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Preface

The current event planning tools available online for faculty and staff at Roanoke College are located through the online link listed at the end of this paragraph and in various department pages. This document was created as an internship project by Annie Patterson in collaboration with Tanya Ridpath, the Director of Community Programs. The purpose of the project was to provide robust information, forms, and resources to College planners in one location as well as enhance what is currently publicly available. (https://www.roanoke.edu/inside/a-z_index/academic_affairs/department_chair_information/event_planning_links)

Introduction

Roanoke College fosters a diverse learning environment in which students are encouraged to engage in educational pursuits both in and out of the classroom; in order that they may become resourceful, informed and responsible citizens and leaders in their careers and community. Events are an excellent opportunity for supplementary learning that is of value to students, faculty, staff, and the community. This guide serves as an internal resource for faculty and staff on how to plan events on the Roanoke College campus. To create a consistent and professional event presence at Roanoke College, this resource is designed to equip beginners to advanced event planners with the tools and information needed to execute a successful event. While this guide includes a fair amount of information and resources, it is not all encompassing and consultation with additional resources is strongly encouraged.

Note: details about hosting student, athletic, and visual and performing arts events are not included in this guide at this time.

How to Begin

Begin planning your event as soon as possible. This includes determining the type of event and intended audience. For ideas, consult the list of [types of events](#). Second, choose a date. Be sure to consult the online Calendar of Events, the College's academic calendar, and departments which hold annual events; as well as the athletic calendar. Also, keep in mind logistical details such as budgeting, scheduling, and advertising. It is especially important to know the College rules and resources; as well as campus locations with restrictions. When scheduling your event, avoid dates that conflict with campus-wide annual events. No two large-scale events should be scheduled during the same day and/or time. Confirm a backup date with the speaker if you anticipate a conflict. Additionally, check for holiday conflicts, such as religious holidays and national observances. Consider partnerships with campus departments to share ideas, resources, and audiences to make a joint impact.

Types of Events

A variety of events are frequently held at Roanoke College on an annual basis. To determine which event type is most suitable for your purpose, first identify the target audience and what

you hope attendees will gain from the experience. Additionally, it is important to determine whether your event is for the College community (internal event), or if you will invite the public (external event), or a combination of the two.

Types of events commonly held include:

- Assemblies
- Board meetings
- Ceremonies
- Colloquiums
- Concerts
- Conferences
- Debates
- Exhibits
- Film viewings
- Forums
- Gatherings
- Inductions
- Lectures
- Meetings
- Panel discussions
- Poster sessions
- Programs
- Rallies
- Readings
- Retreats
- Sales
- Speakers
- Symposiums
- Trainings
- Workshops

Keep in mind that your event may be a combination of these types of events. Some events require special approvals.

Note: Requests from third parties to hold an event on campus are considered external events and may be hosted by you or your department. External events may rent space without a host. Your involvement will determine what fees, if any, apply.

Special Event Types

Alumni/Fundraising Events

The Alumni Office, located in the Advancement Office, handles events such as Alumni Weekend and chapter receptions held throughout the continental United States. Additionally,

Advancement oversees all donor related events, including annual and campaign galas, building and naming dedications, and Board of Trustee events. When scheduling your event, keep in mind that annual events, such as Alumni and Family weekends, have reservation preference over new events. If you are inviting alumni, donors, the President's Office or Board of Trustees members to your event, please contact Sally Walker, Director of Stewardship and Donor Relations, for guidance.

swalker@roanoke.edu

Outdoor Events

Outdoor events are allowed on campus, and must be reserved through the Room and Facility Request Form. Approval is based on intended use at the specific location. Tents larger than a pop-up requires Building and Grounds approval. Tables, chairs and some tents are available through the Building and Grounds Work Order Request Form. Be sure to have a rain location and remember that lighting and electricity are not readily available outdoors. When planning an outdoor event, contact Campus Safety who will assist with compliance of city permit requirements (parade, amplification etc.). For any outdoor function on the lawn, contact the Grounds Manager.

<https://saapp.roanoke.edu/esform/create>

https://phoenix.roanoke.edu/ru/m0_rem_utilities_2013.aspx?siteid=eng01

CSAll@roanoke.edu

wmartin@roanoke.edu

Political Event

Political events come under strong scrutiny, as the College is forbidden by the IRS to donate to a political party and must remain neutral towards politics. Roanoke College cannot endorse or campaign on behalf of candidates. However, college campuses are a great venue for political debates, forums, and rallies; as these are an excellent opportunity for first-hand student learning. **Cabinet level approval is required for ALL events that are political in nature.** A request must be sent to the Director of Community Programs, who will convene the College's political committee and present the request to the Cabinet for approval. The political committee members consist of representatives from Public Relations, Campus Safety, and Faculty. **Do not make any event public or commit to hosting an event without the appropriate approval.**

ridpath@roanoke.edu

Weddings

Wedding ceremonies and receptions take place at Roanoke College with some restrictions. Antrim Chapel is available only for use by current students, faculty, staff, alumni, and their immediate family members. Olin Hall does not host weddings or wedding receptions; however, the Green Room may be used as a space for the bride when ceremonies are held in the Chapel. The Colket Center and outdoor space are available for receptions and ceremonies providing a contract and insurance certificate are on file, as well as prepayment for facility fees prior to confirming reservations. All catering for weddings and receptions must go through the Roanoke College Catering Department in Dining Services. If you are planning to hold a wedding or a

reception on campus, please contact Diane Wing, Coordinator of the Colket Center and Student Activities, to arrange for reservations, approvals, payments, etc.

wing@roanoke.edu

Note: College events have priority for reserving space and there may be other events that day. Weddings, as all rentals, are scheduled for specific locations of campus and may share public areas with other patrons. Consult the calendar of events prior to making your request.

General College Event Policies, Rules, Guidelines

In addition to general guidelines of the College that apply to all events, certain locations and departments may have additional restrictions. Consult with the person in charge of the facility. All external groups requesting use of Roanoke College facilities must sign an event agreement, and provide proof of proper liability insurance coverage. Do not make your event public until you have verified that the space is available and fully reserved. Please be mindful of other events occurring on campus. Notify Campus Safety of events. Remember, Virginia State regulations and Roanoke College do not permit smoking indoors or within 25 feet of entrances.

CSALL@roanoke.edu

Speaker contracts must be in place for both internal and external audiences. Verbal agreements with speakers should be avoided for liability and accountability issues. Liability insurance is also required from visiting speakers. You may use the speaker contract provided by the College or a contract from the agency representing the speaker. Know if you are authorized to make a commitment on behalf of your department. For more information on speakers, consult the Contracts, Payments, and Speaker Arrangements portion of this guide.

Campus Planners, Partners and Audience

It is pertinent to identify who oversees your event. Be sure to list contact information on your event advertising whether your audience is internal or external. Know the audience focus before you begin planning and who to go to for guidance. Various audiences covered in this guide include:

Admissions events

- Lead: Cole Rosen rosen@roanoke.edu
- Partners: all campus

Alumni/Donor event/Cabinet level invitations or attendees

- Lead: Sally Walker swalker@roanoke.edu
- Partners: campus departments and faculty, external community

Board of Trustees

- Lead: Whitney Aldridge aldridge@roanoke.edu
- Restrictions: When inviting Board of Trustees, contact Sally Walker who will inform the President's Office

Campus department

- Lead: department faculty or staff inviting the speaker

Campus level event

- Lead: department faculty or student
- Consultants: use resource list of campus event experts
- Partners: various departments

Community level event (all endowed lecture series, ex. Fowler Lecture and Elderscholar)

- Lead: Community Programs programs@roanoke.edu
- Partners: campus departments and faculty, external community

Family/Alumni Weekend

- Lead: Greg Hanlon hanlon@roanoke.edu
- Partners: campus departments and faculty

Political event

- Lead: Community Programs programs@roanoke.edu
- Consultants: Political team
- Partners: all campus
- Restrictions: Requires cabinet level approval

Planning Your Event

Facilities and Logistics - requesting a venue

To reserve ANY location on campus, it is necessary to fill out the [room and facilities request form](#). Certain locations on campus, such as Olin Hall, the Cregger Center, the Bank Building, and Antrim Chapel require an additional reservation approval from the person in charge of these locations. Please note that Olin Hall and computer lab requests are submitted on the room and facilities request form; however, they are not approved through the Colket Center. All Olin Hall requests are sent directly to [Ronda Philips](#) and all computer lab requests go directly to Information Technology for approval. Request the space as early as possible to allow time for any additional approvals to clear. Requests can be made a year in advance and up to two weeks prior. Please include the food request with your venue request, by checking the box on the request form. In addition to the venue supervisor approval, Dining Services must also approve that they are able to supply your food service request. Events should not be promoted until confirmation has been received from BOTH the venue and Dining Services.

<https://saapp.roanoke.edu/esform/createphilips@roanoke.edu>

College Scheduling Priorities and Policies:

1. Academic Calendar Events
 - o Admissions, commencement, orientation, graduation, Family Weekend, Alumni Weekend, etc.

2. College wide events sponsored by academic or administrative offices, including student organizations, that are open to the entire campus community
 - Lecture series, performing arts, athletic events, church services, annual fundraising events, etc.
 - FOTQ, concerts, President's Ball, Maroon Madness, etc.
3. Closed events sponsored by College academic/administrative office or student organizations
 - Events sponsored by campus organizations for their members (ex. Greek Life, club meeting, or departmental meeting)
4. Rentals of campus space by external organization

Detailed event scheduling policies can be found [here](#).

https://www.roanoke.edu/inside/a-z_index/colket_campus_center/policies/event_scheduling_policies_and_procedures

If you need assistance with the room and [facilities request form](#), contact the Colket Center Information Desk by phone at 540-378-5125 or [email](#).

