

Student Guide to Planning Events

Updated 1/31/24

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Introduction

The purpose of this guide is to assist students in planning successful events that are consistent with university policies and procedures. The policies and procedures are designed to facilitate the event planning process and ensure the safety and well-being of the campus community.

The Event & Conference Services (ECS) offices are open Monday – Friday, 8:30am – 4:30pm
The department has two main contact areas:

Reservations Management	Event Management
UU 165	UU 147
reservations@towson.edu	410-704-2315
410-704-2600	

This guide has been developed based on University policies, procedures, and standards while following Maryland Fire Protection Code, The National Fire Prevention Association (NFPA), and Occupational Safety and Health Administration (OSHA).

Towson University's policies, programs, and activities comply with federal and state laws and University System of Maryland regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability, sexual orientation, gender identity, or expression, and veteran status.

Important Dates & Deadlines

Important University Dates & Signature Weekends for 2023-2024	
Labor Day Weekend	September 1 – 4, 2023
Family Weekend	September 22-24, 2023
Homecoming Week	October 2 – 8, 2023
Fall Finals Begin***	December 12, 2023
Spring Break	March 17 – 24, 2024
Reservation Request Window Opens for Fall 2024	April 8, 2024
TigerFest Week	April 14 – April 20, 2024
Spring Finals Begin***	May 15, 2024

*** Hosting events, meetings, or tabling during finals week is not permitted. ***

ECS encourages students to submit event requests at least 21 days in advance. Below are important timelines to consider when planning events:

21 Days	Large events (e.g., outdoor social events, fashion shows, pageants, concerts, walks and runs) require a confirmed reservation at least 21 days in advance.
14 Days	

A confirmed reservation is required when using space on campus. Student organizations must be registered through Involved@TU and in good standing with the University to request and reserve space on campus. [25Live](#) is the University's web-based scheduling system that allows users to see location availability and bookings in real-time. Requests must ALWAYS be submitted in advance and are subject to changes.

Authorized Requestors

Each student organization is permitted to have up to TWO Authorized Requestors, who will submit all organization requests through [25Live](#). Requests submitted by unauthorized requestors, including faculty or staff, will be denied.

To register as an authorized requestor, up to two student organization representatives must:

1. Complete the video course about planning events, Student Guide to Planning Events in [Blackboard](#). To access the required course video and quizzes:
 - a. Go to <http://blackboard.towson.edu/>
 - b. To the left, select the Organization tab.
 - c. Select the Organization Catalog in the upper right-hand corner.
 - d. Type in PLANNING EVENTS in the search field and click GO.
 - e. Mouse over STUDENT_EVENTS, then click the drop-down arrow.
 - f. Click Enroll. Click Submit. Click OK.
 - g. To the left, select the Content under Student Training to Planning Events.
 - h. Click on the name of the course to launch the video.
 - i. Make sure the screen is in full-screen view.
 - j. Complete all 4 quizzes with a score of 80% or better.
2. After successful completion, the representative MUST email, reservations@towson.edu, with their full name, their organization name, the organization's TU advisor name and email, and which requestor they are replacing or if they are renewing themselves. The authorization will be valid through the next July 1.

- Once a location is confirmed, the authorized requestor will receive email from Reservations Management, and they will then work with the assigned Event Manager to determine the details and requirements, including event setup, tech, staffing, permits, etc.
- Reservations are not available to individual students. All requests must be from recognized student organizations. For study space, visit [Albert S. Cook Library](#).

