

Boston College Event Management

Event Planning 101

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Step 1: Plan Your Details

As soon as possible

It is essential to have a clear vision as to what you want your event to look like. Be able to answer the following questions...

- How many people will be in attendance?
- Will there be food?
- When will the event take place?
- Will you have a speaker?

Step 2: Reserve A Space

At least 8 weeks in advance

Once you have an estimation of how many people will be in attendance you can begin reserving a room.

- Know your chart-string
- Create a user profile in [Event Space Reservation System](#)
- Fill out the form and request a space
- Received an email from OSI confirming the space

Step 3: Request Additional Services

After OSI approval: 5 weeks in advance

You have secured a room! Now, do you need any help with set-up? Will you be ordering food? Do you need extension cords, projectors, etc.?

- Yes, food! Fill out the [food request form](#)
- Yes, set-up! Awesome! Let event management know with an email.
- Yes, tech! Submit the [Media Technology Services Request Form](#)

Step 4: Finalize Event Details

At least 12 business days in advance

- Give Event Management revised counts of your attendees

Step 5: Provide Final Guarantees

Three business days in advance

- Give Event Management final guarantee numbers

EVENT MANAGEMENT GUIDELINES

NO OUTSIDE FOOD ALLOWED TO BE BROUGHT INTO...

- Boston/Heights/Newton Rooms
- Faculty Dining Room
- Lyons (Welch) Dining Hall
- McElroy Carney Dining Hall
- McElroy Eagle's Nest
- Stuart Snack Bar (aka the Yellow Room)
- Walsh Function Room
- Yawkey Murray Function Room

POSSIBLE FEES

- **Grounds Overtime Charges**
[before 7am | after 3pm]:
\$42.84/hr (4hr min.)
- **Lyons & Boston/Heights/Newton Room Supervisor:** \$125
- **Yawkey Door Monitor:** \$35/hr (4hr min.)
- **Electrician:** \$55/hr (4hr min.)

For official estimates, the organization should work with Event Management once they've met with their adviser.