<https://saapp.roanoke.edu/esform/create>
schedule@roanoke.edu

For buildings with offices or classrooms, be mindful of the time of day classes and business operations when scheduling your event. Check the athletic schedule before making request in the Cregger Center. If you are unfamiliar with a room and are interested in using it, visit the space prior to submitting the reservation request and direct questions to the staff member listed for that area or to the department secretary in the building. After hours use of space requires an unlock request submitted to [Campus Safety](#), in writing, a minimum of five days in advance. Requests are subject to approval. Computer labs require a faculty/staff/student log in. If a faculty/staff member or a student is not present, you may obtain a guest log in from the [Information Technology Help Desk](#) by phone 540-375-2225 or [email](#) in advance of your event. Never share your log in credentials. Outdoor spaces should also be reserved through the room and facility request form. Do not forget to also reserve an indoor rain location.

helpdesk@mail.roanoke.edu

rcsafety@roanoke.edu

Do not advertise your event until you have received a final confirmation. Never hold an event in an unreserved space.

Confirmations

Once you receive a reservation confirmation from scheduler@roanoke.edu, save it for your records. A minimum of two weeks prior to your event confirm the dates, venue set up, and speaker needs. This allows time to review and make changes to any logistical requests. When confirming, consider the following: A/V, book sales, dining services/catering, event tickets, IT, overnight lodging, photographer, travel arrangements, venue set up, and video recording.

When is ticketing necessary for an event?

If you are anticipating a large turnout for your event, it is highly recommended that your event be ticketed. It is necessary to determine this prior to advertising, as ticket details should be included on all posters and other materials; clearly state if tickets are complimentary or purchased and where to get them. If your event requires tickets, please contact, the Director of Community Programs for assistance.

programs@roanoke.edu

All Olin Theatre events require tickets and ushers. Contact [Ronda Philips](mailto:philips@roanoke.edu) for more information, including potential charges for ushers.

philips@roanoke.edu

Cancellations

Have an emergency and cancellation plan in place. Your event may be cancelled for many reasons ranging from bad weather, to the speaker not arriving on time. If the College is closed, your event is cancelled. Consider how you will notify the attendees. If you have an RSVP list, send direct emails. Also, post the notice as soon as possible on the College's online event calendar. Inform the Colket Center Information Desk, Campus Safety, the building manager (if applicable), and post signs at the event venue as well as inform VIP guests. If the cancellation was due to inclement weather, contact [Teresa Gereaux](mailto:gereaux@roanoke.edu), Director of Public Relations to have the event added to the College's cancellation web banner and phone line recording.

gereaux@roanoke.edu

Venue Options

VENUE SEATING CAPACITY

Below are the rooms most commonly reserved for events in alphabetical order.

	Max Capacity	Set Up Types/Intended Use	Notes
Antrim Chapel	200	Lecture Style, Religious Ceremonies	Bring own laptop. Has video data projector, screen, and amplified sound. Limited to internal use.
Bast Gym – half set up	1,600	Athletic Event, lecture, exhibit hall	Half Bast set up is with one side of bleachers out. Stage and chairs available. Floor must be covered. May need to outsource rectangular tables and need to rent A/V equipment and stage lighting. Green room options: East

			tunnel or Campus Recreation office.
Bast Gym - Full Gym	2,300	Rally, Banquet	Full set up is with no bleachers out. Floor must be covered. Stage, round tables and chairs available. May need to outsource rectangular tables and need to rent A/V equipment and stage lighting. Green room options: East tunnel or Campus Recreation office.
Cregger Arena	2,500	Athletic Event, lecture, banquet, exhibit hall	Floor must be covered for anything other than an athletic event. Round tables and chairs available. May need to outsource rectangular tables and need to rent A/V equipment and stage lighting. Green room options: visiting team/referee locker rooms or athletic office conference room.
Cregger Indoor track	No # listed	Athletic Event, lecture, banquet, exhibit hall	No floor cover for this space, therefore food service is discouraged. Round tables and chairs available. May need to outsource rectangular tables and need to rent A/V equipment and stage lighting. Green room options: HHP Classrooms or athletic office conference room.
Cregger film viewing room	50	Classroom, meeting, VIP/green room	Flexible table and chairs set up with full classroom technology.
Cregger HHP Classrooms Room 360/361	30-50	Lecture, reception, greenroom	A modern classroom with partition, making it 2 smaller rooms or 1 big room with view of Arena. Room has full classroom technology and a counter with sink in room.
Campus Classrooms: Bank Bldg., Bast, Life Science, Lucas, Miller, Trexler, Trout, West	5-60***		Check classroom for size and set up.

Colket Center:			
<i>SECOND FLOOR</i>			
Founders Room	10	Meal, Reception, board meeting	This is a restricted use space*. Board room style with fixed table. No A/V in this space.
Kime Conference Room	50	Lecture Style, Board Meeting, Meal, Reception (max 30)	Movable tables, chairs with built in projector, screen, laptop, podium, and wipe board available. No amplified sound.
President's Dining Room	40	Meal, Reception, Meeting	This is a restricted use space*. Video data projector, screen, laptop and podium available, but not amplified sound. Tables are fixed and can be rearranged, but not removed from the room.
Ramser-Beamer Meeting Room	10	Meeting, small group breakout space	Video data projector available, screen and laptop but not amplified sound. Tables are not fixed and can be rearranged, but not removed from the room.
Second Floor Atrium	50	Other	Used for overflow for pre-event receptions, registration, exhibit tables, and book signing.
Wortmann Ballroom	240	Lecture Style, Meal, Reception (max 176), exhibit	Room can be set in lecture style facing north or west, Video data projector west only. Laptop and screen provided. Sound available with a variety of microphone options. Stage, podium, chairs, round and rectangular tables available.
<i>FIRST FLOOR</i>			
First Floor Atrium	150	Other	Used when high visibility is desired. Typical uses: registration, display, demonstration. Flexible chair/table set-up available.
Patterson Meeting Room	45	Meeting, Presentation, Meal/Reception (max 30)	Standard board room set up with open center. Video Data projector, screen, laptop, podium, wipe board available.
Pickle Lounge	96	Lecture, Meeting, Meal, Reception	Flexible set up with either tables, chairs. Lecture style, board room,

			rounds for dining or open for receptions. Video data projector, screen, laptop, podium, microphone included.
Sutton Commons	488	Through the line meal	The Commons is the College's main dining facility. A small group meeting is possible- it is a busy atmosphere. Some will reserve Patterson and bring lunch from the Commons there while meeting.
Front Dining Room	224	Through the line meal	
Commons Meeting Room	60	Through the line meal	The quietest area within the Commons.
Sutton Commons Patio			The outdoor dining area with umbrellas which expands the Commons dining room outdoors during nice weather for Commons customers.
Colket Patio			Tables and umbrellas on the front side of the Colket Center can be used as a staging area for outdoor events on the back quad.
<i>LOWER LEVEL</i>			
The Cavern	100 with furniture, 150 without	Meal, reception, meeting, entertainment venue	As a supplement to the Commons, the Cavern serves a simple quick made-to-order menu in a casual atmosphere with an outdoor patio. This room is available for use during non-food service hours. Bistro tables, chairs, fixed stage, and screen are present with mobile video data projection cart. All uses must be discussed with the Colket manager.
Lower Atrium	100	Other	The lobby on the Cavern level.
Sutton Terrace	100	Other	The patio located on the backside of the Colket Center adjacent to the Cavern. Amenities include tables, chairs, umbrellas, and a fire pit.

Logan Gallery (Bank Building)	75	Exhibit Hall, Reception (15 bean bags, 40 chairs)	
Massengill Auditorium	252	Lecture Style, Exhibit Hall	Classroom technology with video data projection and fixed tiered seating. <i>More suitable for younger audiences, as steps are steep.</i>
Monterey	Library: 8 Meeting Room: 20 Parlor/Sunroom: 6	Meeting, Reception, Meal, Board Meeting	Newly renovated **Monterey restricted use policies.
Olin Theatre	404	Lecture Style, Exhibit Hall	Fixed tiered seating with flexible stage arrangement, sound, and lighting. Video data projection and screen available. Must hire house manager and ushers. Event must be ticketed. Limited for internal use and limited availability during the academic year due to visual and performing art performances.
Olin Gallery	400	Exhibit hall, lecture, workshop, performance venue	Check with the Gallery Director for current exhibits and availability.
Smoyer Gallery (Upper & Lower)	250	Exhibit Hall	The area outside of Olin Gallery can be used for art exhibits, dedications, receptions, workshops, lectures. Tables and chairs may need to be rented if not available through Building and Grounds. Limited availability when Olin Theatre is booked.
Olin Amphitheatre	100	Outdoor theatre	An outdoor Amphitheatre with tiered levels.
Olin Recital Hall	130	Lecture, performance	Tiered seating with movable chairs. A/V must be requested in advance.

