



Event Planning Internal Event Request Form Standard Operating Procedures

October 23, 2024

Introduction

This document is to walk you through how to plan an event, from start to finish, including: how to reserve spaces, timelines, and complete an Event Action Memo and Work Order, located here: <https://childrenstheatre.org/internal-event-request/>. If you have questions regarding how to complete this form, please contact your supervisor to have them walk you through it.

Planning an Event at CTC

Planning an event at CTC requires multiple steps that are instrumental in making sure your event is successful and goes on without any issues. There are many logistics depending on the size of your event. If the internal event you are planning does not require any cross departmental planning, there are steps that may be skipped. **But, if your event requires spaces outside of your department or any cross-departmental planning, you must follow all these steps to ensure that you have communicated with all the correct parties.**

How to fill out the form

1. At the top of the form, there are two linked documents. One is this document, the second are all ground plans you may need. You can also access the ground plans [here](#). Your event may not need a ground plan, but if you do, you can download the ground plan of the space that you are holding the event in. We will cover ground plans further in step 13, part D.
2. There are a series of required questions at the beginning of the form. This information is important as this is how people will know who to contact if they have questions regarding the event. Please ensure that your email is correct as that will be the main way people will contact you.
3. The next series of questions will ask about your Event Name, Department hosting the event, Event Date, Event Start Time, and Event End Time.
 - a. Event Name: The event name should match the Event Name that has been approved on the calendar.



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- b. Department hosting the event: This should be your department unless you are sending on behalf of an event being hosted by a different department. If you do not know your department code (Three digit number used for accounting), that's okay! Your supervisor may be able to help. This is only to help with charging set up or strike costs if they are being done outside of normal hours for Facilities or if any of the Production Departments are assisting.
- c. Event Date: This is the date of the actual event.
- d. Event Start Time: This is when the event itself will start, not when the set up should start.
- e. Event End Time: This is when the event itself will end.

4. Is this a recurring event in the same location?

- a. If it is, please select "Yes" and a box will appear asking for the dates of the recurring event. This is only if the event is in the same location.

Is this a recurring event in the same location?

Yes
 No

Please list dates of recurring event below.

Fill this out only if this event is in the same location.

- b. If you have a recurring event with multiple locations, please select "no" and fill out this form for each of the locations that it will take place in.
- c. If it is not a recurring event, please select "no".

5. Event Description and Timeline

- a. Please provide a brief description of the event. One to two sentences should be enough to let everyone know what the event is for and about.
- b. The timeline is a brief run down of the timeline of the event.
- c. Example:
 - i. Opening Night Dinner for Frog and Toad
2pm: Caterers arrive from Kafe 421 to Stage Door & Loading Dock – Security greets and escorts to assigned staging area behind pipe & drape in Cargill Stage Catering truck to park in loading dock from 4PM -8PM (approx.)
4pm: Catering food and staff arrive
By 4:30pm: Lighting: Uplighting should be on (Colors: Green and Orange) Sound: Canned music (Dinner Mix) should be playing



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5pm: Pizza delivery from Galactic Pizza for the Kids Party Teaching artists arrive
Guests arrive at main entrance - Development to greet and direct to MacMillan Family
Lobby/Cargill Stage. Children attending the Kids Party in MacMillan Family Lobby will be accompanied by their parents to the lobby and then proceed to Cargill Stage. (2) TAT Teaching Artist to lead activities for kids
4:45pm: Bar open
5pm: Buffet open
5:20/5:30pm: Remarks begin
~6:30pm: Guest exit and proceed to Target Lobby to check out the public opening Catering and DEVO clean up remaining items, leaving just furniture/bagged linens

6. Where is your event?
 - a. Please make sure to select all spaces that apply. These should also match the spaces that are reserved in the calendar. If you have not reserved those spaces, do so before filling out this form.

7. Facilities Notes
 - a. Please include any cleaning notes as well as a timeline of when that can take place.
 - b. Example:
 - i. Please make sure Cargill Bathrooms are fully cleaned and stocked and trash emptied prior to 2pm on April 27, room is open starting at 10 am.

8. Who will be attending this event?
 - a. Please select all of those that have been invited and will be attending the event.



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9. What entrance(s) will guests be using?

- a. The options listed are the “Main Entrance” – which is the entrance on 3rd Avenue that leads into the Granite Lobby, “Stage Door”, or “Other”. If “Other” is selected, a text box will appear asking for you to describe what entrance guests will be entering from. Please ensure that Security and anyone that the entrance

What entrance(s) will guests be using?

