your next event. Please contact the Production Coordinator at least 7 days prior to the event with your request. Please include the following information:

- Event Name
- Event Location
- Event Date
- Setup Time
- Event Start & Finish Time
- Support Requested (projector, sound system, microphone)
- Brief summary of the event

Production Coordinator: Dariene Zechman 910.630.7111 / dzechman@methodist.edu
CATERING REQUESTS

Aramark is proud to be working in partnership with Methodist University to provide outstanding customer service, food, and experiences on campus through dining services. We look forward to serving each and every one of you! Please take an opportunity to view our catering website at http://methodistuniversity.catertrax.com.

All catering orders will be placed through this website. This online ordering system allows you to create a log in, view our menu options and pricing, place an order any time of day (and up to a year in advance), make changes to an order prior to the event, and store payment information securely.

Each time an order is placed, an email is immediately sent to us. As the event approaches, we will contact you to confirm menu, guest count, times, and food quantities/selections. Please be advised that Catertrax only works through using Internet Explorer web browser.

Below are some steps for using Catertrax:

- Once on the website, go to the top left hand side for Customer Login. If you have not already created a user account, please do so.
- Enter your information (name, address, department, etc) and click continue.
- Once this is completed, you will not have to do it again – you will be able to log in using your last name and password you just created.
- Once you are logged in, you will see on the right hand side a box with a link that says ADD/REMOVE Online Wallet. This is where you can store credit card information for purchases. The website is secure and is PCI compliant. You can also store different credit cards, naming them different things, as you can charge orders to different cards as necessary. Please note that cards will not be charged until after the event has occurred and any adjustments have been made.
- When you click on the link, a box will pop up. You will select Credit Card for the Payment Method. Once you do this, another box will pop up and ask for the information on the credit card. This is where you will enter all the card information.
- Next, you will go back to the home page where on the right hand side you will click on Create New Order in order to start an order. (As you have orders in the system, you can also use the Manage Order and View My Catering links to see your upcoming orders that have already been placed).
- Click Create New Order to start the ordering process. You will be able to view all the menus available online. However, please note we are not limited to the menus that are listed and are able to customize menus. Order the quantities and selections of food desired.
- This will take you through the process of ordering the product you want, and reviewing the order. Once you are done ordering, continue to event information by clicking Cart All Set? Click Here!
- On the next screen you will select the date of the event, delivery method, delivery contact, delivery phone, building, floor, room #/name, service ware option, food delivery time, event start time, event end time, and guest count. Then continue.
- Enter an Order Name at the top. Click Continue at the bottom.
- On the next screen select the Payment Method. Once that is completed, click Here we go!
- This will process your order and generate an e-mail to you.
To make changes to an order once it is submitted, log into Catertrax. On the right hand side click Manage Orders.

- There you will view your current orders.
- In the far right column of each order, there is a box for Change with a brown envelope. Click that to make a change to that specific order.
- Once the envelope is clicked, the screen will show information that you are able to alter.
  If necessary, add special instructions in the Special Instructions box.
- After the changes are made, click Send Change/Updated Request.

For any questions or concerns, you can email us via the Contact Us tab on Catertrax, call 910.884.0025, or e-mail me at jones-ashley@aramark.com.

We look forward to working with each of you on your special events to provide quality service and food.

Thank you!

**Ashley Jones, MBA**  
Assistant Food Service Director  
ARAMARK Higher Education  
Methodist University  
jones-ashley@aramark.com
GENERAL GUIDELINES

Below is a list of general event guidelines and specific information on designated facilities. This list will help ensure a successful event.

- No passageways, exits, defibrillators, or fire protection equipment may be blocked or obscured in any way.
- Gambling, alcoholic beverages and weapons are prohibited.
- Smoking is only permitted outdoors in designated locations and must be 50 feet or more away from campus buildings.
- All facilities must be left in the condition in which they were found.
- Do not adhere items to walls, ceilings or floors without approval from the University Relations Event Coordinator. Please place fliers in designated posting locations specific to each building. Glitter is not to be used in any facility for decoration.
- All decorations must be removed immediately following an event.

BERNS STUDENT CENTER

- Please follow the reservation process for using the Berns Student Center.
- Contact Doris Munoz, Director of Campus Life, for use of the stage, lights, backdrop and black padded chairs. Sound equipment can be coordinated through the Audio/Visual process previously stated. Maintenance request items (tables, additional chairs, electricity, etc.) can also be coordinated through the Maintenance Request process previously stated.
- All furniture must be reset to the original location. Please remove all fliers and publicity.

REEVES FINE ARTS BUILDING/HUFF CONCERT HALL

- Please follow the reservation process for using Reeves Fine Arts Building/Huff Concert Hall.
- A technical rider must be sent to Cliff Wells at least two weeks prior to the event. Information included in the rider should include: rehearsal times, event times, # of microphones needed, specific stage lighting requirements, backdrop information, stage setup, audio/visual requirements (projector) and a copy of the program.
- Please contact maintenance at least two weeks in advance if a power tie-in is required for your event.