*Restricted Use Guidelines for the President's Dining Room and Founders Room:

<https://www.roanoke.edu/inside/az/index/colket-campus-center/policies/presidents-dining-room-and-founders-meeting-room-guidelines>

** Restricted use Guidelines for Monterey: https://www.roanoke.edu/inside/a-z_index/colket_campus_center/policies/guidelines_and_policy_for_monterey_guest_rooms

***Specific Classroom Capacities

<https://apps.roanoke.edu/it/public/classequipment>

The following is a list of what is **always** available in each location. If not listed below, you will need to request any additional furniture/equipment from the appropriate department. Set up requirements must be requested and conveyed to the appropriate person/department.

	Seating	Tables	Podium	AV	Green Room	Food allowed
COLKET CENTER						
The Cavern	Yes	Yes	No	No	No	Yes
Commons Meeting Room	Yes	Yes	No	No	No	Yes
First Floor Atrium	No	No	No	No	No	Yes
Founders Room	Yes	Yes	No	No	No	Yes
Kime Conference Room	No	No	No	No	No	Yes
Lower Atrium	Yes	Yes	No	No	No	Yes
Patterson Meeting Room	Yes	Yes	No	No	No	Yes
Pickle Lounge	No	No	No	No	No	Yes
President's Dining Room	Yes	Yes	No	No	No	Yes
Ramser-Beamer Meeting Room	Yes	Yes	No	No	No	Yes
Second Floor Atrium	No	No	No	No	No	Yes
Sutton Commons	Yes	Yes	No	No	No	Yes
Sutton Terrace	Yes	Yes	No	No	No	Yes
Wortmann Ballroom	No	No	Yes	No	No	Yes
Antrim Chapel	Yes	No	Yes	Yes	No	No
Bast Gym	Bleachers/chairs	Rounds	Yes	No	Yes	Yes
Cregger Center	Bleachers/chairs	Rounds	Yes	Limited	Yes	Limited
Logan Gallery	Yes	No	No	No	No	Yes
Lucas Library	Yes	Yes	No	TV	No	Yes
Massengill Auditorium	Yes	No	Classroom Station	Yes	No	Yes
Monterey	Yes	Yes	No	TV	Yes	Limited
Olin Theatre	Yes	No	No	Limited	Yes	No
Olin Recital Hall	Yes	No	Yes	No	Yes	No
Olin Galleries	No	No	No	No	No	Limited

Restrictions to Facility use

Not all buildings on campus have the same rules for hosting events, which is why it is important to know the limitations on each building before reserving/advertising your event.

Antrim Chapel: Toni Fazler, Coordinator of Services at Morehead Hall may require a usage agreement if the department and/or group has not used the Antrim Chapel previously. No food is allowed in the chapel unless specified on your reservation form and approved in advance. Alcohol is strictly prohibited. The semi-permanent furniture, banners and the altar covering may not be moved. Items used for worship, such as the altar candles, music instruments, etc. may not be used without prior approved. If individual candle use is approved, the group must supply candles and handle with care during use. The basement is off limits and storage is not available in this building. Smoking is not permitted in the chapel or within 25 feet of the entrance. Please leave the chapel the way that you found it, otherwise charges for damages and/or excessive cleaning may be applied. A video data projector with dual screens and sound is available; however, you must provide your own laptop. There is a single all gender restroom available in the chapel.

bowen@roanoke.edu

fazler@roanoke.edu

Colket Center: All building operations and set up in the Colket Center are done in house by student staff. Additionally, any events held in the Cavern require a specific contract. Please see the following link for additional rules that pertain to the Colket Center:

https://www.roanoke.edu/inside/a-z_index/colket_center/policies/colket_center_building_policies

- **Wortmann Ballroom:** This space is ideal for anticipated audiences of approximately 100. Suggested lecture style set ups for the Ballroom are facing west or north. If your speaker will be using PowerPoint or video, the set-up must face west due to the location of the screen and projector. If PowerPoint or video is not required, the north facing set-up is desirable. This set up allows the audience to be closer to the speaker, thus, improving the acoustics. The total number of possible seats is the same for either direction. Submit a set-up diagram with your reservation. See Appendices E and F for set-up examples. Other uses of this space include meals, receptions, and activity fairs. Advise the Colket staff of event time and any sound check or set up schedules; as well as, book sales and catering needs.
- Important things to keep in mind:
The Colket Center staff handles all set up needs. Please include the following (that are applicable to your event):
 - **Number of chairs**
 - be sure to include seats for panelists onstage, the book signing table and anyone assisting with the event
 - **Number and size of tables**
 - Rounds (typically seat 8)

- 8' rectangular
- Garrett tables (smaller narrow rectangular tables)
- Bistro (small round high-top tables)

Note: there are limited tables in the building; you may need to rent if you require a large or elaborate set up.

- **PowerPoint set up**
 - A laptop is provided by the Colket Center and the PowerPoint projector is mounted in the room.
 - MAC users must bring their own dongle cable. This is not provided with the existing equipment
- **Stage**
 - The stage can be configured in different sizes and heights. There are stairs for one side only. Consult with the Colket Help Desk for details.
- **Podium**
- **Number of microphones and type desired**

Cregger Center: Please be aware, when scheduling events in the Cregger Center during peak athletic seasons, your request may be denied. Consult the College athletic calendar and John Farmer, Assistant Director of Athletics / Director of the Cregger Center before submitting a reservation request.

farmer@roanoke.edu

Event Considerations

Audio/Visual

Make Requests for Information Technology assistance for Audio/Visual needs at least 14 days prior to the event by filling out the following form for IT and video services:

<https://forms.roanoke.edu/equipmentrequest>. Allow anywhere between 30 minutes and several hours for set up, depending on the complexity of the event.

Suggestion: request that the person setting up AV stay through the beginning of your event in case of any glitches.

If Roanoke College IT is unable to fulfill your needs due to limited equipment or any other reason, please contact one of the following outside vendors for assistance for a fee:

Stage Sound

2240 Shenandoah Avenue NW

Roanoke, VA 24107

(540) 342-2040

<https://stagesound.com/>

Lee Hartman & Sons

3236 Cove Road, NW

Roanoke, VA 24017
(540) 366-3493
roanokeva@leehartman.com
<http://www.leehartman.com/>

Video

Events can be recorded free-of-charge when Information Technology has an employee available during the requested time. Be sure you have written authorization to record the speaker in the agreement. Requests should be made as early as possible, but a minimum of 14 days in advance is required, by filling out the Information Technology Equipment Request Form.

<https://forms.roanoke.edu/equipmentrequest>

Use of the recordings is restricted to on-campus use (archival purposes and students who missed the lecture). Video that is posted on the Roanoke College website requires closed captioning. The cost is \$1.25/minute. This fee is charged to the event host. Contact IT for more information.

Buildings and Grounds

Venue set up requests should be submitted at least a week prior to your event; however, larger events require more notice. Be as specific and clear as possible with the request. Schematic drawings are very helpful. Building and Grounds will handle all set up and take down in locations except for the Cregger and Colket Centers. If you are revising an old request, please proofread carefully. Do not forget to include take down instructions and deadlines. Event items typically requested through Building and Grounds include: flags, banners, tents, tables, chairs, podiums, etc.

The Buildings and Grounds work order form can be found here:

https://phoenix.roanoke.edu/ru/m0_rem_utilities_2013.aspx?siteid=eng01.

Book Sales and Signing

The Campus Store will order and sell books at your event as a service to the College. Any books that are unsold will be returned to the vendor; if they are faculty authored, they will be kept in the campus store. As soon as you know you want to sell books and a minimum of 4 weeks in advance of your event, please provide Kristy Kirby, the Campus Store Coordinator, the name and author of the book, as well as an estimate of attendance, which will help her gauge how many books to order.

Before selling a speaker's book, obtain their permission and ask if they are willing to sign copies. If they are the author of multiple books, choose the book that relates to their lecture, which may not be their most recent book. Typically, events with a high community interest sell more books than ones that are geared towards students; however, this depends on the type and cost of the book that is being offered. Please also provide to the campus store the event

date, time of event, desired time for book sales, location, and if the author will be signing the books.

Be sure to include in your event request set up that you need a table and two chairs and the desired location for the sale and signing. If there will be catering at your event, inform the catering staff of the location of the book sales table. Additionally, contact dining services to get a table cloth and skirting for the table.

Acceptable on-site payment includes credit card, cash, and check. If the speaker brings their own books to sell, the campus store will not handle the sales, and all payment and payment types must be collected by the speaker and their staff. If there are multiple books for sale, place title cards and prices that are easily discernable before people approach the table.

Book signing considerations include: a good pen and chair for the author, and sticky notes or note cards and extra pens for guests to spell their names and insert it inside the title page of the book to assist the author. Sometimes people bring their own books written by the author/guest lecturer. It is good to know in advance if the author will sign books not purchased at the event.

For additional questions, contact the campus bookstore, Kristy Kirby, Campus Store Coordinator.

kirby@roanoke.edu

Campus Safety – event security and parking

Campus Safety is available to determine event related safety measures (sporting, concert, political, etc.). Event organizers should consult with Campus Safety **at the beginning of your planning rather than the end.**

Send all VIP itineraries to Joseph Mills, Director of Campus Safety, to verify the level of protection detail required for the speaker, if any. This can range from a simple escort around campus, to hiring additional private security. In cases where private security is required, the event host will absorb the cost, so be sure to budget for this if necessary. Campus Safety will evaluate safety needs for events to determine appropriate resources.

Campus Safety will work with you to access parking needs for your event.

