

# EVENT PLANNING AND APPROVALS CHECKLIST

Use this handy checklist to ensure your event is on track and on budget! You should request your event space within adequate time to obtain the appropriate approvals. Most approvals require 2-4 weeks advance notice. All Departmental approvals must be received no less than 5 days prior to your event. The items on this Checklist may not be all encompassing of your event, however, there are specific approvals needed in order to confirm the use of the space. If you check any item in the highlighted section, approval is required by the relevant Department. Please register your event at the website listed in the highlighted section, if applicable.

## CAPITAL PLANNING AND SPACE MANAGEMENT (CPSM) APPROVAL

Request an event space: GT Events at <http://www.space.gatech.edu/gt-events>

- LARGE OUTDOOR SPACE:** No less than 3 weeks prior to the event start date. Include set up and break down
- TABLE SPACE (TECH WW TABLE SPACE):** Requests must be made no less than 5 days prior to the event start date.  
\*Tables are not included in the space request
- RAIN PLAN:** Add a rain date to your reservation. If you are implementing your rain plan, cancel the original date
- AMPLIFIED SOUND:** Approved on Tuesday and Thursday from 10:45am to 11:45 am, or after 5:00pm, and on weekends. All other requests must be approved in advance by CPSM [events@cpsm.gatech.edu](mailto:events@cpsm.gatech.edu)
- ALL approvals and fees must be completed/paid prior to an event space being confirmed.**

**\*\*\*PLEASE REFRAIN FROM ADVERTISING FOR YOUR EVENT UNTIL SPACE IS CONFIRMED BY CPSM. THE APPROVAL OF YOUR SPACE DOES NOT AUTOMATICALLY APPROVE THE DETAILS OF YOUR EVENT\*\*\***

## FIRE SAFETY APPROVAL

For the following items – Register your full layout at <https://www.ehs.gatech.edu/fire/register-event>

- CARNIVAL RIDES/INFLATABLE FIXTURES**
- CROWD MANAGEMENT REQUIREMENTS**
- EVENT SUPPORT**
- STAGE LOCATIONS**
- TENT LOCATIONS AND LAYOUTS**

## RISK MANAGEMENT APPROVAL AND WAIVERS

For the following items – Submit your information to [Frederick.trotter@business.gatech.edu](mailto:Frederick.trotter@business.gatech.edu)

- ANIMALS:** Review the Procedures for Animal Exhibit/Petting Zoos for Georgia Tech Events <http://www.policylibrary.gatech.edu/campus-use-facilities/procedures-animal-exhibitpetting-zoos-georgia-tech-events-or-campus>
- CARNIVAL RIDES/INFLATABLE FIXTURES**
- GAMES/ACTIVITIES/SPORTS:** Games, activities, or sports that could cause risk and/or injury to participants are required to complete and submit participation waivers

## GT POLICE DEPARTMENT APPROVAL

For the following items – Register your full layout and event details at <http://www.police.gatech.edu/special-events-security-request> or contact Sgt. Archie Hill at [archie.hill@police.gatech.edu](mailto:archie.hill@police.gatech.edu)

\_\_\_ ALCOHOL: You must complete the Alcohol Prior Certification Request  
<http://www.af.gatech.edu/alcohol-prior-approval-request>

\_\_\_ CONCERT/PERFORMANCE

\_\_\_ FESTIVAL

\_\_\_ GRADUATION

\_\_\_ PARADE/MARCH

\_\_\_ RACE/WALK

\_\_\_ STREET/LANE CLOSING

## YOUTH PROGRAMS APPROVAL

Register your youth program at <http://youthprograms.gatech.edu/youth-program-registration> or contact [kelly.cross@gatech.edu](mailto:kelly.cross@gatech.edu) for final approval

\_\_\_ YOUTH ATTENDING (under 18, excludes GT students)

## CATERING APPROVAL

\_\_\_ FOOD AT EVENTS: Review the GT Catering Providers Policy and additional information at <http://www.specialevents.gatech.edu/resources/catering>

## FACILITIES REQUESTS

Reservation must be “confirmed” in order to request the following items below.

### \*REQUIRES 2-3 WEEKS’ NOTICE\*

\_\_\_ PARKING PERMITS/LOTS: [michelle.williams@pts.gatech.edu](mailto:michelle.williams@pts.gatech.edu)

\_\_\_ TRASH CANS/TRASH BAGS: [Cheryl.taylor@facilities.gatech.edu](mailto:Cheryl.taylor@facilities.gatech.edu)

### \*REQUIRES 5-7 DAYS’ NOTICE\*

\_\_\_ POWER/UTILITIES: [james.harbour@facilities.gatech.edu](mailto:james.harbour@facilities.gatech.edu)

\_\_\_ RECYCLING: [www.recycle.gatech.edu](http://www.recycle.gatech.edu)

\_\_\_ TABLES/CHAIRS: [brandon.ford@facilities.gatech.edu](mailto:brandon.ford@facilities.gatech.edu)