



Event Organizer Responsibilities and Expectations – College of Engineering

The event organizer will be expected to coordinate the following tasks in preparation for the event:

1. Identify and coordinate a space for the event in a timely manner. To reserve a space in the Driftmier Engineering Center, please complete [this form](#).
 - a. If parking passes are needed for the Driftmier lot, please complete [this form](#). More information about parking lots around Driftmier can be [found here](#).
2. Check with the Engineering Business Office to determine if your vendor is approved by UGA. If they are not approved you will need to have them complete the [supplier registration form](#). It may take several days for this request to be approved so please keep that in mind.
3. Notify the Office of Information Technology if any A/V support is needed for event by emailing support@engr.uga.edu.
4. Ensure compliance with [University policies](#) especially as they relate to food, reimbursement of food items, and alcohol usage ([CENGR](#) & [UGA](#)).
5. Please take attendance at event as this will be needed for reimbursement/invoicing purposes.
6. Please prepare for trash clean-up at the conclusion of the event via the following options:
 - a. Place trash bags in the dumpster area located at the northeast side of Driftmier or,
 - b. Coordinate with FMD for trash disposal by submitting a work request via [this form](#). Requests must be submitted at least 10 days in advance to the event date. More information on this policy can be [found here](#) on page 3.
 - c. With the inclusion of food with your event, there may be a clean-up fee assessed if neither of the options above are adhered to. The fee will be \$35 per person/hour (Rates are subject to change, please review rates [here](#) for “building service worker”).
7. Please ensure all tables and chairs are back to their original placement.
8. Submit invoices for event services to your designated Admin the day after the event.
9. Coordinate to have an on-site point of contact to answer all questions, receive food deliveries, and give out parking passes.

Failure to adhere to these procedures may result in the inability to reserve these spaces in the future.

Event types

Large College-Level Events: The college’s Special Events Manager, Jane Pinson, leads the coordination and is the onsite contact for larger college-level events (e.g. Convocation, Celebration of Excellence, Capstone Design Showcase, E-Mobility Summit, etc.).

Large Office Events: For larger (50+ attendees) school-level or individual office events (e.g. retreats, workshops, etc.), the Special Events Manager will be available to assist with coordinating the event logistics (e.g. reserving venues/catering, parking), but will typically not be able to attend the event as the onsite coordinator. Another staff member will need to be the day-of onsite contact and responsible for setup/breakdown and receiving any catering orders. Requests for assistance with events should be submitted at least 2 months in advance, if possible, via this [Qualtrics - Event Proposal Form](#).



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Small Events: Smaller events (Under 50 attendees) should be coordinated by the school/unit/department host. The Special Events Manager is available to offer recommendations and answer questions. There are also '[events resources](#)' on OneDrive where you can access information on vendors, transportation, catering, etc.

Resources for Event Organizers:

- [Request Assistance for Large Event](#)
- [Event Resources](#)
- [Driftmier Event Space Reservations](#)
- [Driftmier Parking](#)
- [Event Budget & Expenses Form](#)
- Alcohol Policies – [CENGR](#) & [UGA](#)

Admin	Division
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