For any questions or assistance, please contact Campus Safety directly 540-375-2310.

mills@roanoke.edu

CSAll@roanoke.edu

https://www.roanoke.edu/about/visit/maps_and_directions

<https://www.roanoke.edu/safety>

Food and Alcohol

All food served at your event must be requested through Roanoke College Dining Services. Please indicate if food is requested on your venue request form. In addition to the venue request pending approval, Dining Services must also approve availability to service the event. Do not promote your event until confirmation has been received from BOTH the venue and Dining Services.

Dining Services can provide catering for events if desired. Pre-set catering menus available for your event, found [here](#). When requesting catering, please be ready to provide an expected number of attendees, as well as any other pertinent information such as dietary restrictions. Menus found online are guides and a custom menu can be created based on the needs of the client. Requests must be submitted a minimum of 2 weeks in advance for best service, with head count adjustments made 5 days prior to the event. If the catering order is charged to a College departmental account, a 30% discount is applied from the list price. All external groups and bank accounts pay the list price.

For assistance with Catering Services by phone at 540-375-2260 or email [Ben Marks](mailto:Ben.Marks@roanoke.edu), Director of Auxiliary Services, Dining Services.

See Appendix G for [order form](#).

https://www.roanoke.edu/inside/a-z_index/dining_services/rc_catering_marks@roanoke.edu

Dining Services has exclusive catering rights for the following locations on campus: Monterey House, Colket Center, and the Cregger Center. No outside food vendors can be brought in to these locations. For other venues, a waiver must be obtained. It is required that Dining Services be contacted for a price quote before an outside vendor is considered for approval. For groups granted a waiver for outside food vendors, the College MUST be supplied with a certificate of insurance from the vendor. More about Insurance requirements can be found under [Contracts, Insurance Liability](#).

All events catered by Dining Services include basic linens, napkins, and center pieces if desired, for no additional charge. Any equipment necessary for serving food and dining ware are included. No delivery fees are associated with in-house catering. Dining Services can provide linens and dining ware for groups who are using outside food vendors for a fee.

Alcohol

All alcohol served on campus must be provided by Dining Services, who hold the ABC license for campus. Drink limits must be established in advance of the event; as well as a designated person to check IDs of those consuming alcohol. If the event includes a cash bar, the cash box must be securely stored both during and after the event. There are no additional forms required for alcohol service. Catering can either provide beer/wine or can arrange for a full bar. The cost of the bar will either be paid for in cash by the attendees (cash bar) or paid for in full by the department (host bar). Bartender service is a \$30 an hour charge for each bartender and will be added to the invoice. College rules regarding alcohol at events can be found [here](#).

https://www.roanoke.edu/inside/a-z_index/student_handbook/college_policies/alcoholic_beverage_and_party_policy

Note: the Antrim Chapel has a no food policy, and alcohol is strictly prohibited.

Fundraising Policy

Upon the recommendation of the campus store Manager, the Director of the Colket Center & Student Activities may approve in writing an on-campus sale for a specific location on a specified date at a specific time. All on-campus sales to individuals (students, faculty and staff) by recognized student organizations must be approved in advance by the Director of the Colket Center & Student Activities and scheduled through the Colket Center. Fund-raising events involving raffles must also follow all local, state and federal regulations. The merchandise or service offered for sale by the recognized student organization must benefit the students, faculty and/or staff and not conflict with the normal merchandise and services of the college bookstore. The sale of merchandise or services, including the sales methods, must be consistent with the high standards of the college. Each organization is responsible for any fund-raising activity it sponsors and must put its name on all advertising associated with the solicitation or sale. Recognized student organizations, which sell merchandise or services, are responsible for paying all taxes imposed by the Commonwealth of Virginia and the City of Salem in connection with the sale of merchandise or services. Recognized student organizations are cautioned to use reputable vendors that will ensure the organization will receive the merchandise or service purchased.

Housekeeping

Please give housekeeping a minimum of a week's notice. Send requests by email to the general manager. When emailing, provide as much detail as possible and include: the type of event, date and time that services are needed; as well as the number of recycling/trash bins desired and any additional supplies needed. Be sure to consider large crowds and bathroom use. For evening and weekend events, give more notice, as employees will have to be scheduled to work overtime. For additional information or to inform housekeeping of an event, please contact, Ramiro Carranza, Manager of Housekeeping (540) 375-2279. carranza@roanoke.edu

Outside Vendors

For-profit individuals and organizations (outside vendors) are prohibited from on-campus sales except when sponsored by a recognized campus organization. Outside vendors may post a notice on specified bulletin boards in the Colket Center and may advertise in the college newspaper. A faculty or staff member, or a student who is a representative of a for-profit company or is in business on his/her own will be considered an outside vendor and, as such, will not be allowed to post notices or use college facilities/services except as noted above. All outside vendors must agree to donate at least twenty percent (20%) of gross merchandise or service sales to the college or sponsoring organization for educational materials or educational activities. The outside vendor must also agree to pay all taxes imposed by the Commonwealth of Virginia and the City of Salem in connection with merchandise or service sales. Outside

vendors are responsible for maintaining sales receipts and providing the Student Colket Center with a copy of those receipts upon request. Outside vendors are prohibited from using the Roanoke College logo, name line or seal on any merchandise without written permission from the Vice President - Business Affairs because of the College's trademark on the logo, name line and seal.

The Faculty/Staff/Student Directory is prepared by Roanoke College for official use only by its faculty, staff and students. It is the property of the College and its unauthorized use by outside vendors is prohibited.

For questions about merchandise sales please contact Diane Wing.
wing@roanoke.edu

Photography service

Some events are memorable enough that you may want photos from the event. These days, cell phone photos can work just fine, depending on your goals, and you can also request a College photographer. Fill out photography request form a minimum of 2 weeks in advance. Be sure to list specific shots you would like the photographer to take, as well as the event contact person, date, time, and location. The Office of Marketing and Communications reviews each request. Requests for these services must be prioritized to ensure the best use of limited photography resources. If your request fits with the college's marketing objectives, a photographer will be provided free of charge. If the office is unable to cover the event, you will be given the option for your department to hire the college photographer at a reduced rate or provided with a list of recommended freelance photographers in the area.

<https://forms.roanoke.edu/photographyrequest>

Publicizing your event

Advertising

Events are advertised in many formats; print and online being the most popular. Examples of these include posters, online and printed calendars, invitations, advertisements in RC daily news, table tents for the Commons, and spots in local magazines, newspapers and television/radio stations, as well as social media. Some events are advertised in unique ways such as at the movies (the Grandin Theatre). The Public Relations department can aid in advertising your event. More planning equals more promotion. The earlier you begin working on this important event aspect, the more exposure your event will get. Some advertising methods are costly, so be sure to get an estimate during the budget phase of planning. A money saving tip is to print in black and white.

If you would like a poster or other advertising materials designed for you, submit a design request form through Public Relations. Submit design requests a minimum of 4 weeks lead-time of when you want to begin advertising; however, earlier than that will allow time for edits and printing. There are no costs associated with having advertisements designed unless your design requires outside expertise, such as a professional artist. A large majority of designs can be

produced by the in-house Public Relations design team. Additionally, the design staff can provide press ready PDFs and submit directly to the print shop for you. Please have the event details and the approved speaker graphics ready at the time of design request. For additional questions, please contact James France:

france@roanoke.edu.

<https://forms.roanoke.edu/designrequest>

Posters

Posters are hung on many public bulletin boards located throughout campus. Please be mindful to not cover other events with your poster. Residence Life and the Colket Center may help with hanging posters in buildings that fall under their supervision. Typical posters are 11x17 inches but can also be 8.5x11 inches. Other uses for posters are to share with your contacts via email.

Calendars

Each semester Roanoke College creates an event calendar publication which is mailed to approximately 5,000 local community members and businesses. The deadline for inclusion in the Spring Semester calendar is September/early October; for the Fall semester calendar is June. Be on the lookout for an email from the Public Relations Specialist, regarding printed calendar submission requirements and specific deadlines. Be prepared to submit information such as the event title, speaker name, the date/time/location, etc. The events that appear in this calendar are also automatically added to the Roanoke College's online event calendar and the Roanoke Times online calendar. Send submissions and questions directly to

marketing@roanoke.edu

In addition to the print calendar, there is a college-wide online calendar for ALL campus events. If you did not get your event in the semester print publication, you may still utilize the online calendar is the way to go. This calendar appears on the front of Roanoke's home page and is viewed by anyone visiting the Roanoke College website. Please have the basic information for your event ready (date, time, location, host, host contact, and title of event) and the photo* that you would like to use when you submit the request. Additionally, submit a paragraph describing your event. The form used to submit your online calendar requests can be found [here](https://forms.roanoke.edu/webcalendar). <https://forms.roanoke.edu/webcalendar>

Table tents in Commons

Advertisements for the Commons table tents can also be designed by the in-house design staff. Design should be 3.5x4.5 inches, vertically orientated, and can be printed 4 to a page. Designs should be one sided. Placement and scheduling of advertisements in the Commons is managed by the Colket Information Desk. Completed, printed, and cut advertisements should be submitted as soon as possible. Advertisements are placed Sunday evening for a period of one week or more.

Social media

Social media, such as Facebook is an effective and free advertising tool. For large-scale community wide events, it is recommended that you copy the web link from the College's online calendar to share on Facebook. This way guests are getting up-to-date information in the event the program is moved or canceled. For smaller events, where it is important to gauge participation, feel free to set up an event to obtain public interest.

Radio and News

Radio and newspaper advertisements are available for varying costs. Please contact Teresa Gereaux, Director of Public Relations, for additional information about requirements and pricing: gereaux@roanoke.edu.

