



## OUTDOOR EVENT PLANNING CHECKLIST

Follow this checklist to ensure the coordination of an outdoor event is on track for final approval from Student and Campus Event Centers (SCEC). Outdoor event space should be requested a **minimum of three (3) weeks in advance** via <http://www.space.gatech.edu/gt-events> to obtain the required consent from various campus stakeholders, including the Fire Safety Office, Risk Management, GTPD, Landscaping, and Waste Management & Recycling. Not all action items below will be applicable for every outdoor event, but every outdoor event is required to submit a detailed layout. Questions should be directed to [outdoorevents@stucen.gatech.edu](mailto:outdoorevents@stucen.gatech.edu).

**\*\*DO NOT ADVERTISE THE EVENT UNTIL THE RESERVATION STATUS HAS CHANGED TO “CONFIREMD”. THE CONFIRMATION OF OUTDOOR SPACE DOES NOT CONSTITUTE FINAL EVENT APPROVAL.\*\***

STUDENT AND CAMPUS EVENT CENTERS (SCEC) REQUIREMENTS	
<b>LOCATION</b>	Secure an event space through GT Events at least three (3) weeks prior to the desired date; include set-up and breakdown times in the request. A brief explanation of the event and a copy of the layout must be provided to SCEC via <a href="mailto:outdoorevents@stucen.gatech.edu">outdoorevents@stucen.gatech.edu</a> .
<b>TABLE SPACE (Tech Walkway Only)</b>	<ol style="list-style-type: none"> <li>1. Submit requests for table space(s) at least five (5) business days prior to the desired date.</li> <li>2. Tech Walkway has ten (10) table spaces per side (North, South, East, &amp; West). These spaces are anywhere along the corresponding side of the reservation, not in designated numbered spots.</li> <li>3. A Tech Walkway Tabling confirmation from SCEC does not guarantee tables.</li> <li>4. If tables are needed, contact Brandon Ford in Facilities (<a href="mailto:brandon.ford@facilities.gatech.edu">brandon.ford@facilities.gatech.edu</a>) at least five (5) business days prior to the event date. Tables requested/reserved through Facilities are complimentary Monday - Friday and are dropped at Tech Walkway around 8:30 am and picked up around 3:30 pm. Any table requests/reservations outside of these days/times are billable. All table/chair requests are based on availability and honored on a first come first served basis.</li> </ol>

<p><b>TABLE SPACE (Experiential Pathway Only)</b></p> <ol style="list-style-type: none"> <li>1. There are ten (10) table spaces along the Experiential Pathway. These spaces are found under the “SC, Ex Hall, West Vill., Exper. Path Table Spaces” in GT Events.</li> <li>2. Tables/chairs <b>are</b> provided with a reservation in these spaces.</li> <li>3. Table spaces along the Experiential Pathway are handled through Laura Price-Elliott (<a href="mailto:laura.price@stucen.gatech.edu">laura.price@stucen.gatech.edu</a>)</li> </ol>
<p><b>CONTINGENCY PLAN</b></p> <p>In case of inclement weather or other force majeure, coordinate a contingency plan and reserve the necessary date(s) and/or location(s) through GT Events. Cancellations <b>must</b> be received at least 48 hours in advance when “rain dates” are reserved or the hosting organization’s future reservation privileges may be impacted.</p>
<p><b>AMPLIFIED SOUND REQUEST</b></p> <p>Events with amplified sound, including DJs, bands, megaphone announcements, etc., are required to receive prior approval from the Registrar’s Office. Complete the <a href="#">amplified sound request form</a> and submit it via email it to <a href="mailto:scheduling@registrar.gatech.edu">scheduling@registrar.gatech.edu</a>; copy <a href="mailto:outdoorevents@stucen.gatech.edu">outdoorevents@stucen.gatech.edu</a>.</p>
<p><b>FIRE SAFETY REQUIREMENTS</b></p>
<p><b>LAYOUT</b></p> <p>Outdoor event layouts require consent from the Fire Marshal. Submit the event layout via <a href="https://www.ehs.gatech.edu/fire/register-event">https://www.ehs.gatech.edu/fire/register-event</a>; show all tables, tents (dimensions and staking requirements), stages (dimensions), game/activity areas, catering areas, rides, generator/power cords, etc. Fire access roads, lanes, and/or sidewalks must remain unobstructed at all times.</p>
<p><b>INFLATABLES &amp; CARNIVAL RIDES</b></p> <p>Provide a full description and specs for each inflatable and/or carnival ride proposed to be onsite, including its power source and requirements. Vendors supplying these items are required to provide a current business license and certificate of insurance. These items may require a generator, which must be located at least 20’ from tents and other structures, on a paved surface, and fenced off from public access. A fire extinguisher is always required when a generator is present; to request a fire extinguisher, please submit this form: <a href="https://www.ehs.gatech.edu/content/fire-extinguisher-request">https://www.ehs.gatech.edu/content/fire-extinguisher-request</a>.</p> <p>To request Big Buzz (the 40’ inflatable), please submit this form: <a href="http://www.reckclub.org/big-buzz/">http://www.reckclub.org/big-buzz/</a>.</p>
<p><b>VEHICLES</b></p> <p>Display vehicles, medical testing vehicles, food trucks, etc. must also be shown on the layout. The owner of these vehicles must provide a business license, if applicable, and a certificate of insurance.</p> <p>To request the Ramblin’ Reck (the 1930 Ford Model A) at the event, please submit this form: <a href="http://www.reckclub.org/reck/request.php">http://www.reckclub.org/reck/request.php</a>.</p>

