

USD CASA

Center for Awareness, Service, and Action

Scheduling A Facility

How can you save your organization a lot of embarrassment, not to mention last minute headaches and hassles? By taking the time, before you start to publicize your event, to figure out what type of facility will enhance your program the most. Once you've done that, it will be an easy step to find and procure the appropriate facility and any necessary equipment.

Here are some criteria and tips that you might want to consider in your planning:

*What needs to be included in your facility? Can your budget handle this type of event? Will the ticket price cover operating costs? (stage, lighting, microphones, podium, auditorium style seating, screen, etc.)

*How large an audience can you realistically expect? Will admission be charged? Donations collected?

*What type of audio/visual equipment do you Do you plan to sell pamphlets, books, need? Will you need help running it? Have buttons, bumper stickers, t-shirts, etc? the necessary arrangements been made? Is this program open to the public or for members and guests only? (Places to contact for equipment rental are the Media Center, or local businesses.)

*What date is your event for? Will you need chairs or tables? Keep other dates in mind in case facilities are booked up. Will it conflict with other major programs on campus? Do you need to bring food?

*Do you have POETS Budget Code for billing? What time of day will your event be held? (Bring an authorized signer with you to your class scheduling meeting.) Will this interfere with the normal day? Will your event be particularly noisy? Your contact person should be prepared to answer questions about the event.

*Do you expect participants to come and stay, or will there be a constant flow in and out of the program? Allow at least two weeks so paperwork can be processed.

*Can your organization handle all aspects of holding this event? (publicity, ticket sales, money, ushering, etc.)

Once these questions have helped clarify what type of room you are looking for, you are all set to begin your search for the perfect facility. Listed below are the most frequently used facilities on campus. Keep in mind that these are not the only places on campus to hold your events or meetings. Be creative! If your group is mainly from a certain academic department or a residence hall, ask for help there. For example, rehearsal space can sometimes be found in a hall lounge or in a cafeteria after meal hours. Review the list,

paying close attention to any restrictions described, and then contact the department responsible for scheduling the facilities in which you are interested. Remember that with many of these rooms, you may have to schedule around existing classes for the University.

Small classrooms in Maher Hall, Serra Hall, and the UC are available for use by student organizations for an organizational meeting or small free event for no charge. Check directly with Campus Scheduling for reservations and availability.

The University Of San Diego offers a wide range of possibilities. Remember, be creative when planning your event and where it will be held. Student organizations have also used local churches and fraternity/sorority meeting rooms. Poll your members for suggestions and contacts they may have.