



2021-2022 | INTERNAL EVENT POLICIES

The policies and procedures within this document reflect the administration's desire to enhance the experience of the seminary community and other organizations and events on campus. Reservations for all conferences, meetings, and events held on campus are requested through Event Productions. Each reservation request is submitted through an approval process for consideration of event content, scheduling, and space availability.

Event Productions – Purpose: The Event Productions office exists to support the departments of The Southern Baptist Theological Seminary by orchestrating and executing conferences, retreats, academic events, and meetings. To accomplish this, the Event Productions team will provide professional and creative event planning tools and counsel to ensure goals are met, quality is upheld, and institutional standards of hospitality and professionalism are sustained.

GENERAL RULE

- **All event requests must be submitted to the Internal Events Coordinator prior to booking in EMS.** Event details should include: date and time requested, estimated number of participants, desired room setup, and food needs. The Internal Events Coordinator will review these details and respond.
- All event requests should be submitted to Ryan Saul: Rsaul@sbts.edu.
- Please note, events that are not pre-approved cannot be guaranteed.

EVENT MANAGEMENT SYSTEM (EMS)

- Once approval is granted for your desired event, you must reserve a room in EMS and enter all details before the **two-week deadline**. Anything that is not

entered before this two-week deadline is not guaranteed. *This policy is more important than ever since we are currently working with limited staff and resources.*

- **EMS Training:** If you have not been trained in EMS yet, please email Ryan Saul to set up a training: Rsaul@sbts.edu.

EVENT LATE FEES

Any event details added after the two-week deadline **will be issued a \$100 service fee** in addition to the standard service costs. If a new event or service request is added less than seven days prior to an event, **a service fee of \$200 will be charged** in addition to the standard service costs. **Events canceled after the two-week deadline may be billable**, depending on the extent to which event execution has occurred (such as food already being ordered).

EVENT POLICIES

Catering: **All Catering must be coordinated by the Event Productions office.** Due to state health code standards all food and beverage items must remain in the meeting/banquet area unless prior approval to remove items has been granted by Event Productions.

Vendor Catering Fees: A vendor catering fee of \$2.00 per person will apply to any food orders not catered by our on-campus Pioneer College Catering Company. **There are NO EXCEPTIONS to this policy.**

Scheduling Priorities: To ensure institutional priorities and commitments to external clients, internal events cannot be booked more than six months in advance. Please contact the Internal Events Coordinator with any questions.

Weekly/Monthly Recurring Events: Meeting space for recurring events may be requested at the start of each semester. Please contact the Internal Events Coordinator directly if you would like to set up a recurring event.

Event Areas: SBTS reserved the right to change event area assignments based on institutional priority and service requirements. If an event area change is necessary, the

event planner/contact will be given notification as early as possible. Events scheduled outdoors must also reserve an alternate venue on campus in case of inclement weather.

Special Event Service Fee: A special event service fee will apply to events that are taking place outside of standard event space. Examples of these areas are, but are not limited to: the Sesquicentennial Pavilion, the Norton Plaza, Carver Patio, and parking lots associated with apartment buildings.

Event Assistants: Event Assistants are provided by the Event Productions office. This staff member comes at no additional charge. If special staffing is needed at an event, there will be a \$20/hour fee per additional staff person.

Event Technology: If you are interested in providing an option for guests to participate in your event virtually, you **MUST** indicate this in your Event Technology request. In order to do this, please request Event Technology in your BEO and explain your specific virtual vision and needs (ex. Zoom meeting, YouTube streaming, etc.). We will help determine the exact technology you will need and will work with Southern Productions, Classroom Technology, and Campus Technology as needed to accommodate your request.

Communion: Communion is not allowed as a part of meetings, seminars, retreats, or other events held at Southern Seminary. A group may petition for an exception to this policy if the group represents a local church body.

Decorations: Decorations and other materials may be not attached to any wall, wood surface, mirrors, picture, or light fixtures inside or outside. Glitter, confetti, nails, tacks, screws, tape, adhesives, hot wax, staples, or other similar fasteners may not be used. Only pillar or votive candles may be used in banquet space. Fireworks, including sparkles and other flammable substances may not be brought onto SBTS property.

Signage: All signage must be coordinated through the Event Productions office. No exterior signage is permitted. Pedestal Signage will be \$5.00 each.

Tablecloths: All tables must be covered by a tablecloth. Tablecloths may be rented by the Event Productions office for \$4.50 per cloth.