

# OUTDOOR EVENT PLANNING CHECKLIST

Follow this checklist to ensure the coordination of an outdoor event is on track for final approval from CPSM. Outdoor event space should be requested **at least three (3) weeks in advance** via GT Events (<http://www.space.gatech.edu/gt-events>) to obtain the required consent from various campus stakeholders, including CPSM, the Fire Safety Office, Risk Management, GTPD, Landscape Services, and the Office of Student Engagement. Not all action items below will be applicable for every outdoor event, but every outdoor event is required to submit a detailed layout. Questions should be directed to [events@cpsm.gatech.edu](mailto:events@cpsm.gatech.edu).

**\*\*DO NOT ADVERTISE THE EVENT UNTIL THE OUTDOOR SPACE IS CONFIRMED BY CPSM. THE CONFIRMATION OF OUTDOOR SPACE DOES NOT CONSTITUTE FINAL EVENT APPROVAL.\*\***

CAPITAL PLANNING AND SPACE MANAGEMENT (CPSM) REQUIREMENTS	
	<p><b>LOCATION</b> Secure an event space through GT Events at least three (3) weeks prior to the desired date; include set-up and breakdown times in the request. A copy of the layout must also be provided to CMPS via <a href="mailto:events@cpsm.gatech.edu">events@cpsm.gatech.edu</a>.</p>
	<p><b>TABLE SPACE (Tech Walkway Only)</b></p> <ol style="list-style-type: none"> <li>1. Submit your requests for table space(s) at least five (5) business days prior to the desired date.</li> <li>2. Reserve table(s) needed through Brandon Ford in Facilities (<a href="mailto:brandon.ford@facilities.gatech.edu">brandon.ford@facilities.gatech.edu</a>) at least five (5) business days prior to the event date. Tables requested/reserved through GT Staging are complimentary <b>for students</b> Mondays to Fridays between 8:30 am and 3:30 pm. Any table requests outside of these days/times are billable; staff, faculty, and department requests are always billable. All staging requests are based on availability and honored on a first come first served basis.</li> </ol>
	<p><b>CONTINGENCY PLAN</b> In case of inclement weather or other force majeure, outdoor event hosts are required to coordinate a contingency plan and reserve all alternate date(s) and/or location(s) through GT Events. The event host must confirm the final date/location with CPSM at least 48 hours in advance of the first event date. If inclement weather occurs within 48 hours of the event date, event hosts are required to implement their contingency plan. Contact Landscape Services with any questions.</p>
	<p><b>AMPLIFIED SOUND REQUEST</b> Events with amplified sound, including DJs, bands, megaphone announcements, etc., are required to receive prior approval from the Registrar's Office. Complete the <a href="#">amplified sound request form</a> and submit it per the instructions at the top of the form at least five (5) business days prior to the event date.</p>
FIRE SAFETY REQUIREMENTS	
	<p><b>LAYOUT</b> Outdoor event layouts require consent from the Fire Marshal. Submit the event layout via <a href="https://www.ehs.gatech.edu/fire/register-event">https://www.ehs.gatech.edu/fire/register-event</a>; show all tables, tents (dimensions and staking requirements), stages (dimensions), game/activity areas, catering and food truck areas, rides, generator/power cords, etc. Fire access roads, lanes, and/or sidewalks must remain unobstructed at all times. Water barrels are never an acceptable means for weighing down tents. Sandbags are the preferred method for 10'x10' or smaller tents; review options for larger tents with the Fire Marshal.</p>
	<p><b>LARGE CROWDS/CROWD MANAGEMENT</b> Trained crowd managers are required at a ratio of one (1) crowd manager for every 250 attendees. This training is offered once yearly; contact the Fire Safety Office to register.</p>