	<p><b>EMT ONSITE FOR RACE/WALK/RUN</b>  An Emergency Medical Technician (EMT) is required to be present for any race, walk, run, 5K, etc. on campus. This individual must be currently licensed in the state of Georgia and dedicated to medical care and no other tasks and/or volunteer roles.</p>
<p><b>RISK MANAGEMENT REQUIREMENTS</b> (<a href="mailto:fredericktrotter@business.gatech.edu">fredericktrotter@business.gatech.edu</a>)</p>	
	<p><b>PHYSICAL ACTIVITIES</b>  Any outdoor event offering a physical activity, game, sport, walk/run, and/or inflatable that could cause risk and/or injury to participants is required to have individuals complete and submit participation waivers. Paper waivers must be kept by the event host at least three (3) years; electronic waivers are available through OrgSync. Find Georgia Tech’s general waiver of liability here:  <a href="https://procurement.gatech.edu/sites/default/documents/WaiverReleaseForm08062020.pdf">https://procurement.gatech.edu/sites/default/documents/WaiverReleaseForm08062020.pdf</a></p>
	<p><b>THIRD-PARTY VENDORS</b>  Any event utilizing the product(s) and/or service(s) of a third-party vendor is required to submit a current business license and certificate of insurance to the Risk Management office. This includes caterers, event rental companies, production companies, petting zoos, etc.</p>
	<p><b>ANIMALS</b>  Any event hosting pet therapy, petting zoos, or other animal on campus is required to submit each individual animal’s current vaccination record to the Risk Management office. These records must be submitted at least five (5) business days prior to the event date; these records should not be submitted more than a week in advance as the final listing of animals onsite could change. Review the full policy here:  <a href="http://www.policylibrary.gatech.edu/campus-use-facilities/procedures-animal-exhibitpetting-zoos-georgia-tech-events-or-campus">http://www.policylibrary.gatech.edu/campus-use-facilities/procedures-animal-exhibitpetting-zoos-georgia-tech-events-or-campus</a>.</p>
<p><b>GEORGIA TECH POLICE DEPARTMENT REQUIREMENTS</b></p>	
	<p><b>CASH/MONEY ONSITE</b>  Contact Captain Hill (<a href="mailto:archie.hill@police.gatech.edu">archie.hill@police.gatech.edu</a>) to review controls required for collecting funds at an event. At least two (2) members of the hosting organization must be present at all times and any monies collected onsite must be stored in a secure container with a lid. Events collecting only digital payments (CashApp, Venmo, etc.) are not required to contact Captain Hill.</p>
	<p><b>LARGE CROWDS/CROWD MANAGEMENT</b>  Dedicated crowd managers are required at a ratio of one (1) crowd manager for every 250 attendees.</p>
	<p><b>RACE/WALK/RUN REQUIRING STREET/LANE CLOSURE</b>  Pi Mile is the preferred route for a race, walk, run, 5K, etc. on campus. Other routes are approved on a case-by-case basis. If the proposed route requires a street crossing and/or lane closure, a request to GTPD must be submitted at least four (4) weeks in advance.</p>
	<p><b>SECURITY PRESENCE ONSITE</b>  Request GTPD officer(s) onsite for the event via <a href="http://www.police.gatech.edu/special-events-security-request">http://www.police.gatech.edu/special-events-security-request</a>.</p>

