

# BARNARD

## INITIAL PLANNING REQUEST FORM FOR CO-SPONSORED EVENTS HOSTED AT BARNARD COLLEGE

Co-sponsored events are events where a Barnard community member (individual or group) partners with an external partner (individual or group) to host an event at Barnard; Columbia-affiliated individuals, departments, and groups are considered external partners. This document outlines the requirements for co-sponsored events hosted at Barnard, as well important information needed to consider the event request.

Events Management cannot confirm event space or support until the following items have been received at least **five (5) calendar weeks before the event date** to [spaceres@barnard.edu](mailto:spaceres@barnard.edu). The submission of these items will start the planning process with Events Management, who may require additional information to confirm that this event may happen at Barnard. Event services & requests cannot be guaranteed; policies & procedures are subject to change.

1. **A completed Initial Planning Request Form for Co-Sponsored Events Hosted at Barnard College** (this document) that is signed by both the Barnard co-sponsor and external co-sponsor(s) responsible for planning the event.
  - a. If there are multiple external co-sponsors, each one should sign the same form.
2. **A run of show** that includes the following planned or confirmed details:
  - a. Event timing with proposed locations (if known; otherwise space needs can be noted). Please include rehearsal/run-through timing, as well as set-up and break-down timing considerations that you need.
  - b. Speakers, especially those who are not current Barnard College or Columbia University students, faculty, or staff.
  - c. Event format(s), such as:
    - i. In-person speakers & attendees
    - ii. Hybrid (virtual speakers; virtual attendees who need to interact with in-person attendees or speakers)
    - iii. Live streaming broadcast only (virtual attendees who are just watching a broadcast without any interaction)
  - d. A/V requirements, including audio playback (including movies or presentations with sounds), video playback (including presentations), video recording, etc.

## **General Information**

Barnard College co-sponsor (name and department):

Senior Staff Member in your area:

External co-sponsor, inclusive of CU affiliates & departments (name, title, and department/company):

Event name:

Brief description of the event:

Event date(s):

Event timing (please include start and end times; if there are multiple components to the event, please note start and end times for all):

Anticipated number of attendees (with final number to be shared with Events Management 5 days prior to the event):

Brief description of invitees (i.e. Barnard ID holders, Columbia ID holders, general public, alumni, parents, etc.):

Event's connection to Barnard and/or its mission:

**You may attach additional pages if necessary, as well as any additional materials such as diagrams.**

### **Space need**

Please detail what type of space you're interested in and how you wish to use it (e.g. lecture, panel, banquet, fair, etc.). This can include a list of potential spaces of interest or type of space (once approved, Events Management will place the event in spaces based on type indicated and availability). Please include any information about possible support space (e.g. green rooms, storage, working space, kitchen/food prep, etc.)

### **Reason for space request**

Please provide additional information as to why space at Barnard is being requested rather than space managed by co-sponsor(s) (including Columbia University). Reasoning may include, but is not limited to: space availability at co-sponsor location, budget, alignment with Barnard's mission, etc.

### **Co-Sponsor(s) Involvement**

- Please provide detail as to the co-sponsorship relationship:
- How will the non-Barnard co-sponsor(s) plan to be involved in the planning of the event (regardless of whether or not they are the sole planner)?
- How will the Barnard co-sponsor be involved in the planning of the event?
- Will the non-Barnard co-sponsor(s) provide funds to pay for the event?

- What resources will the Barnard co-sponsor provide towards the event (outside of the space rental)?
- How will the non-Barnard co-sponsor(s) market and promote the event to their constituents?
- How will the Barnard co-sponsor market and promote the event to their constituents?
- Does the non-Barnard co-sponsor have a pre-existing relationship with Barnard College in which event/program supports ongoing relationship?
- Please describe the extent of the ongoing relationship between the co-sponsoring organizations, including, for example other co-sponsored events:

### **Access by attendees & participants, including speakers**

Barnard utilizes card readers at all building entrances, requiring a swipe from an active Barnard ID to open the door (some but not all Columbia IDs are programmed for swipe access). Doors cannot be propped open for events and swipe access cannot be disabled; Barnard is unable to provide dedicated staff to provide on-site assistance with access. Please detail the access required by people or entities without active Barnard IDs, including any timing that is outside the run of show, and your staffing plans to facilitate access into Barnard's buildings.

**Food & beverage**

Barnard's food service provider, Chartwells, can be engaged to cater events on campus, but it does not hold the exclusive right to do so. Other caterers providing on-site cooking or staffing will need to be approved by the College (approval is not needed for drop-off/delivery only); currently approved caterers can be found [here](#). The use of sterno, open flame, and other heating elements is subject to approval and requires at least five (5) weeks notice to arrange any required fire safety staffing. The service of alcohol is subject to Barnard approval, as facilitated by Events Management, and must follow the College's alcohol [policies](#). Please detail your plans for food & beverage service at your event, including any alcohol service and on-site cooking or heating.

**Marketing & registration**

Events Management does not provide any communications, marketing, or registration services, including staffing for check-in or other purposes at the event. Please detail how this event will be marketed/advertised (both by Barnard and co-sponsor organization), how guests will register for the event, and how guests will check in for the event.

**Staffing/Points of contact**

Please outline plans for staffing the event, both from Barnard and co-sponsored organization (NOTE: Events Management does not provide direct staffing support for events beyond ensuring proper preparation for use of space, and overall management of space during usage).

**Fundraising, sales, and sponsorship**

Fundraising and sales activities are subject to College approval, as facilitated by Events Management. Please detail any fundraising or sales activities associated with this event, including online and on-site. Please include ticket sales/admission charges. Please detail your sponsorship plans, including prospective & confirmed sponsors.

**Media**

Please detail any media that may cover the event, including Barnard/Columbia media such as The Spectator or Bwog.

**Vendors**

Deliveries & pick-ups by vendors must be staffed by individual event planners/representatives. Activities by vendors are subject to College approval, as facilitated by Events Management. Please identify any third party vendors/service providers you may engage for on-campus support of your event, including anticipated delivery/pick-up times and your staffing plans to facilitate access into Barnard's buildings.

**Sole planner**

To optimize the planning process for co-sponsored events, there can only be one planner who serves as the point-of-contact for Events Management and its fulfillment partners; the sole planner does not need to be a Barnard community member. Other people may be included in meetings or communications, but only this person can make requests or confirm arrangements for this event.

Name:

Email:

Cell phone number:

Affiliation with event:

**ACKNOWLEDGEMENT**

By signing your full name below, you acknowledge that you are responsible for the planning & production of this event, which must follow Barnard's [policies and procedures](#) for event organizers, and that you understand that your ability to host future events at Barnard may be impacted if you do not follow these policies and procedures.

Barnard co-sponsor name

Barnard co-sponsor signature

External co-sponsor name

External co-sponsor signature

Sole planner name (if different from above/Barnard co-sponsor)

Sole planner signature