	<p><b>INFLATABLES &amp; CARNIVAL RIDES/GAMES</b>  Provide a full description and specs for each inflatable, carnival ride, dunk tank, etc. proposed to be onsite, including its power source and requirements. Vendors supplying these items are required to provide a current business license and certificate of insurance. These items may require a generator, which must be located at least 20' from tents and other structures, on a paved surface, and fenced off from public access. A fire extinguisher is always required when a generator is present; to request a fire extinguisher, please submit this form: <a href="https://www.ehs.gatech.edu/content/fire-extinguisher-request">https://www.ehs.gatech.edu/content/fire-extinguisher-request</a>.</p> <p>To request Big Buzz (the 40' inflatable), please submit this form: <a href="http://www.reckclub.org/big-buzz/">http://www.reckclub.org/big-buzz/</a>.</p>
	<p><b>VEHICLES</b>  Display vehicles, medical testing vehicles, food trucks, etc. must also be shown on the layout. The owner of these vehicles must provide a business license, if applicable, and a certificate of insurance.</p> <p>To request the Ramblin' Reck (the 1930 Ford Model A) at the event, please submit this form: <a href="http://www.reckclub.org/reck/request.php">http://www.reckclub.org/reck/request.php</a>.</p>
	<p><b>EMT/CPR-CERTIFIED ONSITE</b>  An Emergency Medical Technician (EMT) is required to be present for any athletic event on campus. This individual must be currently licensed in the state of Georgia and dedicated to medical care and no other tasks and/or volunteer roles. Other physical events may require a CPR-certified individual onsite, so review your activities with the Fire Marshal to determine medical coverage requirements.</p>
<p><b>RISK MANAGEMENT REQUIREMENTS</b></p>	
	<p><b>PHYSICAL ACTIVITIES</b>  Any outdoor event offering a physical activity, game, sport, walk/run, and/or inflatable that could cause risk and/or injury to participants is required to have individuals complete and submit participation waivers. Paper waivers must be kept by Risk Management at least three (3) years following the event; electronic waivers are preferred via Engage. Contact Risk Management for a copy of Georgia Tech's general waiver of liability.</p>
	<p><b>THIRD-PARTY VENDORS</b>  Any event utilizing the product(s) and/or service(s) of a third-party vendor is required to submit a current business license and certificate of insurance to the Risk Management office. This includes caterers, event rental companies, production companies, petting zoos, etc.</p>
	<p><b>ANIMALS</b>  Any event hosting pet therapy, petting zoos, or other animal on campus is required to submit each individual animal's current vaccination record to the Risk Management office; proof of rabies is mandatory. These records must be submitted at least five (5) business days prior to the event date; these records should not be submitted more than a week in advance as the final listing of animals onsite could change. Review the full policy here: <a href="http://www.policylibrary.gatech.edu/campus-use-facilities/procedures-animal-exhibitpetting-zoos-georgia-tech-events-or-campus">http://www.policylibrary.gatech.edu/campus-use-facilities/procedures-animal-exhibitpetting-zoos-georgia-tech-events-or-campus</a>.</p>
<p><b>GEORGIA TECH POLICE DEPARTMENT REQUIREMENTS</b></p>	
	<p><b>CASH/MONEY ONSITE</b>  Contact Lt. Archie Hill (<a href="mailto:archie.hill@police.gatech.edu">archie.hill@police.gatech.edu</a>) to review controls required for collecting funds at an event. At least two (2) members of the hosting organization must be present at all times and any monies collected onsite must be stored in a secure container with lid.</p>
	<p><b>RACE/WALK/RUN REQUIRING STREET/LANE CLOSURE</b>  "Pi Mile" is the preferred route for all race, walk, run, 5K, etc. events on campus. Other routes are approved on a case by case basis and every effort should be made to avoid intersections and/or road</p>

	crossings. A request to GTPD must be submitted at least four (4) weeks in advance for any street/lane closures.
	<b>SECURITY PRESENCE ONSITE</b> Request GTPD officer(s) onsite for the event via Lt. Archie Hill ( <a href="mailto:archie.hill@police.gatech.edu">archie.hill@police.gatech.edu</a> ). Always notify GTPD and request security presence when VIPs/dignitaries are expected onsite for any reason.
<b>YOUTH PROGRAM REQUIREMENTS</b>	
	<b>YOUTH PARTICIPANTS</b> “Youth” is defined as individuals under the age of 18 who are NOT Georgia Tech students. Any event hosting youth participants is required to register the program through the Youth Programs Office <a href="#">here</a> . Contact <a href="mailto:youthprograms@gatech.edu">youthprograms@gatech.edu</a> with questions.
<b>CATERING REQUIREMENTS</b>	
	<b>FOOD/BEVERAGE OFFERED</b> <ol style="list-style-type: none"> <li>1. <b>Pre-approved Caterer</b> – no additional approvals required; see a full list <a href="#">here</a>.</li> <li>2. <b>Other Caterer</b> – if spending \$400 or more with a caterer not listed above, event hosts are required to submit the <a href="#">catering provider exception request</a> along with a copy of that vendor’s current business license and certificate of insurance at least three (3) weeks prior to the event date.</li> <li>3. <b>Food Truck</b> – Contact Turq Daniels (<a href="mailto:turq.daniels@dining.gatech.edu">turq.daniels@dining.gatech.edu</a>) for a list of approved food truck vendors permitted on campus. If you wish to schedule a truck not listed below, an inspection by the GT Fire Safety Office will be required as well as proof of current business license and certificate of insurance. All sales made on campus property are commissionable.</li> <li>4. <b>Bake Sale</b> – <a href="#">these guidelines</a> must be followed for all bake sale events.</li> </ol>
	<b>GENERAL FOOD SAFETY</b> Proper handwashing and/or sanitizing in addition to wearing serving gloves is required of any individual servicing food from a communal supply onsite at an event. This includes popcorn machines, cotton candy machines,
	<b>REQUEST FOR APPROVAL TO SERVE ALCOHOL</b> If planning to serve alcohol at an event, approval must be granted by the hosting department’s chair. Bartenders are required to be locally licensed under city/state regulations and certified with “Training for Intervention Procedures” or <a href="#">TIPS</a> . Review the full Georgia Tech alcohol policy <a href="#">here</a> .
<b>ADDITIONAL SERVICE REQUIREMENTS</b>	
	<b>TRASH CANS/TRASH BAGS</b> If extra trash cans and/or bags are needed, contact <a href="mailto:facilities-landscaping@mail.gatech.edu">facilities-landscaping@mail.gatech.edu</a> at least seven (7) business days prior to the event date.
	<b>RECYCLING</b> To request recycling bins for the event, completed <a href="#">this request form</a> .
	<b>TABLES/CHAIRS</b> Reserve any tables/chairs needed through GT Staging ( <a href="mailto:brandon.ford@facilities.gatech.edu">brandon.ford@facilities.gatech.edu</a> ) at least five (5) days prior to the event date. Items requested through Facilities are available Monday – Friday only; requests outside of weekdays are billable. All table/chair requests are based on availability and honored on a first come first served basis.  The Residence Hall Association (RHA) manages a “resource garage” that might also be a resource for event items, including tables, games, popcorn machine, etc. Request items from the RHA Resource Garage <a href="#">here</a> .

