

HOW TO HOST A LARGE EVENT WITH EXTERNAL GUESTS: AN EASY GUIDE

(for lectures, concerts, athletic events, etc.)

If you plan to host a large campus event with external guests, here are the steps...

Step 1

Reach out to the Campus Scheduling Manager, Kevin Collier (x3596 or collierk@rhodes.edu), with information regarding the date(s) you are considering, the number of attendees you expect, and pertinent information regarding the event. Kevin will help you determine spaces on campus and their availability.

Step 2

Reserve the space you decide in the EMS platform, noting any special needs for set-up, campus safety, etc. Please note that this event is open to the public, so that it is included on the College Master Calendar.

Step 3

Work with the Campus Scheduling Manager to have a registration form via Formsite set-up for your event. The Campus Scheduling Manager will have the form created for you and share a draft with you prior to distributing. This will allow the College Events team to keep you updated on the registrations and send out parking passes 24 hours prior to the event for easy access to campus to all registrants. College Events will send the complete list to Campus Safety 48 hours prior to the event.

This also provides a list of expected attendees and their contact information for the rare times that events need to be cancelled due to unforeseen circumstances.

Guests not pre-registering or displaying a parking pass will not be turned away!

However, they will need to stop at the gate, tell the Campus Safety Officer which event they are attending, and provide identification. Pre-registered guests with a parking pass displayed on their dashboard will be admitted without needing to stop.

Step 4

Reach out to Campus Partners regarding support needed. The Campus Scheduling Manager will help discuss these with you.

Partners might include (but are not limited to):

- Communications Department for promotion of your event. Communications will receive a link to the Formsite registration from the College Events team to create a QR code for posters and publicity materials.
- Information Services or external vendors for any additional AV/Technology needs in the space
- Bon Appetit or external vendors for any catering needs in the space

Step 5

Reach out to your speaker to confirm any special needs they have. These could be accessibility needs, AV/technology needs, dietary needs, etc. This is a great time to provide them with their parking pass for easy access to campus.

Step 6

Schedule a walk-thru of the space with the Campus Scheduling Manager at least 24-hours prior to your event to make sure all details are completed.

The College Events Team will partner with you to ensure that your event meets your expectations. We will work with you on additional details including directional signage, parking, campus access, space layout, etc.

If you have questions throughout your event planning process, please reach out to anyone on our College Events team:

- Nikki Moore, Executive Director of Alumni Relations and College Events, mooren@rhodes.edu, 901-289-2900
- Shantih Smythe, Director of College Events, smythes@rhodes.edu, 901-843-3967
- Kevin Collier, Campus Scheduling Manager, collierk@rhodes.edu, 901-843-3596