Submissions Windows

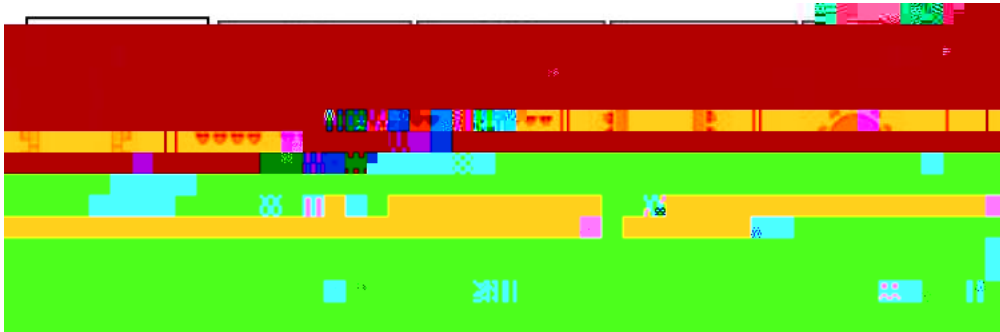
- Fall Request Submission Window opens in April for the upcoming fall semester. Recognized Student Organizations in good standing may submit requests for:
 - One recurring meeting (weekly, monthly, etc.) for the Fall semester for a maximum of 3 hours.
 - One event occurring in the fall semester
 - One event occurring in the spring semester
-
- Spring Request Submission Window opens in October for the upcoming spring semester. Recognized Student Organizations in good standing may submit:
 - One recurring meeting (weekly, monthly, etc.) for the Spring semester for a maximum of 3 hours per week.
-
- Authorized requestors will be notified when additional requests may be submitted for each semester.

Facility Styles and Capacity Chart

Academic classrooms may be reserved for meetings. Meetings are intended for discussing organizational business related to the mission. The setup of these academic classrooms must be used AS-IS. Organizations should not change the placement of tables or chairs.

In other university buildings, setups may be customized based on capacity. Below are 5 standard setups for indoor spaces. Maximum capacities for each space based on the standard setups can be found on the [Capacity Chart](#). A setup can be customized for your event, speak with an Event Manager to understand the maximum capacity specific to your request.

In the event chairs or tables are moved, the room **MUST** be returned to the original setup prior to leaving to avoid being charged a reset fee.



Types of Events

AS-IS Events

- Default setup for events submitted and confirmed within 14 days of the event date.
- No setup or tech may be requested. The setup may be left over from a previous event or set for a future event.
- Tables and/or chairs may or may not be in the room. You must utilize the space as it is. If furniture is moved during the event, you must return the room to its original setup prior to leaving to avoid being charged a reset fee.

Co-Sponsorships with off-campus entities

- A student organization may partner with an external entity for events primarily intended for the campus community.
- The student organization is responsible for the program, nature of the event, planning, implementation, maintenance of the facility and all costs related to the event.
- Co-sponsored events designated to generate funds for the off-campus group/entity must sign a Co-Sponsorship Agreement.
- No alcohol, tobacco, or cannabis products may be distributed or advertised.

Concerts/Shows

- Performance based event with paid and/or non-paid performers. Contracts are required see Entertainment/Vendor section for additional details.
- Requests must be made at least 21 days prior to the event.
- See [Large Limited Capacity Event](#) and/or [Paws Concert Event Standards](#), depending on venue
- Additional items to consider: technical riders, tech needs, ticketing, parking, and security.

Demonstrations

- Towson University supports the right of University students, faculty, and staff to engage in protected speech and assembly, including demonstrations, marches, picketing, leafleting, and protesting in public areas in accordance with the [Time, Place, and Manner Policy](#).

Events in Parking Lot

- Large outdoor events may be permitted to take place in Parking Lots.
- Additional staffing and charges will apply. Please talk to an Event Manager for more information.
- In addition to the 25Live request, you must also complete this [Event Parking Request](#)

Events with Entertainment, Vendors, and Other

- NEVER sign a contract yourself!
- Any external presenters, vendors, lecturers, performers, etc.,
- [How to Guide for TU Entertainment Contract](#)
- [Towson University Entertainment Contract](#)
- [Towson University Goods & Services Contract](#)

Indoor Events

- Any event and/or meeting taking place inside a University building.
- [University Decoration Policy](#)
- [Open Flame and Candle Policy](#)

[Large Limited Capacity Events](#)

- Events where at least 2 of the following conditions are met: anticipated attendance over 200, ticketing, contracted services, crowd control, advanced audio-visual services, free food.
- Requests must be made 21 days' in advance to coordinate with the event manager.
-

Organizational Co-sponsorship

- When 2 or more registered student orgs are planning, implementing, and/or financing a single event.
- Organizations are jointly responsible.