OUTDOOR FACILITIES

- Please follow the reservation process for using outdoor locations.
- Contact maintenance at least one week in advance for setup requests (tables, chairs, tents, trash cans, electricity, and water supply).
- Contact Public Safety for parking, after hours support, turning on outdoor lighting, blocking of parking spaces, and security
- Please be sure to clean up after your event. Please tie all trash bags after event completion.
ATHLETIC FACILITIES

- Athletic facilities include: soccer field, football field, track, Riddle Center, tennis courts, baseball field and softball fields.
- Athletic facilities must follow the reservation process and be cleared by the Senior Associate Athletic Director, DeeDee Jarman.
- Only rubber sole shoes may be worn for events using the Riddle Center floor.
- Use of the Riddle Center tarp must be cleared by the Director of Campus Calendar and External Events. Please request the tarp at least two weeks prior to your event. Please note, placement of the tarp requires one day of setup and one day of teardown in addition to your event.
- Event requester is responsible for securing event staff.
- Athletic teams will have first priority of all athletic facilities.
- Nimocks Fitness Center reservations must follow the reservation process and be cleared by the Director of Campus Recreation and the Director of Campus Calendar and External Events. Use of the Nimocks Fitness Center is primarily for general student recreation and will only be scheduled for private events after receiving approval from the designated personnel. Please note, placing of the Nimocks carpet requires 2-3 days of setup and 2-3 days of teardown.
**EVENT CHECKLIST**

**Two to Six Months Prior**

- Secure event location by reserving the facility through the Campus Calendar & Event Planner
- Arrange catering needs through Aramark
- Coordinate any advertising, media coverage, & print materials required for event
- Secure transportation if required

**Four to Six Weeks Prior**

- Confirm event staff/volunteers
- Inform Public Safety if event requires staffing assistance
- Develop program/agenda and submit to University Relations Event Coordinator if required

**Two Weeks Prior**

- Confirm audio visual, marketing, maintenance, catering, and public safety requests
- Confirm program schedule if event is held in Huff Concert Hall or Berns Student Center

**One Week Prior**

- Confirm final guest count for catering

**Day of the Event**

- Arrive early (1-hour prior recommended) to ensure setup request, AV needs, and catering requests are setup

**Post Event**

- Remove event signage, posters & fliers
- Ensure facility has been returned to the condition it was found
- Arrange payment for all expenses incurred (catering, items rented)
Event sponsors must utilize Methodist University Police and/or Security Officers for all events to which any of the following conditions apply:

- Any event for which 200 or more off-campus guests are expected
- Any event requiring dedicated vehicular or pedestrian traffic direction or management (in the judgment of the Methodist University Director of Police and Public Safety or his / her departmental designee)
- Any event for which an exhibitor, presenter or performing artist requires any security or law enforcement services as a contractual condition of appearance
- Any event offering “day-of” paid guest admissions
- Any event involving other on-site cash handling including, but not limited to, admission proceeds, merchandise sales, and collection of charitable donations. Exception: religious services at which participants make voluntary cash offerings
- Any event involving temporary restriction or closure of any university-owned roadway, service drive or parking area
- Any event that includes participants sitting, standing or otherwise congregating in any university-owned roadway, service drive or parking area
- Any event that includes participants walking, jogging, running, cycling, skating or otherwise traveling (individually or as a group) upon any university-owned roadway, service drive or parking area
- Any event featuring mechanical amusement rides or inflatable amusement structures
- Any professional or semi-professional athletic competition or exhibition
- Any event featuring boxing, wrestling or martial arts competition or exhibition
- Any event featuring live animals in lawful competition or on lawful exhibition

Contact the Department of Public Safety during business hours (910.630.7149) at least seven calendar days in advance of your event to request special event support from Methodist University Police or Security Officers. Only the number of University Police and Security Officers reasonably believed necessary to effectively and safely support an event will be assigned. However, the appropriate level of police and security staffing for any event will be determined by Methodist University’s Director of Police and Public Safety or his/ her departmental designee.

*Only Methodist University Police and Security Officers may direct or manage vehicular or pedestrian traffic on the Methodist University campus.

**Any exhibitor, presenter or performing artist who employs proprietary (or utilizes the services of contract) security / close protection personnel must provide advance notice of same to the Director of Campus Calendar and External Events and the Director of Police and Public Safety. Proprietary or contract security/close protection personnel may not possess firearms or other weapons on Methodist University property at any time. Company/Private/Special Police Officers may not provide law enforcement or security services on Methodist University property unless contractually engaged by an authorized agent of Methodist University. Company/Private/Special Police personnel may not possess firearms or other weapons on Methodist University property at any time.
STAFF CONTACTS

Chris Carter
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910.630.7062

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Carol Pope
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Bill Young
Maintenance, Dispatch
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James Phillips
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Jessica Wanger
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Gina Billman
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gbillman@methodist.edu
910.630.7037

Doris Munoz
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dmuno@methodist.edu
910.630.7022

Billy Gonzalez
Aramark – General Manager
gonzalez-billy@aramark.com
910.630.0655

DeeDee Jarman
Senior Associate Athletic Director
djarman@methodist.edu
910.630.7283

Public Safety
910.630.7098 - Non-emergencies
910.630.7577 – 24 - Hour Emergencies

Maintenance
6:30 a.m. – 3:30 p.m. – 910.630.7199

After Hours Maintenance & Housekeeping
Notify Public Safety Staff
After 3:30 p.m. – 910.630.7098

Mike Safley
Vice President for Campus Ministry
& Community Engagement
msafley@methodist.edu
910.630.7515