Photos

When submitting a photo to be used with your event promotional materials it should not come from a Google search. The submitted photo or graphics should be approved by the speaker or their agency.

Design your own advertising

If you would like to design your own promotional materials, please use the following guidelines, per James France, Public Relations Graphic Designer. [Sample poster \(appendix D\)](#).

For posters and other materials that are distributed on-campus only, please include the College's logo on the poster without stretching, distorting, or altering the logo in any way. The preferred location is in the upper left corner. You can download versions of the College's logo at <https://www.roanoke.edu/logos>. As a rule, for all publications, you should not use any copyrighted material, such as photos and fonts from the internet without permission. Everything you publish must be proprietary or used with explicit rights granted from the owner. If you have materials or publications that will be distributed off-campus, please either submit your final poster for Public Relations review and approval or allow Public Relations to create a template for you. You can submit a [graphic design form request](#) through the internet, Inside Roanoke in the form finder section. <https://forms.roanoke.edu/designrequest>

Press Release

Occasionally, your speaker or event topic warrants media attention. Should you determine that press is necessary or if you are contacted by the media, please contact Teresa Gereaux, Director of Public Relations for assistance.

gereaux@roanoke.edu

Print Shop services

The print shop provides a variety of professional print services for your event needs, especially when it comes to advertising. The costs of the services vary. Please see the [print shop homepage](#) for the cost of the service desired and to find additional information.

<https://www.roanoke.edu/printshop>

All print jobs should go through the Roanoke College Print Shop before being sent to an off-campus print service. Simple print jobs can be fulfilled on the same day when submitted by

noon. Jobs that require more advanced notice include custom order and special papers, yard signs with stakes, posters, indoor (paper or fabric) banners, large photos, and floor footprints/wayfinding signs. *Vinyl banners are also available; however, the material is not readily stocked due to cost so more lead time is needed. The Print Shop can provide menus, name tags, place holders, addressed envelopes, and table tents.

**Note: At this time, the print shop is only able to provide banners that are not meant for long-term outdoor use, otherwise they are happy to direct you to an outside vendor.*

For ideas about what types of paper are available for what you need printed, you can request a paper sample booklet.

Please follow the online directions for printing services: <https://www.roanoke.edu/printshop>.

For additional questions, please contact the print shop directly (540) 375-2026 or by email at printshop@roanoke.edu.

Contracts, payment and speaker arrangements

Fees and Payment

Before confirming your event and starting advertising, you MUST be sure that you have an identified funding source for your event. Do not sign any contracts if there is any doubt about the ability to obtain the proper amount of funding. No further steps should be taken in the planning process until funding has been confirmed.

Roanoke College faculty speakers, if requiring a fee, are paid by a stipend, with any additional expenses being paid for by reimbursement. All stipend payments and reimbursements are sent to faculty through direct deposit. When requesting a stipend payment, include a copy of your event poster, or speaker agreement to support your request. Stipends are processed through Human Resources monthly. For the stipend to be paid out at the end of the month, the fully-signed paperwork is due by the 19th. Reimbursements are submitted through a check request form and must include original receipts. Please see Appendix I.

[Stipend payment form \(found under Human Resources forms\)](#)

<https://forms.roanoke.edu/finder>

[Check request form](#)

https://www.roanoke.edu/inside/a-z_index/business_office/business_office_forms

Guest speakers are paid an honorarium by check. A W-8 or W-9 form is required by the business office at the time you submit the payment request for any new vendor. The W-9 is a standard IRS form for independent contractors and the W-8 is the international version. Depending on your speaker agreement, you may be required to pay half in advance and half on site. Your agreement may also stipulate that the final payment be hand delivered at completion of services or mailed later along with the speaker's expense reimbursement. If your speaker agreement stipulates that you cover expense reimbursement for travel, these expenses are

paid after the event. Attach the speaker agreements and W-9s/W-8s with check requests.

[Business office check request form](#)

Please see Appendix I.

https://www.roanoke.edu/inside/a-z_index/business_office/business_office_forms

Any vendor related expense for your event should also be paid through a check request at the business office and provide a copy of the vendor invoice you received for their services. An example: rented tables from Aztec.

Speaker Contracts

Verbal contracts should be avoided to protect yourself, the College and the speaker. Always have a speaker contract, whether you are signing the speaker's agreement through a speaker's bureau or are using the [Roanoke College Speaker Agreement](#) (Appendix C). Give attention to the following items:

- Payment amount, description of services with date range provided by speaker
- Services provided by Roanoke College: room requirements, equipment/technology, transportation, meals and lodging
- Media presence, photography and video-taping – ask for this upfront
- Cancellation policy: review the contract and indicate if you need to change these guidelines

Unless the presenter is a faculty, staff, student or alumnus of Roanoke College, they are not covered under the College's insurance policy. It is in the College's best interest to obtain a certificate of liability insurance from the presenter. When using a speaker bureau or handler, their insurance should cover the speaker. [See insurance liability](#) (below).

Payments

W-9 form: The business office requires a W-9 for honorarium or first-time contract use but not required for expense reimbursement. Scanned copies are acceptable; however, must have an original signature. To pay your speaker, submit the W-9 with your check request. Please see Appendix H. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

W-8 form: For international guests/speakers, the business office requires a W-8 for honorarium payment. Scanned copies are acceptable; however, must have an original signature. To pay your speaker, submit the W-8 with your check request.

Speaker Itinerary

An itinerary is helpful for both the speaker, and the host, as well as others who need to know the whereabouts of your guest, like campus safety. Be sure the itinerary has a detailed schedule with times and locations. Include transportation, lodging and meals. Provide directions to the College if the guest is driving themselves, as well as the contact information for both the guest and the host.

[Sample speaker itinerary](#) (Appendices A and B).

Insurance Liability

Unless your speaker is a faculty, staff, student or alumni of Roanoke College, they are not covered under the Roanoke College insurance policy. It is strongly recommended that you obtain a certificate of liability insurance from the presenter. Ideally, the certificate should name Roanoke College as additionally insured and contain the following coverage. The same applies to vendors and renters of College space. Please refer to the College Policy when requesting insurance certificates.

Insurance: User agrees to procure and to continue in effect a comprehensive general liability insurance policy to protect against any and all claims for injury or damages to persons and property, real and personal, arising in any manner in connection with this Agreement, with minimum liability limits of (a) \$1 Million coverage per occurrence generally, (b) \$2 Million coverage per occurrence for athletic events, and (c) \$5 Million if use of a swimming pool is involved, each including protection against any liability imposed by law. User shall also obtain, if applicable, evidence of \$1 Million per occurrence for owned, non-owned, Hired Auto Liability Insurance. When Events include minors (under 18 years of age), User shall obtain insurance for sexual misconduct/abuse liability coverage in a minimum amount of one \$1 Million. User shall also obtain coverage of Workers Compensation Insurance, in an amount not less than \$100,000 per occurrence. All insurance issued according to this statement shall be issued in the name of "The Trustees of Roanoke College" and shall include as specifically insured all of the College's trustees, officers, agents and employees as additionally insured parties individually and collectively naming Roanoke College as additionally insured. User shall also furnish, if providing athletic trainers, evidence of Medical Professional Liability Insurance, in a minimum amount not less than \$2 Million per occurrence. Endorsements of all coverage to the General Liability Policy is acceptable. By signing all Agreements, User is making the affirmative representation that it has obtained all such insurance required by the College. User shall furnish College with insurance certificates no later than fifteen (15) days prior to the start of the Event, evidencing and confirming such coverage. By requiring the minimum insurance described in this paragraph, College shall not be deemed or construed to have assessed the risk that may be applicable to User. User shall assess its own risk and obtain and maintain higher limits and or broader coverage as it deems appropriate.

Transportation

Driving

- Roanoke College pays \$0.45 per mile for use of a personal vehicle when calculating presenter reimbursement or reimbursement for car rental and gas if a car is rented.
- Print out a Google Map and attach to the check request.

Limousine/Car Service

- Guests traveling from Washington D.C. often prefer to use a limousine instead of flying. It is usually faster and they can work on the way. Often, they choose not to spend the night here.

- VIP guests often fly first class which is not available on most flights into Roanoke. The cost of the limousine is approximately the same as a first-class flight.
- Limousines can also be reserved for local transportation (for example, from the Roanoke airport to campus) or from a local hotel to campus or from home to Roanoke College.

Hired driver recommendations: sedan, minivan, stretch

Roanoke Airport Transportation (local)
went out of business during COVID

Prestige Limousine Service (local)
<http://www.prestigelimoinc.com/index.html>

RMA Limousine (many out of town locations/Washington DC)
<http://www.rmalimo.com/>

Sunny's Worldwide Transportation (many out of town locations/ Washington DC)
Sunny's Worldwide is a premium ground transportation provider with over 30 years' experience, offering a full range of services from executive car service, minibus, and motorcoach.
<https://sunnylimo.com/> 1-800-949-0949

Air Transportation

Roanoke-Blacksburg Regional Airport is conveniently located approximately 10 miles from Roanoke College. The following airlines fly into Roanoke: Allegiant Airlines, American Airlines, Delta Airlines, and United Airlines.

