

1 *EVENT PLANNING (6 weeks before event)*

- An event or project typically requires support from the Engagement Office if it involves:
- Ticketed events or sales transactions
- Fundraising, sponsorship or tax receipting
- External partnerships or community involvement
- A large number of attendees (events)
- Multi-day programming (events)
- A communications plan (ie: A website listing, media, public relations, social media posts, newsletter listings, design & printing of collateral, key messaging or speaking notes, invitations, etc.)
- Event management consultation
- **For all other events please follow the below guidelines no less than 2 weeks prior to the event.**

2 *BOOKING SPACE*

- Events and exhibitions can be booked through Office 365 calendars by faculty and staff. If you are hosting an exhibition with an opening, both the exhibition and the opening must be booked
- Students can view calendars on Office 365 and email oraa@acad.ca to book spaces
- Resources:
- <https://helpdesk.acad.ca/kb/articles/o365-meeting-rooms>
- <https://helpdesk.acad.ca/kb/articles/mac-outlook-open-room-or-shared-calendar>
- [Room Booking Procedure](#)
- [Exhibition Form](#)
- [Event Approval Form](#)

3 *SUBMITTING FORMS*

- Completed forms must be submitted min. 2 weeks before the event
- Exhibition Booking Forms can be attached as a file to the space booking request in Office 365 or submitted to ACAD's Painting and Drawing Educational Art Technician - Nate McLeod.
- Event Booking Forms must be submitted to the Director of Facility and Ancillary Services – Michael O'Neill through the Welcome Desk.

4 *EXHIBITION BOOKING GUIDELINES*

- See Appendix A for a map of the Main Mall spaces.
- Do not block the sight lines to the Security Office (see Appendix A)
- Min. 5 tables and 10 chairs must be arranged throughout the exhibition in the Upper and Mid Mall.
- Max 1 week for bookings that are not Department-Wide Exhibitions
- Exhibitions should be Wednesday to Tuesday
- This ensures that there is a technician on staff to support the install and take-down of the exhibition.
- One day crit installations do not need to fill out the Exhibition Approval Form
- Booking times must include install and take-down.
- Opening receptions are typically held on Thursday – which must also be booked through Office 365
- If you have any other questions, please see your area EAT or the Studio Manager – tara.niscak@acad.ca
- Arrange for plinths, walls, lighting, communications and AV min. 2 weeks before the exhibition
- Paint and supplies for the exhibition installation should be arranged through your area EAT.

5 ALCOHOL/ CASH BAR BOOKING

- **Only ACADSA is authorized to serve liquor at College events** other than those sponsored by ACAD administration (see below Non-Cash Bar).
- All areas where the event will take place must be indicated. Events that take place across multiple locations may require additional security.
- Alcohol service will end 20 min before the bar closure.
- Any event held outside of the following areas requires *an extension to our liquor license* (which may take up to 3 weeks for approval): **Cafeteria Seating Area, Main Mall, IKG, MNG, ACAD Boardroom, and Room 371.**
- **Served alcohol must not be transported beyond the booked area.**

6 ALCOHOL/ NON-CASH BAR

- Note that this option is only available to ACAD staff & faculty.
- This process requires the College's sale license to be suspended through the AGLC and a temporary non-sale license to be secured from a licensed retail provider. Often the non-sale alcohol provided at the event must be procured from the retail location providing the non-sale license.
- It is the responsibility of the event organizer to obtain this (a \$12 fee) and adhere to the regulations.
- Non-cash bar events prevent any cash bar events from happening simultaneously on campus
- Alcohol may only be served by a pro-serve certified bartender.
- **Served alcohol must not be transported beyond the booked area.**

7 SECURITY

- Security Personnel is required at all events over 2 hours in length when alcohol is served.
- This encompasses adjacent events (ie: overlapping/back-to-back bookings that keep the bar open for more than two hours overall).
- Security bookings are arranged through the Manager, Health, Safety, Security + Environment (security@acad.ca) at an hourly rate of \$25 + tax.
- At the time of booking an account department charge back code must be provided.
- **Bookings will be allocated on a first come, first served basis. In the instance of an adjacent booking, the second event to submit this form will incur the security costs**

8 AV SERVICES

- Audio/Visual services are booked via avservices@acad.ca.
- If the event occurs outside of the regular scope of service (8am-8pm) or involves extended capacity, additional staff may be required at the rates of \$45/hour or \$65/hour overtime.

9 CUSTODIAL

- Events that are beyond the regular duties of custodial services (outside the regular scope of service, over the weekend – including Friday night and holidays, over 2 hours in length and 100+ attendees) may require additional support, coordinated via maintenance@acad.ca
- An hourly rate of \$45/hr or \$65/hour overtime with a minimum call of 4 hours may be required.
- At the time of booking an account department charge back code or cc must be provided.

10 FOOD AND DRINK (OTHER THAN ALCOHOL)

- No food or drink is allowed in the *Stanford Perrott Lecture Theatre*
- *We strongly suggest that groups take the free AHS Basic Food Safety Online Course*
<https://www.albertahealthservices.ca/eph/Page3151.aspx>
- Events involving food orders over \$250, must order via chartwells <https://sait-cgc.catertrax.com/> for full service, or via paulette.robinson@sait.ca for special ACAD menu order.
- The online full service menu requires a minimum 5-day lead time, or 48 hours for special order pick up via the Stan Grad food court.
- If not using the full service option, event organizers are responsible for securing their own plateware, utensils, napkins and tablecloths.
- Events involving food costs under \$250 can use a supplier of choice, provided that they meet general AHS standards.
- Food served at public events (those that are announced/advertised outside of the ACAD building / community must come from an approved supplier (prepared in a commercial kitchen, grocery store, caterer, restaurant) with the exception of Bake Sales
- Food served at ACAD community events (ex. potluck, student gallery show not announced outside of ACAD) can be prepared by the individuals participating in their own kitchens
- For Bake Sales please follow AHS guidelines <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-bake-sale-guidelines.pdf>

11 LOCATION RESTRICTIONS

- Cafeteria bookings are subject to noise restrictions due to Extended Studies classes held in Rm 439

12 TABLES/CHAIRS

- ACAD has a limited amount of banquet tables (approximately 50) and folding chairs (approximately 55) available for booking (subject to availability), via maintenance@acad.ca.
- Charges will incur if tables are not cleaned and returned in the condition they were received.
- The main mall houses several bar height glass tables and chairs for community use. A min. of 5 tables and 10 chairs must be left out in the Upper to Mid Main Mall area during exhibitions and events.
- To arrange moving the bar height tables and chairs contact maintenance@acad.ca

13 DELIVERIES

- For deliveries to the IKG loading dock, coordinate with IKG staff via cassandra.paul@acad.ca
- For deliveries to the bookstore loading dock, coordinate with the Bookstore

14 CONTACT / RESPONSIBLE PERSON

- **Each event must have either an ACAD employee or ACADSA Group Leader designated as the contact person who is responsible for the event, all costs and food health + safety measures associated (if applicable)**
- A department code and chair signature must be provided in case any charges for security, custodial, and or bar services are incurred. For student groups ACADSA is the named department for invoicing and either the ACADSA Executive Director or Office Manager must sign.

APPENDIX A

