

HBU FACULTY & STAFF EVENTS CHECKLIST

Required Steps

1. Request Event in Astra

- Astra is the master scheduling software system, and can be found on the HBU Portal. Select the “Ad Astra” calendar icon. Log into Ad Astra.
- Request your event.
 - You must submit your request at least 72 hours prior to your event.
 - For any event that must be scheduled less than 72 hours in advance, you must call the Office of University Events & Conferences at ext. 3047 to make your request.
- Select your requested resources as needed
 - Media, equipment (tables, chairs, etc.), food services request, etc.
- Upon completing your event request, you will receive an email notifying you that the Office of University Events & Conferences has received your request.

2. Receive a Confirmation Email from Astra

- You will receive one of the following responses within 48 hours of submitting your request in Ad Astra:
 - Event approval
 - A request for more details
 - Event declined

3. Set Up Form

- If you require anything in the space where your event will be held other than what is already permanently in that space, you will be required to turn in a [setup form](#) to the Office of University Events & Conferences. Common requests are tables, chairs, podiums, etc.
 - Please note that there are space-specific forms for [Belin Chapel](#), [McNair Hall with A/V needs](#), [McNair Hall without A/V needs](#), [Dunham Theater](#), and the [Bradshaw Fitness Center](#). The [General Setup Form](#) should be filled out for events scheduled in any other room that require a setup.
 - All of these forms can be found [here](#), as well.
- If your event requires food service, you will be required to turn in a setup form for any necessary equipment for food preparation that is not permanently located in the space where your event will be held.
- Due ten (10) business days prior to the event, please send your completed setup forms to eventsintern@hbu.edu or drop them by the Office of University Events & Conferences, located in room #183 of the Morris Cultural Arts Center.

Other Steps (Event Specific)

4. Media Services

- Media Services requests can be made while you request your event in Ad Astra.
- Media is requested/reserved through the [Media Services Request form](#) found on the Ad Astra Home Page.
 - Media Services resources must be requested at least 72 hours prior to event.
 - If your Media Services resources request is sent in less than 72 hours prior to your event, you run the risk of not receiving your request. You must call Media Services at ext. 3410, email helpdesk@hbu.edu, and fill out the Media Services Request form to request media services less than 72 hours prior to your event.

5. Food

- Need meals or refreshments at your event?
 - Order online through [Cater Trax](#).
 - Orders must be submitted through Cater Trax at least ten (10) business days prior to an event.
 - Final catering numbers must be provided and updated through Cater Trax at least five (5) business days in advance. These numbers can be communicated to Benny Gilbert by emailing bgilbert@hbu.edu or calling ext. 3360.

- ARAMARK Higher Education Food Service has first right of refusal for all food service needs on campus. All catering equipment will be provided by ARAMARK. **In addition, linens can be ordered through ARAMARK at \$10 per linen.**
- All catering or concessions must be provided by ARAMARK unless formal approval has been obtained by ARAMARK and shared with the Office of University Events & Conferences by emailing eventsintern@hbu.edu.
- If you receive a waiver from ARAMARK to bring external food on campus, custodial services will still be necessary. An additional custodial charge may be imposed if excess garbage is leftover after any event with food.
- No alcohol of any kind is permitted on campus.

6. Custodial Services

- If your event involves food, custodial charges will be applied.
- If you would like special custodial attention (i.e. extra trashcans, attendants, etc.), please contact Hector Garcia by emailing hgarcia@hbu.edu or calling ext. 3374. You must also add these requests to your facility set up sheet.
 - Email Hector Garcia for in-depth cost estimates.

7. Police

- If the room you reserved is locked when you arrive for your event, call the non-emergency police line at ext. 3314. As long as you have properly reserved a space, the police will be able to unlock it for your group
- An additional police officer (outside of normal HBU police coverage) may be required for the following reasons:
 - An event has a planned attendance of 50 or more guests.
 - An event is held in the Morris Cultural Arts Center during normal business hours (8 a.m.-5 p.m., Monday–Friday).
 - Event is held in any space during non-business hours (8 a.m.-5 p.m., Monday–Friday)
 - Event is held in any space on the weekend.
 - Event is held for the purpose of bringing non-HBU students and families on campus.
- Due to capacity levels, specific police staffing minimums have been set for the Morris Center. Police staffing is \$55 per hour, per person with a four (4) hour minimum required for each officer.
- In the event of an emergency, HBU police can be contacted by calling ext. 3911.
- Non-emergency calls for HBU Police can be directed to ext. 3314.
- For questions, or to ensure that police are present your event, contact hbupolice@hbu.edu.