- Roanoke College requires guests to purchase airline tickets themselves. This way, if the speaker cancels, the College is not left holding an unusable ticket.
- Roanoke College does not reimburse for first class airfare without prior approval.
- Confer with speaker/guest regarding their schedule and cost by doing a google search (use a site such as Expedia.com or specific airline) to have an idea of schedule options and cost.
- Suggest the speaker allow ample time for flight arrival and departure in the event of delays.
- Most discounted coach tickets are nonrefundable (no name changes, fee to change flight date or time). Changes incur a fee of \$200 (most airlines) plus any fare difference.
- Collect receipt and reimburse post-event to the person who paid for the ticket.

Train - Amtrak

An Amtrak station is in downtown Roanoke, within 10 minutes of campus. Roanoke is on the Northeast Regional Amtrak line. Trips can be made to the entirety of the continental United States through connections. Nearby public parking is available, if needed.

<https://www.amtrak.com/stations/rnk>

Traveling with a group off campus?

Van Rentals are available through Roanoke College Campus Safety

Van Driver Certification: Only those who have successfully completed the Safe Van Driver Course and are certified through the Office of Campus Safety may operate College vans. Persons under the age of 18 are not permitted to operate a college vehicle. You must have a valid driver's license to take the Van Driver Certification Course. The following options are available:

[To reserve a College Van](#)

https://webapps.roanoke.edu/login/default.cfm?logpage=/motorpoolreservation/login_processes.cfm&

Capacity* (persons)	Trip Type	Road Type Speed	Additional Load Capacity
12	Local - Roanoke Valley	City streets/ secondary roads <i>No interstate or highway speeds</i>	Personal carry on such as a book bag
10	Extended Local (200-mile radius)	Interstate or less	Personal carry on such as book bag
9	Overnight or Out of State	Interstate or less	Luggage, duffels, backpacks, athletic gear
8	Local, extended, out of state with trailer towing	Interstate or less	Luggage and gear
8	Local, extended, out of state with Canoe Rack and 2 canoes/no trailer	Interstate or less	Luggage and gear
*Capacity includes driver.			

Need more than van transportation?

Charter Bus Services

Abbott Bus Lines

<http://www.abbottbus.com/>

Sunshine Tours

<http://www.gosunshinetours.com/>

Sunny's Worldwide ground transportation

<https://sunnylimo.com/>

Lodging

Tips when making hotel reservations

- Make a note of the date and name of the person you spoke with

- Obtain a confirmation number
- Request an e-mailed confirmation
- Verify the date, price, room type and spelling of guest's name is correct
- Make note of the cancellation policy

Tips when cancelling hotel reservations

- Make a note of the date and name of the person you spoke with
- Obtain a cancellation number
- Request an e-mailed cancellation
- Verify the cancellation number

Group reservations

- The minimum number of rooms allowed for a block of rooms is usually 10
- Make note of all requirements for obtaining the group rate (minimum number of rooms; important dates, for example, when names are required; payment rules; cancellation rules)
- You should receive a written copy of the contract
- Specify who will be paying (group or individual)

Using a hotel without direct billing

Providing a hotel with a credit card to guarantee the reservation **DOES NOT** authorize the hotel to charge room charges. Be sure to reference your speaker agreement and make arrangements accordingly, by either:

- Provide a credit card to be billed at check-in
OR
- Complete the hotel's paperwork (usually required 3 or more days) prior to check in. Call the hotel and have the form sent to you. You will choose whether to pay:
 - Room and tax only
OR
 - All charges

Suggestions

Most hotels will require a credit card to guarantee the reservation. If you will be with your guest at check in they may accept a Roanoke College credit card; however, they may request a credit card in the name of the guest for incidentals if you did not authorize all charges. If you do not make prearrangements (other than at a hotel with direct billing to RC), your guest will be asked by the hotel for their credit card.

Recommended Hotels

Long term stays and/or within walking distance to the College

1. Monterey House
Phone: (540)-378-5125, The Colket Information Desk
Reservations can be made online <https://forms.roanoke.edu/montereyhouse>
The Monterey House is the only campus lodging facility with overnight accommodations throughout the year. The newly renovated house offers five upscale guest rooms within

walking distance to all areas of campus and is ideal for campus guests who will be visiting for several days. All guest rooms are located on the second floor and there is no elevator. Reservations must be made at least 10 days prior to requested date. For more information, guidelines, costs, policies, and amenities can be found here:

https://www.roanoke.edu/inside/az_index/colket-campus-center/policies/guidelines-and-policy-for-monterey-guest-rooms

2. The Lofts at Downtown Salem

Phone: (540) 525-3206

Address: 10 West Main St. Salem, VA 24153

emily@theloftsatdowntownsalem.com

Online reservation details:

<https://theloftsatdowntownsalem.com/?gclid=CjwKCAjwp9qzBhBkEiwAsYFsb-thVqgw4Jirfsl->

[DwiDfbXjohFEBrZApSGWS6cOHX05gvtKG6F2lhoCfqqQAvD_BwE&gclidsrc=aw.ds](https://theloftsatdowntownsalem.com/?gclid=CjwKCAjwp9qzBhBkEiwAsYFsb-thVqgw4Jirfsl-DwiDfbXjohFEBrZApSGWS6cOHX05gvtKG6F2lhoCfqqQAvD_BwE&gclidsrc=aw.ds)

The Salem Motor lofts are located on Main St. in Salem adjacent to the Farmers Market. The lofts provide guests with a unique visit with apartment style amenities (living room, kitchen, bedroom, laundry in each suite) at a hotel rate. The lofts are within walking distance to campus, surrounded by several restaurants, and are ideal for guests visiting the College for longer stays. There are lofts on the first and second floors; however, no elevator to the second floor.

- Keyless entry with manager on site

3. Roanoke Boutique Hotel

Phone: (540) 420-4455

Email: hello@roanokeboutiquehotel.com

Address: 539 Day Ave., Roanoke, VA 24016

Online reservation details: <https://www.roanokeboutiquehotel.com/>

A small bed and breakfast located in an 1890's Italianate home, located in the Historic District of Roanoke in a lovely walkable neighborhood – perfect for a home-like stay for VIP guests.

- Three large rooms, each with a private bath
- Farm-fresh breakfast included
- Off street parking
- Wi-Fi included

Upscale hotels with restaurant and airport service

1. The Hotel Roanoke and Conference Center

Phone: (540) 985-5900

100 Shenandoah Avenue

Roanoke, VA 24016

https://curiocollection3.hilton.com/en/hotels/virginia/the-hotel-roanoke-and-conference-center-curio-collection-by-hilton-ROACUQQ/index.html?WT.mc_id=zLADA0WW1XX2PSH3DA4PPC5PPC6MULTIBR7

The Hotel Roanoke and Conference center, a Curio Collection by Hilton, offers guests an upscale historic experience in the heart of downtown Roanoke. The one-of-a-kind landmark is located within walking distance to the city market district with many shops, restaurants, and museums. The hotel has several restaurants onsite; however, breakfast is not included with the stay. The hotel offers complimentary airport shuttle service and valet parking. Credit card payment is preferred over direct billing.

2. **CLOSED 12/19:** Blue Ridge Hotel & Conference Center
(formerly Sheraton Roanoke Hotel & Conference Center)
2801 Hershberger Road
Roanoke, VA 24017

Hotels within proximity to Roanoke College

1. Hampton Inn at Exit 137
Phone: (540) 389-2424
450 Litchell Road
Salem, VA 24153
<https://hamptoninn3.hilton.com/en/hotels/virginia/hampton-inn-salem-ROASAHX/index.html>
 - Hampton Inn offers a Roanoke College contract rate
 - Breakfast is included
 - No airport shuttles
 - Direct billing
2. Fairfield Inn & Suites – by Marriott (Roanoke Salem) at Exit 141 **NEW**
Phone: (540) 302-4005
121 Sheraton Drive
Salem, VA 24153
<https://www.marriott.com/hotels/travel/roasl-fairfield-inn-and-suites-roanoke-salem/>
 - Roanoke College contract rate
 - Breakfast included
3. Comfort Suites at Exit 137
Phone: (540) 389-7171
100 Wildwood Road
Salem, VA 24153
<https://www.choicehotels.com/virginia/salem/comfort-suites-hotels/va541?source=gyxt>
 - Comfort Suites offers a Roanoke College contract rate
 - Hot breakfast is included
 - No airport shuttles

- Direct billing; include your department when reserving—this helps with billing

Other hotels with Roanoke College contract rates

1. Hampton Inn Airport
Phone: (540) 366-6300
https://hamptoninn3.hilton.com/en/hotels/virginia/hampton-inn-and-suites-roanoke-airport-ROAAPHX/index.html?SEO_id=GMB-HP-ROAAPHX
2. Hyatt Place Airport
Phone: (540) 366-4700
https://www.hyatt.com/en-US/hotel/virginia/hyatt-place-roanoke-airport-valley-view-mall/roazr?src=corp_lclb_gmb_seo_nam_roazr
3. La Quinta Salem
Phone: (540) 404-9659
<https://www.wyndhamhotels.com/laquinta/salem-virginia/la-quinta-inn-roanoke-salem/overview?CID=LC:LQ::GGL:RIO:National:17907&iata=00093796>

A complete list of area lodging can be found here: <https://www.visitroanokeva.com/hotels-lodging/browse-by-location/salem/>

Directions, Maps and Parking

Maps and Directions

Basic maps and directions can be found on the Roanoke College website and direct persons to the admissions office. Please use directions and then complete the turns to direct persons to the building you are using.

https://www.roanoke.edu/about/visit/maps_and_directions

Sample directions:

1. From I-81 South, take the second exit (Exit 140). Turn right off exit on Thompson Memorial Drive.
2. Drive approximately 1 mile and then turn right on Peery Drive.
3. Proceed to the top of Peery Drive and take a right onto Maxey Way*. Visitor parking is located at the top of Maxey Way* immediately to the left.
**Maxey Way formerly High St.*
4. To find your destination on campus or to find parking, see the [campus map](#).

