

# Herrett Center for Arts & Science

## Booking an Event – Checklist

### **To Book Your Event:**

- Call or email to confirm availability for the desired date(s) & times.
- Request to place a tentative (10 day) hold on this date while completing the next steps.
- Review all informational materials provided to you; either directly or via email.
- Complete the Event Questionnaire and return it to the Event Coordinator.  
Once this is received – The Event Coordinator will put together your Specification Sheet, layout, Policies & Agreement, and Rental Contract.  
Upon receiving these:
- Initial the Policies & Agreement document as indicated.*
- Sign the Rental Contract.*
- Confirm the Specifications are correct and pay the Security Deposit.*

***\*Your event is NOT officially booked until ALL of the above steps are completed.\****

### **At least 15 days prior to your rental date:**

- Approve or make any necessary changes to your layout and audio/visual needs.
- Submit proof of Liability Insurance.
- Confirm details with caterer and other relevant parties. If you are using a catering company other than Sodexo, submit Sodexo waiver and caterer information (company name & license, if required).
- Confirm all relevant times (arrival/departure, etc.) and other necessary information with the Event Coordinator.
- Submit any additional information to the Event Coordinator. This could include materials such as invitations or advertising materials, as well as schedules of caterers, decorators, musicians, or anything else associated with your event.

### **The Day of Your Event**

#### **Upon Arrival:**

- Check in with the Herrett Center Host
- Confirm your arrangement.

#### **Before Departing:**

- Ensure all food, decorations, and any other materials associated with your event have been removed. Garbage should be placed in the containers located on the North dock.
- Accompany the Event Coordinator in a post event walkthrough.
- Obtain an invoice and submit your final payment (unless prior arrangements were made).

-Thank You-