Outdoor Events

- Events taking place outdoors in specific locations with an approved 25Live reservation.
- Additional staffing and safety procedures may be required based on details of the event.
- [Amplified Sound Guidelines](#)
- [Burdick Field Policy](#)
- [Fire Permit](#)
- [Chalking Policy](#)

Student Organization Meetings

- A gathering where organizational business is discussed
- Generally held in academic spaces, it is encouraged that meetings are limited to 3 hours.
- Conference rooms in the Union & West Village Commons are pre-set Sunday – Wednesday after 5 p.m.

The event manager will work with your organization for the planning and execution of the event. You will request setup, tech, staffing, etc. through your event manager. Details about the event are not confirmed until they are finalized with an event manager.

- Step 3: Setup Requests

Setup includes: tables, chairs, staging, pipe & drape, layout/position of furniture in the room. These details are finalized with the Event Manager.

Requests should be confirmed 14 days prior to your event and can be modified up until 24 hours prior to the start.

Inventory of tables, chairs, stages, etc. is limited based on the location and availability.

Additional items may be able to be rented at the expense of the organization. Advanced notice is required, and cancellation fees may apply.

- Step 4: Tech Requests

14 days' notice prior to your event is required for services to be guaranteed.

21 days' notice prior to event is required for large tech requests such as concerts.

Work with your event manager to confirm tech services

ECS' Tech Operations staff can help with audio/visual aspects of your event. Providing a range of services from podiums and microphones to visual presentations, to concert

Conference/Meeting Rooms with Installed Tech		
UU 142A,148, 205, 207, 249, 321A, 321B, 327	Installed 75" touchscreen video monitor with soundbar, installed room audio, installed webcam with microphone, mini-PC	\$75.00
UU 222, 224 Audio Only	Installed room audio, input for 1 wireless microphone, installed podium	\$75.00
UU 222, 224 Audio & Visual	Installed projector and screen, installed room audio, input for 1 wireless microphone, installed podium, installed webcam with microphone, mini-PC	\$150.00
UU 323A, 323B, 325A, 325B (single room)	Installed 75" touchscreen video monitor with soundbar, installed room audio, input for 1 wireless microphone, installed webcam with microphone, mini-PC	\$100.00
UU 323A-B or 325A-B (Combined)	Installed 75" touchscreen video monitor with soundbar, installed room audio, input for 2 wireless microphone, installed webcam with microphone, mini-PC	\$150.00
WVC 304, 305, 306, 307	Installed projector and screen with HDMI input, installed room audio via HDMI only no microphones	\$75.00
UU 322 Audio Only	Installed room audio, input for 4 wireless microphones	\$75.00
UU 322 Audio & Visual 1	Installed front projector and screen, Installed room audio, input for 4 wireless microphones, mini-PC	\$100.00
UU 322 Audio & Visual 2	Installed 3 projectors and screens, Installed room audio, input for 4 wireless microphones, mini-PC	\$125.00
UU 324 Audio Only	Installed room audio, 2 wireless microphones	\$75.00
UU 324 Audio & Visual	Installed 4K projector and screen, installed room audio with surround sound, DVD player, Blu-Ray player, 2 wireless microphones, mini-PC	\$200.00
UU 329 Audio Only	Installed room audio, 4 wireless microphones	\$75.00
UU 329 Audio & Visual	Installed room audio, 4 wireless microphones, installed PC, video wall	\$200.00

Additional Tech Packages

** Additional Labor Charges may apply. Speak with your Event Manager for a price estimate.**

ABM	\$24.00	½ hour minimum, when required
Housekeeping	\$90.18	Flat fee for



- Ticketing
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Resources for You

Campus Resource	Contact Information
Event & Conference Services (ECS)	Reservations Management : University Union Suite 165 : 410-704-2600 : reservations@towson.edu Event Manager Assistance : University Union Suite 147 Mon. – Fri., 8:30 a.m. – 4:30 p.m. : 410-704-2315
Tiger Hospitality Catering Design + Graphic Services	University Union 410- 704-3480 : tucatering@towson.edu : University Union : Mon. – Fri., 9 a.m. - 5 p.m. : 410-704-2276



General Campus Procedures

The information listed below is here to help guide you through University Policies and Procedures while planning your event. Some procedures have links with more information. Please be sure to read all the information below before speaking with your Event Manager.