Campus building street addresses – use for GPS directional purposes not mail

Building Names	Address
Administration Building	221 College Lane
Alumni Gym	301 Campus lane
Antrim Chapel	236 Maxey Way
Ayres Hall	19 N. College Avenue
B&G Shops	1210 Tennessee Street

Bank Building	223 E. Main Street
Bast Center	310 N. Market Street
Campus Safety	9 N. College Avenue
Chaplain's Office	210 College Lane
Colket Center	305 Campus Lane
<ul style="list-style-type: none"> • Service entrance to back of Colket • Back Quad Gate 	241 Maxey Way 221 Maxey Way
Courthouse Annex	20 N. College Avenue
Cregger	287 Maxey Way
Elizabeth Campus Fields	958 Lynchburg Turnpike
Fintel Library	220 Maxey Way
<ul style="list-style-type: none"> • Lower Library Lot 	191 Thompson Memorial Drive
Fowler Alumni House	202 Maxey Way
Kerr Stadium	356 N. Market Street
Life Science	220 N. Market Street
Lucas Hall	122 N. Colorado Street
Massengill	240 N. Market Street
Miller Hall	211 College Lane
Monterey (Faculty/Guest House)	110 Maxey Way
Olin Hall	240 Maxey Way
President's House	535 N. Market Street
Residence Life	105 N. Colorado Street
Roselawn (Admissions)	226 Maxey Way
Trexler Hall	300 N. Market Street
Trout Hall	241 College Lane
West Hall	301 E. Main Street

Whenever possible, greet your VIP guest in the parking lot upon arrival and provide a visitors parking permit obtained from Campus Safety. If sending directions for a group visiting campus, contact Campus Safety to receive approval for parking location and directions and provide this information in advance to your guests. If your event is open to the public, list parking information on the event calendar. If your event is past 6pm, permits are not required. Remind guests that parking in the grass, along the curb, or in reserved spaces is not allowed.

Handicap parking

There are several handicap spaces across campus. A handicap placard is required. Consult the map (Appendix J) for details.

<https://www.roanoke.edu/documents/maps/WalkingMap0319.pdf>

Helpful Planning Tools

Timeline

The timeline is intended to give you an idea of when certain aspects of the event planning process should be done. *Depending on your event, these times may vary.* Please see Appendix K.

Check List

The event planning checklist is designed for you to be able to check off what you have done and be able to more clearly see what needs to be done. *Some events may have aspects that are not included on this checklist.* Please see Appendix L.

Day of Event

It is helpful to place yard signs with either the names of buildings or event name if the expected audience includes members of the community who are unfamiliar with the layout of campus.

Stage decorations: floral arrangements for stage presence should be considered. Artificial ferns for stage decoration may be borrowed from Community Programs, with prior approval. Fresh flower deliveries will be made to the Colket Center information desk. A Roanoke College banner, if available, may be borrowed and should be returned the following morning.

Bring copies of all confirmations, menus, work orders, check list, event poster (post outside door at venue), tape, pen and paper, stage decorations, and banners to the venue before the start time of your event.

Attendance should be taken for use in annual reports.

Sound Check

If your venue is large enough to require amplified sound, a sound check is strongly encouraged so that you and your speaker are confident with the equipment provided. Encourage speakers to talk directly into the microphone, as this will aid those in the audience and will reduce the need for adjustments to the equipment once the program has started. For a question and answer session, please remind the speaker to repeat the questions so that all attendees can hear what was asked; especially when microphones are not distributed to the crowd.

Depending on the event location, various levels of technology assistance are available. The Colket Center provides student assistance through their building operation staff. Olin Theatre requires a paid stage manager to operate the space. Bast and Cregger require vendor A/V services, such as Lee Hartmann. Classroom spaces do not need microphones; however, Antrim Chapel does have one. Be sure you know in advance what A/V equipment is available in the area you are using, and who can help you with it.

Post Event Needs

Any requirements for take-down following the event must be included in the initial set up request. This includes but is not limited to taking signs and posters down and basic clean up. If equipment was rented from an outside source, consult with the company about how to go about returning.

- Clean up appropriately and return any rented/borrowed items
- Evaluate event and document ideas for future improvement
- Review financial details. Submit final check request forms and associated receipts to the Business Office to receive proper reimbursement.
- Record attendance.

Event Contacts

Admissions

Cole Rosen, Assoc. Director Admissions

rosen@roanoke.edu

(540) 375-2270

Check with Pat LeDonne about annual admissions events before selecting a date.

Antrim Chapel

Antonia (Toni) Fazler, Coordinator of Services at Moorehead Hall

fazler@roanoke.edu

(540) 375-2300

Toni Fazler approves reservations made for both Moorehead Hall and the Antrim Chapel. She manages the spaces within Moorehead, and can provide guidance about what events are suitable to be held in the smaller spaces if desired. She is also able to provide more detailed information about the availability of the Chapel.

Bank Building

Karen Hagele, Secretary, History Department

hagele@roanoke.edu

(540) 375-2421

Karen Harris takes reservations and approves use of the Bank Building. She can provide a detailed list of events that are scheduled there in addition to class times so that you are able to plan your event at a time when there would not be conflicts.

Building and Grounds

Benjamin Irvin, Director of Facilities Management

birvin@roanoke.edu

(540) 375-2280

Ben is the Director of Plant Operations at Roanoke College, and oversees the staff who maintain buildings. Ben also handles all renovations as well as oversees most large-scale event setup for campus events.

Bill Martin, Manager of Landscaping and Grounds

wmartin@roanoke.edu

(540) 375-2278

Bill Martin maintains the campus' beautiful grounds. All outdoor events require Bill's approval.

Campus Safety

Joseph Mills, Director of Campus Safety

mills@roanoke.edu

(540) 375-2310

Joseph (Joe) Mills is available to evaluate and advise the proper safety measures required for your event. Their office works with some logistical event aspects, including permits, security as parking.

Cregger Center

John Farmer, Assistant Director of Athletics/Director of the Cregger Center

jfarmer@roanoke.edu

(540) 375-2495

John Farmer is the final approver of reservations for events happening within the Cregger Center. He can advise about the athletic schedules and assist with all set up needs at the Cregger Center.

Colket Center

Diane Wing, Coordinator of Colket Center and Student Activities

wing@roanoke.edu

(540) 375-2307

Diane Wing takes reservations for not only the Colket Center but for the entire campus, including Monterey. She manages the information desk at the Colket Center and is the go to for all events in Colket as well as campus weddings.

Dining and Catering Services

Ben Marks, Director of Auxiliary Services

marks@roanoke.edu

(540) 375-2260

Tim Tenon coordinates group dining reservation in the Commons, as well as provides catering and alcohol service for campus events. Tim can customize menus and works with guest's food restrictions. Tim also manages the concession area for athletic events. Additionally, all requests for outside catering must be approved in advance by Tim.

Housekeeping

Ramiro Carranza, Manager

carranza@roanoke.edu

(540) 375-2279

Ramiro Carranza will ensure that your requested venue is clean prior to your event, and will perform basic clean up following. Housekeeping is also able to supply additional trash and recycling bins as needed.

Olin Hall

Ronda Philips, Olin Hall Coordinator

philips@roanoke.edu

(540) 375-2354

Ronda Philips is the final approver for reservations requests within Olin Hall. She is also able to provide a more detailed schedule of what is happening in Olin to ensure that your event is not scheduled at a conflicting time.

Printing Services

Sara Lloyd, Print Service Manager

lloyd@roanoke.edu

(540) 375-2250

Sara oversees printing services and can advise on various aspects of printing, including pricing for different items. She is also able to give estimates on job completion timelines and can direct you to outside printing sources if need be.

Marketing and Communications - Public Relations Staff (Event Advertising)

Event Newsletter

Teresa Gereaux

marketing@roanoke.edu

(540) 375-2242

Public Relations works on the calendar newsletter that is sent electronically each semester. They will send out an email with deadlines for booklet submission. They are available to consult about content the publication.

Design Request for Posters and Invitations

James France, Graphic Designer

france@roanoke.edu

(540) 375-2236

James France coordinates your creative advertising event needs such as posters and other advertising materials. He also provides guidance on the best practices for promotional material should you want to design them yourself.

Paid Advertisements and Press Releases

Teresa Gereaux, Director of Public Relations

gereaux@roanoke.edu

(540) 375-2282

Teresa Gereaux provides guidance on paid advertisements and can assist with getting your event to media attention. As the official spokesperson for the College, she coordinates all media requests and provides press releases when merited.

Photography/videography
photographer@roanoke.edu

Submit requests for your photography needs and the College photographer or one of the students will capture your event memories.

Community Diversity and Inclusion

Director of Community and Summer Programs
porgrams@roanoke.edu
(540) 375-2323

The Director handles the Fowler Program and other endowed lecture series, the Elderscholar Program, Women's Forum, President's Ball, and Summer Camps and Conferences. If you are bringing an important speaker on campus and you would like to invite the community, please contact community programs for assistance. If you wish to schedule a summer event, the director is the final approval for campus wide reservations in June and July. In addition, this office can give expert advice on location, set up, community relations, ticket sales, book signing, and event budgeting. When in doubt, ask Community Programs. She will steer you in the right direction.

