**EVENT PLANNING INFO**

**WEBVIEWER**

Start in web-viewer to research the rooms you would like to use for your event and make sure it is available before submitting your request.

A Web-viewer request can only be made by our office within a 24 hour period. Please email us the information to make the reservation for you. However, parking reservations can be made anytime.

Our office will help you determine the best use of space. As our annual events continue to grow, spaces become limited. We will always do our best to accommodate your needs.

For all events, we need preliminary work orders no later than three weeks. All final work orders need to be in place two weeks in advance.

**EVENTS**

When an event is coming up, we need to review events happening simultaneously and take into account construction.

The Whittemore Tent in McCormack Courtyard is set up from April – November.

The Whittemore Tent has available 25- 8ft tables,10- 5ft round tables, 200 folding chairs, 10 -3ft round cocktail height tables, heater and streamer lighting supplied by Blood’s Catering. The tables are always covered with green vinyl tablecloths.

Tuck has resources available such as bulletin boards/white boards, flip charts, paper tablecloths and 50 folding chairs. Green linen tablecloths are used for non-food setups such as registration. White linen tablecloths can be ordered from Byrne Dining for a cost.

Our custodians are permitted to push furniture to the perimeter of the room and are limited to how much furniture they can move.

Periodically when furniture is removed from a room, a work order is submitted for laborers. A chart string is required. There are specific storage areas for each venue.

**Formal Dining** – Byrne provides the catering and coordinates the wait staff. Submit request through HelpStar.

**Catering Team** – Byrne has right of first refusal for all catering including pizza. No one can order outside of Tuck without checking with the Byrne manager first. Catering is defined as any delivery and/or serving of food at Dartmouth College. All catering must be provided by an insurance compliant caterer. The list of insurance compliant caterers will be provided by the Office of Insurance and Risk Management [www.dartmouth.edu/~rmi/](http://www.dartmouth.edu/~rmi/)

**PepsiCo** – When booking PepsiCo for an event, contact the manager of Byrne for their approval. Don’t forget to book the Executive Dining Room also. Two events cannot happen simultaneously in this space. When the Dean speaks in PepsiCo, please ask our department to lower the temperature.

**Outside Events** – An outdoor permit is required to be filled out and sent to our office. It is forwarded to Conference and Events for the approval of the college and the Town of Hanover. This needs to be done at least three weeks in advance. A copy of the form can be found <http://facilities.tuck.dartmouth.edu/>

**Mattresses** – We can order mattresses from Dartmouth College. Please supply number needed and the locations to be delivered. A chart string is required.

**Coat Racks** – We have two available here at Tuck. Additional racks can be supplied by Dartmouth. Please supply a chart string.

**Road Horses** – These are used to block off the Tuck Circle for certain events. Please supply a chart string. The person in charge of the event must obtain permission from Parking.and.Transportation.Services@Dartmouth.edu and notify the Advance Transit Bus of the closure of Tuck Circle because there is a bus stop. <http://www.advancetransit.com/>

**Fireside Chat** – If held in Whittemore Cohen Great Hall, we have a policy that the long study table and other furniture be moved behind the fireplace. Existing soft seating is used and supplemented with folding chairs if needed.

**Panel Set Up** – In Byrne and Murdough 8ft tables are used. Green linen tablecloth and skirt is used to cover the table. Classroom or Tuck chairs are available. In Raether, wooden panel tables were made for panels. Please supply the number of panelists for chairs and bottled water. A chart string for the water is required.

**Extra Trash/Recycling bins** – We need to know how many more are needed and where you want these items set up, inside or outside the room.

**Parking** – To reserve a visitor parking space in the Thayer/Tuck circle, please refer to Web viewer (Tuck Parking Spaces; 8-14). Although, unlike reserving rooms at Tuck, we can grant your request for a parking spot up to the minute you need the space. <http://oracle-www.dartmouth.edu/dart/groucho/dartr25_wvprod.startup> [Thayer/Tuck WebViewer for Visitor Parking Spaces](https://webviewer.dartmouth.edu/wv3/wv3t_servlet/urd/run/wv_main.Start) For information on all other parking lots at Dartmouth College <http://www.dartmouth.edu/~fom/services/parking/>

**Blood’s Catering** – We rent tents, tables, chairs, staging, flooring for tents, dance floors, etc. When ordering anything we need a delivery and pick up date. <http://www.bloodscatering.com/rentals-event-tents-party-vt-nh.htm>

**Door Unlocks** – If required, please include dates, times (unlock and lock) and specific doors.

**Electrical Power** – If an event requires special electrical needs, please contact us to make sure we have the appropriate electrical power outlets available.

**Event Signage (Posters)** – Coordinators are responsible for putting up and taking down the posters for their events. The posters may be put up one week in advance. You should contact Communications to handle the design Tuck.Communications@tuck.dartmouth.edu. The standard size is 11” X 17”. Paper signage may be hung in the mailroom and dorms only. No paper signs are permitted in the hallways in any of Tuck buildings.

**Custodial Coverage** – We need to manage coverage for set up and clean up of events. If there is a large event going on Saturday evening and another starting on Sunday we may need to request coverage for Sunday. We need to know at least three weeks in advance so the custodial supervisors can post the coverage needs.

**Study Rooms** – All study rooms are released for student group reservations on a rolling 12 hour basis. Prior to the 12 hour window, Tuck departments and administrative offices will be able to reserve rooms. All reservations for study rooms (student group or Tuck department) will be invisible. The transparency of the system is important for proper utilization by all parties. The study room policy in the Tuck Honor Code governing the use of study rooms will be in effect for this system.

**A/V Needs** – Submit request through HelpStar