



Candler School of Theology – Event Service Checklist

For Events Requiring Service:

Candler's Events Office is here to make planning your event as simple as possible. When planning an event requiring service in Candler or Cannon Chapel space, use this "event service checklist" (below) as a guide for determining your catering, decorations, room set-up, trash removal, etc. needs. Work orders for event service requests will be placed on your behalf by Candler's Events Office using the information you provide on the Event Submission form on the Planning Calendar (Trumba).

Remember to plan ahead since events with service requests require a minimum of 4 weeks lead-time for placing work orders.

Instructions for event service requests in Candler or Cannon Chapel Space:

1. Use the checklist to prompt you for event services you might need to request from the Events Office.
2. Add the event services needed to the planning calendar (Trumba).
3. Place your requests (formed from list below) into the "Submitter request for additional services" field on the planning calendar form.
4. The planning calendar editor will check the box "Add to events requiring services" on the planning calendar form when approving the event.

Event Invitations to Dean Love, Bishops, Ecclesial Leaders or Other VIPs:

- A. When planning, before an invitation is extended, read the procedures in the Candler Faculty and Staff section in the Events Office site.

Catering Request Information:

A. Is food being offered at the event being planned?

If yes, select one caterer from the two groups listed below.

If only snack beverages and/or snack foods are needed, go to "C" in this section.

1. Food/ Drink From **Emory Catering**
2. Food/ Drink From **Outside Caterer**.
 - a. The Procurement and Contract Administration office, in conjunction with the Emory Food Services Liaison, manages the selection of University caterers. When planning your Emory function, which requires food (includes box lunches, delivery, pick-up, or full catering service, etc.) to be brought to the campus or other designated location, you should utilize only caterers on the "Preferred List" as a way of reducing cost and risk.

- b. Caterers selected to appear on the Preferred List are contractually required to meet all of the health standards and maintain insurance coverage. The Preferred List of caterers are the ONLY Caterers (food providers) authorized to invoice the University for catering services. All preferred caterers have contractually agreed that no advance deposits or pre-payments are required.
 - i. Select your caterer from Emory's preferred caterer list: <http://tinyurl.com/EmoryPreferredCaterers>
 - ii. The Events Office at Candler has a large variety of caterers and will be happy to choose one based on your selection of needs from the lists below.

B. Define the Type of Catered Event Being Hosted

1. Meal Service Type: (select one)

- a. Compostable Buffet
- b. China Buffet
- c. Boxed Lunch
- d. Plated and served
- e. Upscale Disposable (Bamboo)

2. Menu Preference: (select or specify)

- a. Specific Menu _____
- b. Chicken
- c. Beef
- d. Fish
- e. Pizza -- Type _____
- f. Vegetarian -- Number of guests: _____
- g. Food allergies -- List name of person and type of food allergy

3. Budget

- a. Total Budget available \$ _____
- b. Price Per Person \$ _____

C. Are snacks and/or beverages needed for the event being planned?

1. Beverages

- a. Water dispenser with compostable cups - # of servings _____
- b. Iced tea dispenser with compostable cups- # of servings _____
- c. Punch with compostable cups- # of servings _____
- d. Lemonade with compostable cups- # of servings _____
- e. Canned Classic Coke- # of servings _____
- f. Canned Diet Coke- # of servings _____
- g. 10oz Dasani water bottle- # of servings _____

- h. Coffee Service - # of servings _____
- i. Hot Tea Service- # of servings _____

2. Snacks

- a. Salty Snacks- # of servings _____
 - b. Sweet Snacks- # of servings _____
 - c. Breakfast Snacks- # of servings _____
-

Set-Up Request Information:

A. Does the event being planned require a special room set-up?

1. Request Facilities Maintenance staff to set-up and tear-down special room-set.
 - a. Yes
2. Diagram
 - a. Requestor email diagram directly to alexandria.c.martinez@emory.edu
 - b. Make sure the event title on the diagram exactly matches the Event Name in the R25 space reservation and the Planning Calendar event listing.
3. Tables
 - a. 6' Rectangular (For buffet service, or seats 6-8 guests)- # _____
 - b. 72" Round (Seats up to 10 guests)- # _____
 - c. 60" Round (Seats up to 8 guests)- # _____
4. Extra Chairs
 - a. Facilities Maintenance Folding - # _____
 - b. Special Order Folding- # _____
5. Portable Compost Receptacles with liners
 - a. for Room 102, Brooks Commons or Rudolph Courtyard - # _____
6. Portable Recycle Receptacles with liners
 - a. for Room 102, Brooks Commons or Rudolph Courtyard - # _____
7. Stage
 - a. Size _____
 - b. Number _____
8. Tent Rental
 - <http://www.emory.edu/events/index.html> Look under Resources, Reference Guides, Tent Sizes.
 - a. Size _____
 - b. Number _____
9. Dance Floor
 - a. Size _____
10. Other:
 - a. Specify _____

B. Will linens be used in the event being planned?

1. Size/Number (*See chart for guide*) _____
 - a. Color: _____
2. Linen Napkins
 - a. Number _____
 - b. Color _____
3. Paper Tablecloths
 - a. Color _____
 - b. Round – Size/# _____
 - c. Rectangular – Size/# _____
4. Kwick Covers (Plastic tablecloths with elastic banding to secure cover to table -- for windy outdoor events. **Three-week delivery lead time required.**)
 - a. Color _____
 - b. Round – Size/# _____
 - c. Rectangular – Size/ _____

When tailoring your request, delete the chart below once you have made your selection of table linen size(s)

Table Size	132" round linen	120" round linen	108" round linen	90" round linen	60" square cloth
72" (seats 10-12)	hangs to floor	24" drop	18" drop	9" drop	decorative frame
60" (seats 8-10)	creates puddle on floor	hangs to floor	24" drop	15" drop	edge of table
54" (seats 6-8)		creates puddle on floor	27" drop	18" drop	6" point
48" (seats 6)			hangs to floor	21" drop	8" point
36" (seats 4)			creates puddle on floor	27" drop	14" point
30" highboy	hangs to floor (tie with bow)	45" drop			
36" highboy	hangs to floor (tie with bow)	42" drop			
8' banquet	90" x 156" (hangs to floor)				
6' banquet	60" x 120" (hangs to floor)				

C. Will decorations be used in the event being planned?

1. Centerpieces (*Select from choices*)
 - a. Non- Perishables (Reusable) - # _____
 - b. Fresh Flowers - # _____
Budget: _____
 - c. Centerpiece fluff to coordinate with linens
 - d. Votives with tea lights - # _____
 - e. Tapers- # _____
2. Lighting
 - a. Describe: _____
3. Other
 - a. Describe: _____

D. Trash removal service is required for events serving food/beverage.

1. See policy in the [Event Planning Resources](#).

E. Weekend events must schedule weekend services. Select the items that apply.

1. Building and Room Unlock - Date/Time _____
2. Building and Room Lock - Date/Time _____
3. HVAC turn on/off- Date/Time _____
4. Custodial (mandatory for weekend events that serve food; use multiple rooms; or host events on multiple floors – charges will be incurred.)

F. Will audiovisual equipment be used at the event being planned?

1. Place equipment and AV technician request directly with CST Media:
<http://candler.emory.edu/support-services/media-center/services.cfm>

G. Are other services not listed here required for the event being planned?

1. List - _____
-