8. Publicizing Your Event

- To publicize your event and list it on the university calendar located on the HBU website, please click the “Featured” checkbox when you are requesting your event through Ad Astra. To publicize your event in email newsletters, direct mass email, print publications, and/or media releases on campus, [submit information about your event to the HBU News Wire](#).
- If you need assistance with the promotion of your event (flyers, posters, mass emails, inclusion in newsletters, etc.), please contact Innovation and Strategic Marketing as soon as your event is finalized/scheduled in Ad Astra. Promotions take a minimum of one week to plan prior to the requested release of the promotion.
- Your event must be a public event to be featured on the [university calendar](#).
- Use the [Web Strategies Work Request Form](#) to submit a request to create or update a webpage promoting your event or to request training to edit your webpage.
- If you need to discuss a web promotion of your event prior to officially submitting your request for web-related needs, email webmaster@hbu.edu or call ext. 3777.
- For questions regarding printed material or social media promotions for your event, contact Olatokunbor Prather by emailing oprather@hbu.edu or calling ext. 3477.

9. Registration/Ticketing (Paid and Free Admission)

- Any events of this manner need to be discussed with:
 - The Department of Advancement by emailing mhagerty@hbu.edu or calling ext. 3156 if you are requesting a donation.
 - The Office of University Events & Conferences by emailing eventsintern@hbu.edu or calling ext. 3047 if you are charging an admission fee or distributing tickets.
 - The Office of University Events & Conferences by emailing eventsintern@hbu.edu or calling ext. 3047 if you are selling additional items or collecting fees in any other manner.

10. Photography/Videography

- To request a photographer or videographer to cover your event, please use the [Web Strategies Work Request Form](#).
 - Before submitting this request, please have a detailed list of shots you are requesting, as well as an event timeline to share with the photographer and/or videographer.
- For questions regarding filming your event, contact Clay Porter, by emailing cporter@hbu.edu or calling ext. 3467, or Michael Taylor, by emailing mtaylor@hbu.edu or calling ext. 3305.
- The [HBU Photo Library](#) contains previously captured images that are cleared for usage to promote HBU events.

11. Prospective Students

- If your event will be drawing in prospective students, please contact the Admissions Office, by emailing admissions@hbu.edu or calling ext. 3211, or the Graduate Admissions Office, by emailing gradadmissions@hbu.edu or calling ext. 3269. They will assist you in providing additional information about HBU.

12. CLW Credits

- If your event might be able to provide students with Community Life and Worship credit, please contact Saleim Kahleh by emailing skahleh@hbu.edu or calling ext. 3485.

13. Decorations

- To view a selection of decorations for varying events and sign them out, please contact the Office of University Events & Conferences by emailing eventsintern@hbu.edu or by calling ext. 3047.

14. Media in the Morris Cultural Arts Center

- Any media requests in the Morris Cultural Arts Center must be coordinated in advance through the Office of University Events & Conferences by emailing eventsintern@hbu.edu or calling ext. 3047.

15. Sponsored Events

- If you are interested in sponsoring an event, you must complete the [event inquiry form](#). Additionally, as the HBU representative, you must submit a detailed, formal, written request identifying how the sponsored group will benefit the institution as a whole to the Office of University Events & Conferences.
- If you would like to sponsor an event, as the HBU representative, you are required to be fully involved and present for every portion of the sponsored group's event.
- All sponsored groups must provide no less than 15 minutes for the HBU Admissions Department and/or other departmental representative to speak with the sponsored group's event attendees.
- **There will be fees associated with sponsored events, including police, custodial, food services, equipment and media rentals, etc.**

16. Changing or Canceling an Event

- If you would like to change or cancel your event after going through steps #1-#3, please fill out this [Change/Cancel Event](#) form, which can be found on the homepage of Ad Astra and the HBU Events website.

If you have any questions, please do not hesitate to contact the Office of University Events & Conferences!