

Gatton Standards Document

Events held by official Gatton College affiliated departments, groups or organizations must adhere to the following standards.

The Gatton events director will assist you and the University's Events Office in scheduling space and provide expertise regarding required standards for all events hosted by Gatton College constituents, what works well in the building, and how the Gatton events crew can assist with planning and coordinating your event. We ask that you plan your event early and come ready to be flexible. Employees may schedule facilities and equipment resources to carry out events related to their responsibilities at the college. An event is distinguished from a meeting and has different requirements and standards for space scheduling.

Please review the definition of an event from the University Events (UE) Office at: <http://www.uky.edu/studentcenter/faq> - *Any reservation which includes participants external to the university is considered an event.*

To schedule your event – please visit the EMS reservation system: <http://meetatbigblue.uky.edu>

Gatton Events Page: <http://gatton.uky.edu/gatton-events>

Room Detail Information <http://gatton.uky.edu/facilities>

SCHEDULE EARLY! Gatton space is in extremely high demand from both our college and the university, and not all Gatton spaces are reservable. For events in Woodward Hall, we recommend you reserve the space a minimum of six months in advance. You may schedule your event no earlier than 364 days prior, and no later than seven business days prior to the event.

For the Gatton events director to review your request and schedule space, you must fill out all fields in the EMS form (required by the UE office). If you do not have answers to all the questions, the events director may still place the space on hold for you, but your event will not be approved by the university until all relevant fields are complete. If you have trouble answering any of the questions, contact the events director for assistance. The space is not reserved until you have received a confirmation from the Gatton Events Director and the UE Office.

Because of the significant demand on Gatton spaces, especially Woodward Hall, your first choice of space may not be available. The events director will work with you to accommodate your needs in alternate space and finding equivalent space that will still work for your event.

The Gatton Atrium and Group Study Rooms are not available for reservation.

Assessment & Brand Standards

The audience, scale and complexity of your event will determine which of the Gatton events standards will be expected. The Gatton events director will work with you to make sure the University of Kentucky/Gatton College standards for all events is met by directing you in the planning process to coincide with the branding (and service) your event requires that is applicable to your audience & budget. There are certain service tiers that can help explain more – visit <http://gatton.uky.edu/gatton-events/event-support>.

Logistics planning for events involving food, external visitors, or more than 25 attendees must begin at least 6 weeks in advance (conferences, multi-day events, etc. must begin planning at least 4-6 months out). Coordinate with the events director as soon as you are ready to move forward with your event to plan the logistics for the event space. The director will determine the needs for the event depending on the size, scope and timing of your event, fees may apply for setup, custodial, security, IT and other services.

Food and Beverage

Food and beverages are only allowed in Woodward Hall, Venture Studio and conference rooms. When food is served during any event or meeting, the responsible party may be charged for custodial services through PPD. The responsible party must have caterers clean up their service and have return the kitchen, refrigerators, appliances and other related service spaces to their original state.

ALCOHOL REQUIREMENT for ALL events: Alcohol may only be served at events in Woodward Hall. Alcohol is not permitted in any other Gatton building space without written approval from the UE office. If alcohol is to be served, full service catering is required with a licensed bartender, and the event must be approved by the University Events office. This may take extra time, so these events must be scheduled a minimum of 21 days in advance. Student groups (undergraduate or graduate) are not allowed to have alcohol at the Gatton College. Official university events with faculty/staff that also include students may serve alcohol, but must arrange with the licensed bartender for a system to check identification, and receive additional approval for this piece from the Events Management office.

Technology and Audiovisual Support

Podiums and some tables in all spaces are NOT movable due to attached technology. Please do not attempt to move the podiums or tables. Charges for any damage will be assessed to the department.

Onsite IT support is required for all events in Woodward Hall and Kincaid Auditorium. You must enter this AV/IT information as part of your space request in EMS. This will let the Gatton Technology Center know your event is happening and ensure the technology you need is present. Technical Services provided for the standard events: For events during Gatton staff regular business hours, basic assistance with AV/IT setup and on call standard Gatton IT support (ex. support for using the room PC and presentation system) is provided. Support will be in facility but not present at event for the duration of the event. If you will need technical support actively present at your event, or specialized equipment, you must specifically request a staff member when you make your space request.

Note: Onsite Gatton IT Support present at the event is required for all Friday evening (after 4pm) and weekend events in Kincaid Auditorium and Woodward Hall when any technology will be used and may be required under certain circumstances for events in other spaces.

Event Experience

TABLECLOTHS

Table linens are highly suggested for all food-service events in Woodward Hall. Meetings, classes and “non-food” events do not typically require linens. The college has stretch tablecloths purchased for event use. Traditional tablecloths are also available from your caterer (cost is approximately \$18 per tablecloth from Bryant’s Rent All or Purdon’s.

NOT ALLOWED: Plastic tablecloths or Styrofoam anything!

Types of Events/Expectations

Formal Events

These include Dean’s office or donor-centric events, all-college formal events, receptions or other events where the business community is invited, and others as determined by the events director.

- Table linens are required.
- China and silverware are required (no plastic wear)
- For meals/receptions with food, full service catering is required with professional wait staff.
- Fresh floral centerpiece arrangements are required.

Semi-formal Events

These events will include lectures, student-focused ceremonies (e.g. induction ceremonies for societies) with donors and/or parents attending, student events with a donor speaker or a small number of donors invited, department graduation/commencement ceremonial events, particularly with parents, academic conferences with external faculty attending, and others as determined by the events director.

- Table linens are required
- Clear disposables/utensils are permitted
- Catering can be a catering/restaurant drop off - but student event workers must be present.
- Centerpieces are suggested – and the standard Woodward Hall centerpieces can be utilized from the events department.

Informal Events

These include student-only, staff-only and/or faculty only events of an informal nature, such as staff meetings, game watching parties, faculty receptions, and others as determined by the events director.

- Table linens are NOT required
- Clear disposables/utensils are permitted
- Catering can be a catering/restaurant drop off
- Departments are responsible for setup and clean-up of event and returning space to the standard setup including trash removal. Student workers may be requested to help but are not required. You may be charged for the hourly

Equipment/Wares

The Gatton College has purchased equipment to help support events. Click here for a listing of items you may use for your next event.

http://gatton.uky.edu/sites/default/files/events/Equipment%20List_General%20Events.pdf