	<p><b>POWER NEEDS &amp; EXTENSION CORDS</b>  Contact <a href="mailto:james.harbour@facilities.gatech.edu">james.harbour@facilities.gatech.edu</a> for any power/electrical needs as well as to request extension cords.</p>
	<p><b>LANDSCAPING</b>  If the event might damage surrounding landscaping or turf, contact <a href="mailto:facilities-landscaping@mail.gatech.edu">facilities-landscaping@mail.gatech.edu</a> to review precautions and/or damages policy. Preference is always to host the event and/or event structures on a hardscape (paved surface) instead of softscape (soil, turf/vegetation, etc.).</p>
	<p><b>PARKING</b>  If parking is required for event attendees or as an event site, contact Parking &amp; Transportation Services via <a href="mailto:support@pts.gatech.edu">support@pts.gatech.edu</a> at least seven (7) business days prior to the event date.</p>
	<p><b>MARKETING &amp; COMMUNICATIONS</b></p> <ol style="list-style-type: none"> <li>1. <b>CHALKING</b> – Only washable chinks are permitted; the use of markers, paint, or chalk spray is prohibited. Chalking must be at least 20 feet from any and all building entrances and never placed under any overhead obstruction, awning, covering, etc. or in stairwells. Chalking is permitted on outside ground surfaces only and never on buildings or other vertical structures, statuary, fountains, etc. Chalking is never permitted in the Campanile area. All chalking activities must be logged with the Office of Capital Planning and Space Management by emailing <a href="mailto:events@cpsm.gatech.edu">events@cpsm.gatech.edu</a>.</li> <li>2. <b>FLYERS</b> – Flyers may only be posted inside the Student Center and some classroom buildings with prior permission from the building manager. Flyers should never be posted outdoors but may be distributed by event host volunteers during designated times.</li> <li>3. <b>BANNERS</b> – Banners may be hung on the second floor of the Student Center building only. Reserve banner space online through GT Events or contact the Student Center for more information.</li> <li>4. <b>ADHESIVE DECALS</b> – Removable adhesive decals are permitted for outdoor marketing and/or wayfinding only with prior approval. Decals are permitted on outside ground surfaces only and never on buildings or other vertical structures, statuary, fountains, etc. Should decal(s) leave any residue after removal, pressure-washing and/or other necessary clean-up procedures must be scheduled through GT Facilities and fees will apply. Other damages ascertained as a result of the use of adhesive decals are also the financial responsibility of the group/department amenable. All removable adhesive decal usage must be logged with the Office of Capital Planning and Space Management by emailing <a href="mailto:events@cpsm.gatech.edu">events@cpsm.gatech.edu</a>.</li> <li>5. <b>WAYFINDING</b> – If signage is used for wayfinding for event attendees, it is the event host’s responsibility to remove all signage immediately following the event. Residual signage found will be discarded and the hosting organization’s future reservation privileges may be impacted.</li> </ol>