<b>YOUTH PROGRAM REQUIREMENTS</b>	
	<p><b>YOUTH PARTICIPANTS</b>            “Youth” is defined as individuals under the age of 18 who are NOT Georgia Tech students. Any event hosting youth participants is required to register the program through the Youth Programs Office <a href="#">here</a>. Contact <a href="mailto:youthprograms@gatech.edu">youthprograms@gatech.edu</a> with questions.</p>
<b>CATERING REQUIREMENTS</b>	
	<p><b>FOOD/BEVERAGE OFFERED</b></p> <ol style="list-style-type: none"> <li>1. <b>Pre-approved Caterer</b> – no additional approvals required; see a full list <a href="#">here</a>.</li> <li>2. <b>Other Caterer</b> – if spending \$400 or more with a caterer not listed in the policy above, event hosts are required to submit the <a href="#">catering exception form</a> along with a copy of that vendor’s current business license and certificate of insurance at least seven (7) business days prior to the event date.</li> <li>3. <b>Food Truck</b> - if scheduling a truck that is not on the approved food truck list, an inspection by the GT Fire Safety Office will be required as well as proof of current business license and certificate of insurance. All sales made on campus property are commissionable. Please contact Alesha Buford (<a href="mailto:alesha.buford@dining.gatech.edu">alesha.buford@dining.gatech.edu</a>) with any questions regarding food trucks on campus.</li> <li>4. <b>Bake Sale</b> – <a href="#">these guidelines</a> must be followed for all bake sale events.</li> </ol>
	<p><b>REQUEST FOR APPROVAL TO SERVE ALCOHOL</b>            The <a href="#">alcohol prior certification request form</a> must be completed for every event on campus offering alcoholic beverages no less than seven (7) business days before the event date. Bartenders are required to be locally licensed under city/state regulations and certified with “Training for Intervention Procedures” or <a href="#">TIPS</a>. Review the full Georgia Tech alcohol policy <a href="#">here</a>.</p>
<b>ADDITIONAL SERVICE REQUIREMENTS</b>	
	<p><b>ADDITIONAL EQUIPMENT REQUEST</b>            Registered Student Organizations and Georgia Tech Departments may request Student and Campus Event Centers equipment to be used in other facilities or outdoor spaces on campus outside of the SCEC Department managed facilities.            All requests must be made via the following request form at least four (4) weeks in advance. Proof of space reservation is required (via reservation number) when requesting equipment.  <a href="https://studentcenter.gatech.edu/off-site-equipment-rentals">https://studentcenter.gatech.edu/off-site-equipment-rentals</a></p>
	<p><b>TRASH CANS/TRASH BAGS</b>            If extra trash cans and/or bags are needed, contact <a href="mailto:karmen.jordan@facilities.gatech.edu">karmen.jordan@facilities.gatech.edu</a> at least seven (7) business days prior to the event.</p>
	<p><b>RECYCLING</b>            To request recycling bins for the event, completed <a href="#">this request form</a>.</p>

	<p><b>TABLES/CHAIRS</b> Reserve any tables/chairs needed through <a href="mailto:brandon.ford@facilities.gatech.edu">brandon.ford@facilities.gatech.edu</a> at least five (5) days prior to the event date. Items requested through Facilities are complimentary Monday – Friday; requests outside of these days are billable. All table/chair requests are based on availability and honored on a first come first served basis.</p>
	<p><b>POWER NEEDS &amp; EXTENSION CORDS</b> Contact <a href="mailto:james.harbour@facilities.gatech.edu">james.harbour@facilities.gatech.edu</a> for any power/electrical needs including requests for extension cords.</p>
	<p><b>LANDSCAPING</b> If the event might damage surrounding landscaping or turf, contact <a href="mailto:facilities-landscaping@mail.gatech.edu">facilities-landscaping@mail.gatech.edu</a> to review precautions and/or damages policy. Landscaping will mark irrigation lines, etc. prior to events that require staking. Please note landscaping reserves the right to cancel an event at any time if weather conditions put the space at a heightened risk of damage. A rain plan is <b>REQUIRED</b>. Preference is always to host the event and/or event structures on a hardscape (paved surface) instead of softscape (soil, turf/vegetation, etc.).</p>
	<p><b>PARKING</b> If parking is required for event attendees or as an event site, complete <a href="#">this form</a> for Parking &amp; Transportation Services at least seven (7) business days prior to the event date. For any additional questions go to <a href="https://pts.gatech.edu/">https://pts.gatech.edu/</a>.</p>
	<p><b>MARKETING &amp; COMMUNICATIONS</b></p> <ol style="list-style-type: none"> <li>1. <b>CHALKING</b> – Chalking is permitted on outside ground surfaces only with washable chalks; the use of markers, paint, or chalk spray is prohibited. Chalking must be at least 20 feet from any and all building entrances and never placed under any overhead obstruction/awning/covering or in stairwells. Chalking is not permitted in the Campanile area, on campus fountains, or on buildings/vertical structures.</li> <li>2. <b>FLYERS</b> – Flyers may only be posted inside some classroom buildings with prior permission from the building manager. Flyers should never be posted outdoors but may be distributed by event host volunteers during designated times.</li> <li>3. <b>WAYFINDING</b> – If signage is used for wayfinding for event attendees, it is the event host’s responsibility to remove all signage immediately following the event. Residual signage found will be discarded and the hosting organization’s future reservation privileges may be impacted.</li> </ol>