- Main entrance - 3rd Avenue Circle Drive/Granite Lobby
 Stage
 Other

If you selected Other, please specify below:

will affect, is fully aware that this is happening.

10. Who will be greeting?

- a. Please include if there will be staff at the doors to greet guests. If there will only be signage, please describe the signage (i.e.: sandwich boards, sign on Easel, arrow sign with balloons, etc.) and where they will be placed.

11. Number of attendees

- a. Please include either an estimate of how many guests will be attending or if you have an exact count, please include that number.

12. Any external contacts that we should be away of? Please include contact information.

- a. This should include any caterers or external vendors, as well as internal employees that may be heading the event with you. Please include their name, title/where they are from, and the best way to contact them, either a phone number or email address.



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13. Do you need any furniture set up?

a. If you select “yes” another series of questions will appear.

Do you need furniture set up? (Required)

Yes
 No

Furniture Request

Facilities setup can start on:
Check the room calendar and reserve the space for the set up time.

Facilities setup time can starts at:
 :

Facilities setup should be finished by:

Facilities setup time finished by:
 :

Strike Date
Please identify when your event should be struck. Keep in mind if this is on a weekend, you may need to request additional custodial services through Adam Scarpello (ascarpello@childrenstheatre.org)

Strike Time
 :

- i. Facilities setup can start on: It is very important that if you need the space set up in advance, to also give yourself time for your set up, that you request for those times in the appropriate calendar. You should include the date that set up should start and the time that has been approved on the calendar.
 - ii. Facilities setup should be finished by: If you need time to set up, we advise that you should request that facilities set up is done before you need to do your set up. This will include the date and time as well.
 - iii. Strike date: Please identify when the event should be struck by. Please keep in mind that if it needs to be struck when facilities are not in, such as a weekend, additional custodial services should be requested through Adam Scarpello (ascarpello@childrenstheatre.org) and additional fees will be charged to your department.
- b. The next series of questions will be the furniture requests. This is the furniture that is available at CTC. If you need additional furniture, you may need to rent furniture from an event company. There is also a space to request table clothes/linens for each item. Please make sure to add under each piece of furniture that needs linens so the appropriate sizes can be collected for the event.



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- i. 5' Round Tables – 10 available
- ii. High Top Tables – 6 available
- iii. 6" Banquet Tables – 18 available
- iv. 8' Banquet Tables – 18 available
- v. Black Chairs – 100 available
- vi. Gray chairs – 100 available
- c. Do you need a lectern?
 - i. This will be set up by facilities, but if you need a microphone on the lectern, please make sure to talk with the Sound department prior to this form being completed and sent out.
 - ii. There are options for:
 - 1. Yes, with a microphone
 - 2. Yes, but no microphone needed
 - 3. No
- d. Upload Groundplan
 - i. Groundplans can be found here. There are many ways to create a groundplan:
 - 1. Download the appropriate groundplan, print, and draw your furniture on it.
 - 2. Download the appropriate groundplan, upload to any drawing/design application, such as MS Paint or Canva, and place your furniture (also found in the ground plan folder)
 - 3. If you need an extensive groundplan created, contact our Technical Director, Adriane Heflin (aheflin@childrenstheatre.org) or our Assistant Technical Director, Kelly Pursley, (kpursley@childrenstheatre.org) to have them assist in creating it.
 - 4. Once your groundplan is finished, please upload it in this section.

14. Department Notes

- a. If there are specific notes that you have requested from different departments, please include it in each departments section. These should be notes that have already been discussed. If there are departments that are not involved, please just put "FYI" in their section.
- b. Example:
 - i. Production Notes:
 - 1. Lighting please have lights set to Green and Orange in the Cargill Theatre. These can be set for the entire event as we have discussed.



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2. Sound please have background music for guests entering, this can end when the program starts at 5:30pm.
 - ii. Administration Notes:
 1. Peter will be asked to speak as we have discussed.
 2. Photos of the event will be taken and distributed after.
 - iii. Front of House Notes
 1. Guests will be entering the Target Lobby through the door to the Cargill Mezzanine at 6:45pm.
 - iv. Education/TAT Notes
 1. FYI
 - v. Facilities/Security Notes
 1. Guests will be staying after the show, please inform Mia that the Granite Lobby Doors should remain unlocked.
15. Once all information is filled out, click submit and your Event Action Memo and Work Order will be sent to the CTC Staff Email List. You will also get a copy of the request in your inbox.