[Accessibility:](#)

If you have a guest with a disability needing accommodations, think about if you need accessible seating, accessible parking, captioning, hearing assistive devices, interpreter services, service animals, or advertising.

Banners:

Student organizations may hang a banner from the pedestrian bridge that connects the University Union to the Union garage. Banners may not be hung with tape or any other type of adhesive. Banners must only be hung using string or wire ties. Banners may not exceed a size of six feet wide by three feet high. After the event is over all banners must be removed including string and wire ties. Banners may not mention alcohol or include offensive language. Banners that do not follow the above guidelines will be removed without warning. Damage or cleaning expense required due to improperly hung banners will be the responsibility of the group hanging the banner. Banners may not be hung from the Osler Drive and Burke Avenue bridges.

[Tiger Hospitality Catering:](#)

Tiger Hospitality Catering is the University's exclusive contracted caterer. All catering and refreshments must be provided by Tiger Hospitality Catering. They have the "right of first refusal" clause in their contract for providing all food and catering service on campus. 2.58 366.53 Tm0 g0 G

[Digital Signage:](#)

To have your confirmed event promoted on digital displays in the Union and WVC, contact [Design + Graphic Services](#).

[Food Waiver:](#)

Use this [form](#) when requesting a waiver of services from Tiger Hospitality Catering, in particular, for those wishing to provide their own food for their event which is over \$100 or for those who wish to use a caterer not associated with Towson University. Food waivers must be submitted a minimum of 10 days prior to the event to be considered. Once submitted, a decision will be made within 2 business days.

[Fire Permit:](#)

A fire permit is required when cooking on a grill and any open fires in Glen Fire Pit. Fire Permit must be sent 10 days before scheduled event for approval. Submitting a fire permit does not always guarantee an approval. In addition, a grill use form must be completed and turned in to your Event Manager prior to your event.

[Paws Lawn Grill Use Form](#)

[Glen Fireplace Use Form](#)

[Other Grill Locations Use Form](#)

[Fundraising:](#)

Student organizations are encouraged to fundraise for their group's needs or for a charitable cause. All recognized student organizations receive a University bank account through SGA and must immediately deposit all money raised into this account for safekeeping and tracking purposes. Deposits can be made at the Auxiliary Services Business Office. Some fundraisers may require a Baltimore County Gaming Permit.

[Inclement Weather:](#)

- Rain/weather calls for ECS Staffing & equipment must be made by noon the day prior to the event. Calls must be made by Friday at 12p for Sunday events. Cancellations after this time, will still be charged for equipment/services.
- ECS reserves the right to not deliver equipment outdoors during inclement weather. Your Event Manager will notify you if this decision is made.
- In the event of lighting in the area, ECS will cancel your event until the warning has been suspended.
- Snow policy. (In the event the University closes due to inclement weather, your event will also be canceled.)
- [Text Alerts](#)
- [Emergency Closing Information](#)

[Master Calendar:](#)

Click the above link to view all of Towson University's events!



Misrepresentation/Fronting:

Student groups are expected to make reservations only for the purposes of their organizations. Any group who is found to have made a reservation for another purpose or entity will have their reservation cancelled and the offending group will be sent to Student Conduct for furnishing false information.

[Movie Screening:](#)

In order to screen a movie on campus, you must attain the Copyright License. For more information, contact the _____ at 410-704-3307

[Noise & Lighting Policy:](#)

All outdoor events must follow the sound and lighting guidelines set by the Code of Maryland Regulations. When having amplified sounds at an outdoor event, a sound monitor must be hired by ECS. Additional charges will apply.

[Core Campus Noise Standards](#)

[Parking Services:](#)

If your event has off campus guests who do not have parking permits, consider contacting parking services to obtain permits. Vehicles parked on campus must display a valid permit or be parked at a paid meter from 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday. Contact Parking Services if you have any questions.

Posting Flyers:

If you are interested in posting flyers in an academic building or Housing and Resident Life buildings, please click the links below for more information.

[Academic Posting](#)

[Housing and Resident Life Posting Policy](#)

Inadmissible Items

For the safety and security of guests' specific items are inadmissible at events. It is the



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