



The Evergreen State College

PROGRAM EVENT PLANNING FORM

The information below is to assist you with your event/art installation planning.

You must complete a Program Event Planning Form. You can get this form from Michelle Pope (x5031) if you are doing an art installation or Susan Keefe (x6314) if organizing other types of academic events.

The form is also available online at

<http://www.evergreen.edu/facilities/docs/programeventplanningformaug2013.pdf>

Michelle Pope and/or Susan Keefe will indicate which signatures or approvals are required.

If you are getting approval via email, please cc Matt Lebens on all emails.

You are responsible for cleaning up and removing your installation by the end date on your application.

You may be charged for clean-up or repairs if damage occurs or site/space is not left as you found it.

It is strongly recommended that you post your installation with the program name and dates of the installation so it is not inadvertently taken down by staff.

Detailed Description of Project (include materials & location, use additional page if necessary) ↓

Project Dates:

Program name, Contract Focus:

Location (list all):

Times (Set-up begin/end):

Contact Person:

Phone Number:

E-Mail:

Sponsor(s):

Sponsor(S) contact information (email):

1. Visual Art Installation Michelle Pope, popem@evergreen.edu or 867-5031

Signature

Date

2. Space Scheduling Susan Keefe, spacescheduling@evergreen.edu or 867- 6314

Signature

Date

3. Grounds Mark Kormondy, kormondm@evergreen.edu or 867-6349

Signature

Date

4. Police Services, policervices@evergreen.edu or 867-6832

Signature

Date

<input type="checkbox"/>	5. Library Building Wall Displays Steve Davis, daviss@evergreen.edu or 867-6263	
	<i>Signature</i>	<i>Date</i>
	6. Amplified Sound or Large Gatherings in the Library Building Main Lobby or LIB 4300	
<input type="checkbox"/>	a) Computer Center Rip Heminway, rip@evergreen.edu , 867-6904	
	<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	b) Library Proper Mindy Muzatko, muzatkom@evergreen.edu , 867-6581	
	<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	7. Environmental Health and Safety Office Matt Lebens, lebensm@evergreen.edu or 867-6111 Cc Matt on all emails	
	<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	8. Additional Permissions/Notifications (see list on backside)	

Other Event Contact Information

<input type="checkbox"/>	Event Set-Up, Chairs, Tables, Staging, Trash Cans, Clean up Kat Morgan, morgank@evergreen.edu or 867-6347
<input type="checkbox"/>	Media Services , Electronic Media, email: emproductions@evergreen.edu or 867-6270
<input type="checkbox"/>	Serving Food , Aramark, Nancy Bickell, foodcate@evergreen.edu or 867-6281 The college has an exclusive contract with Aramark. We are required by contract to use their services for catering of all events, meetings and activities on campus. If you are serving food with the event, you must provide written verification that you are using Aramark as your caterer or a written exemption from the Director of Residential and Dining Services indicating approval for you to use any other caterer/vendor. Potlucks are allowed for academic classes or events if limited to class participation with the expectations that each student provide food. All campus potlucks or publicly advertised potlucks are prohibited. http://www.evergreen.edu/policies/policy/servingfoodserviceoncampus
<input type="checkbox"/>	Installations That May Impact Campus Grounds , Campus Land Use Committee (CLUC) clucdl@evergreen.edu or 867-6700
<input type="checkbox"/>	Charging a Fee for Event , Conference Services conferenceservices@evergreen.edu or 867-6192
<input type="checkbox"/>	Events in or around the Campus Recreation Center , Andrew Beattie beattiea@evergreen.edu or 867-6528
<input type="checkbox"/>	Events in or around the Communications Building , Shannon Stewart stewarts@evergreen.edu or 867-5896

Please return your completed Program Event Planning Form to
Matt Lebens (Lab 2 1254, x6111) **at least five (5) working days prior to your event.**