



Conference Services & Special Events

Internal Event Scheduling Policy

1. Definition

- a. Internal events are those hosted or organized by an NDMU community member, office, department or student organization and whose attendees are members of the campus community. Examples include: department meetings, campus-wide gatherings (New Student Cap & Gown Investiture, Community Conversations, etc.) and student-organized events.

2. Scheduling

- a. Internal events, regardless of location, must be entered in the campus scheduling system, 25live, **no less than five business days before an event**. This allows for adequate planning with facilities staff for room setups, dining orders, audiovisual needs, any reserved parking required for guests, and appropriate conference services staff coverage. **Room and resource requests submitted less than five days prior to the event may not be approved by Conference Services.** All requests must include the required resources, including setup items/quantities, and detailed setup instructions.
- b. Conference Services will send a room reservation confirmation to the internal event facilitator once the space request is approved. Every effort will be made to confirm room reservation requests within five business days of the date of submission. Events scheduled in advance of the following semester may require additional time for review, due to academic scheduling priorities.

3. Responsibilities of Internal Event Coordinators

- a. Provide estimated head count, AV needs, setup needs, reserved parking requests, catering/linen requests to Conference Services at the time of the 25live request using 'Resources'
- b. On-site AV assistance requires five (5) day prior notice. Any request for on-site personnel may not be confirmed if at least five (5) business days' notice is not received for the request.
- c. A certified Crowd Manager must be present for any event with 50 people or more. Please reach out to Conference Services to determine who is a certified Crowd Manager within your designated school or department.
- d. Student organizations that report to the SGA, must receive approval from both SGA and Conference Services.

During the event's entirety, the internal event facilitator is responsible for oversight of the event and must be present during the event. As the primary contact for the event planning details, the internal event facilitator accepts ownership for the on-site management and success of the event.

4. SAGE Dining Services

In effort to maintain the highest standards for quality, outside food services providers and/or caterers are not permitted on the Notre Dame of Maryland University campus. SAGE Dining Services® retains exclusive rights to provide, control, and maintain all food and beverage services. Therefore, all external and internal conferences/camps must utilize SAGE Dining Services® throughout their events.

- a. Internal groups must submit dining orders through the SAGE online form, which can be found at <https://sagecateringatndmu.catertrax.com>.
- b. **Orders must be submitted at least ten (10) business days prior to your event.**
- c. **Final headcounts are due at seven (7) days prior to the event.**

- d. Outside food or beverage is NOT permitted on campus, unless a Food Waiver Form is submitted and approved by SAGE. If approved, the External Vendor Policy applies.

5. External Vendor Policy

Any internal group using an off campus vendor for any reason must adhere to the External Vendor Policy which can be found on the Conference Services [website](#).

6. Student Groups

All student groups must adhere to the guidelines set forth by the Student Government Association and Student Life Office when planning an on campus event. Please see your organization advisor, or Conference Services if there are questions. All policies pertaining to space reservations, SAGE Dining Services and External Vendors applies to any student organization event.

7. Internal Fee Schedule

Conference Services in collaboration with the Vice President of Finance and respective Directors/Managers of the following departments will determine if the internal fee schedule applies to your event; *Public Safety, ABM/Housekeeping, Facilities*. The internal fee schedule may apply to your event if your event if any of the following are met:

- You are expecting 50 or more attendees for your event on campus
- Additional Public Safety resources have been requested for the day of your event including the shuttle, additional officers, etc.
- A set up for your event has to take place after normal business hours or during the weekend or over a holiday
- If the set-up for your event is extensive, requiring ABM to bring in additional staff members to complete it
- If a Facilities personnel team member has been requested onsite for your event after normal business hours or during a weekend/holiday