Advancement

Sally Walker, Director of Stewardship and Donor Relations
swalker@roanoke.edu
(540) 375-2074

Sally Walker oversees donor relations events, which includes events such as chapter receptions held throughout the Continental United States. In addition, Sally oversees all donor events, including annual and campaign galas, building and naming dedications, and Board of Trustees events. If you are inviting alumni, donors, the President's Office, or Board of Trustees members to your event, please contact Sally for guidance.

Greg Hanlon, Director Alumni and Family Relations
hanlon@roanoke.edu
(540) 375-2075

Greg Hanlon is the point person for Family and Alumni Weekends. He is the final event approver for reservations happening on campus during Family and Alumni Weekends. Greg also coordinates with alumni chapter events throughout the U.S. If you would like to host an event during Family or Alumni Weekend, please coordinate with Greg.

Resources

Alcohol Rules and Policies

https://www.roanoke.edu/inside/a-z_index/student_handbook/college_policies/alcoholic_beverage_and_party_policy

Area lodging: <https://www.visitroanokeva.com/hotels-lodging/browse-by-location/salem/>

Business Office Forms

https://www.roanoke.edu/inside/a-z_index/business_office/business_office_forms

Calendar Request Form <https://forms.roanoke.edu/webcalendar>

Catering Menus https://www.roanoke.edu/inside/a-z_index/dining_services/rc_catering

Classroom Capacities

<https://www.roanoke.edu/documents/AcademicAffairs/Rooms%20and%20Capacities.pdf>

College Van Reservation Form

https://webapps.roanoke.edu/login/default.cfm?logpage=/motorpoolreservation/login_process.cfm&

Colket Center Building Policies https://www.roanoke.edu/inside/a-z_index/colket_campus_center/policies/colket_center_building_policies

https://www.roanoke.edu/inside/a-z_index/colket_campus_center/policies/colket_center_building_policies

Equipment Request Form <https://forms.roanoke.edu/equipmentrequest>

Event Scheduling Policies https://www.roanoke.edu/inside/a-z_index/colket_campus_center/policies/event_scheduling_policies_and_procedures

https://www.roanoke.edu/inside/a-z_index/colket_campus_center/policies/event_scheduling_policies_and_procedures

Graphic Design Request <https://forms.roanoke.edu/designrequest>

Logos <https://www.roanoke.edu/logos>

Maps and Directions https://www.roanoke.edu/about/visit/maps_and_directions

Monterey Guidelines

https://www.roanoke.edu/inside/a-z_index/colket_campus_center/policies/guidelines_and_policy_for_monterey_guest_rooms

Monterey reservation <https://forms.roanoke.edu/montereyhouse>

Parking Map <https://www.roanoke.edu/documents/maps/WalkingMap0319.pdf>

Photography Request <https://forms.roanoke.edu/photographyrequest>

Print Shop <https://www.roanoke.edu/printshop>

Restricted Guidelines for Founders Meeting Room and President's Dining Room
https://www.roanoke.edu/inside/a-z_index/colket_campus_center/policies/presidents_dining_room_and_founders_meeting_room_guidelines

Room and Facility Request Form <https://saapp.roanoke.edu/esform/create>

Stipend Payment Form <https://forms.roanoke.edu/finder> (listed under Human Resources)

Work Order Request Form
https://phoenix.roanoke.edu/ru/m0_rem_utilities_2013.aspx?siteid=eng01

Appendix

Appendix A (sample itinerary 1)



Thursday, February 22, 2018
Klan-Destine Relationships
Roanoke College
Salem, VA

Daryl Davis
Thursday, February 22, 2018
Klan-Destine Relationships
Roanoke College
Salem, VA

Roanoke College Contacts:
Tanya Ridpath, Director of Community Programs
Office Phone: 540.375.2323 / Cell Phone: 540.257.0376

ITINERARY

Thurs, February 22, 2018

By 4:00pm Arrive at Hotel - Take Exit 137 on I-81 (you will see the hotel from there)
Hampton Inn Salem **Reservation # 81446346**

450 Litchell Rd, Salem, VA 24153
Phone: 540.389.2424

Directions from Hotel to the College

- Take I-81 North to Exit 140 □ Go right at end of exit ramp
- After the first traffic light, turn right onto Perry Dr.
- Turn left onto High St. and park in visitor parking (P10 on map)
- Campus Map:
<https://www.roanoke.edu/Documents/maps/Walking%20Map%20122016%20Visitors.pdf>
- All events will take place in the Colket Center (#13 on map).

5:00pm Arrive at Roanoke College
Park in Visitors Lot at top of High St. and walk to Colket Center
Tanya Ridpath will greet you in the lobby

5:00pm Sound Check
Checking mic volume and piano with Tanya Ridpath
Ballroom, Colket Center

5:10-5:25pm Joint student interview with Student Radio station WFIR, and Student Newspaper Brackety Ack
Ballroom or Founders Room, Colket Center

5:30-6:30pm Dinner with Juliet Lowery, Tanya Ridpath and Multicultural Students
Colket Center, Commons Dining

6:30 -7:00pm Green Room
Founders, Colket Center

6:58pm Escorted to lecture by Tanya Ridpath
From Founders to Ballroom in Colket Center

7:00pm Welcome and Introduction by Juliet Lowery, Director of Multicultural Affairs
Presentation: *Klan-Destine Relationships* by Daryl Davis
Question and Answer: Daryl Davis

8:30pm Conclusion

Thank you!

Appendix B (sample itinerary 2)



Vanessa Gould
Cell Phone: [REDACTED]
Feb. 27-March 2, 2018
Roanoke College Visit
Salem, VA

Women's Forum 2018 Documentary: *Obit.* with filmmaker, Vanessa Gould
https://www.roanoke.edu/events/womens_forum_2018_vanessa_gould?recurrence=3%2F1%2F2018

Roanoke College Contact:

Staff Liaison: Tanya Ridpath, Director of Community Programs

Office Phone: 540.375.2323 / Cell Phone: 540.257.0376

Email: ridpath@roanoke.edu Office location: 104 Ayres Hall (Resource Development building)

Faculty Liaisons:

- **Dr. Wendy Larson-Harris**, Professor of English and Communication Studies
Office Phone: 540.375.2368 / Cell Phone: 540.375.2368
Email: larson@roanoke.edu Office location: 216 Miller Hall
- **Mrs. Jan Minton**, Lecturer of Math/Computer Science/Physics
Office Phone: 540.375.2488 / Cell Phone: 540.
Email: jminton@roanoke.edu Office location: 461 Trexler Hall

ITINERARY

Tues., February 27, 2018

- 5:25pm** **Depart New York** (La Guardia) via American Airlines flight 5006
(Reservation #USHYUE)
- 7:18pm** **Arrive in Roanoke** –
Town Car driver from Roanoke Airport Transportation will take you to the hotel.
540.345.7710
- 7:45pm** **Arrive at Hotel** -
Hampton Inn Salem *(Reservation # 82497994)*
450 Litchell Rd, Salem, VA 24153
Phone: 540.389.2424

Wed., February 28, 2018

Breakfast at hotel

- 11:15am** **Get picked up by Tanya**
- 12-1pm** **Speak to Advanced Journalism Class COMM 301-** Dr. Tom Carter
Miller Hall - Room # 113
- 1-2pm** **Lunch on campus** –
- 2-3pm** **Visit Paper Blooms Exhibit** at Olin Art Gallery

6:00pm Dinner with Screen Studies and Honors Faculty and Students
Dr. Wendy Larson Harris
President's Dining Room, Colket Center

Thurs., March 1, 2018

Breakfast at hotel

Morning Free

1:00-2:00pm Lunch on Campus

2:50-4:00pm Speak to Math and Art Class – Dr. Jan Minton

5:15pm Sound Check
Checking mic volume with Tanya Ridpath
Ballroom, Colket Center

5:30-6:30pm Dinner with former President and Mrs. Gring and Guests.....
Founders Room, Colket Center

6:30 -7:00pm Green Room
Kime, Colket Center

6:58pm Escorted to lecture by Tanya Ridpath
From Kime to Ballroom in Colket Center

7:00-7:05pm Welcome and Introduction by Tanya Ridpath, Director of Community Programs

7:05-8:35pm Presentation: *Obit. viewing and discussion* by Vanessa Gould

8:35-8:50pm Question and Answer: Vanessa Gould

9:00pm Conclusion

9:05pm Return to hotel – Tanya will drive you

Fri., March 2, 2018

10:00am Depart hotel for Roanoke Regional Airport
Roanoke Airport Transportation town car driver 540.345.7710

11:53am Depart Roanoke via AA flight # 3682 (***Reservation #USHYUE***)
1:30pm Arrive in New York (LaGuardia)

Thank you!



Independent Speaker/Presenter Agreement

This Agreement dated _____ 201_, (the "Agreement") contains the terms and conditions by and between Roanoke College, a private liberal arts institute of higher learning, located in Salem, Virginia (the "College"), and _____ (the "Presenter") with respect to the following lecture, performance or presentation (the "Presentation"), on the Roanoke College campus.

1. On _____, 201_, Presenter will deliver the Presentation entitled _____ from _____ .m to _____ .m at _____, or an alternate location to be determined by the College.
2. The College will pay Presenter a speaker's fee (the "Speaker's Fee") in the amount of _____ (\$_____) upon completion of the Presentation. Upon prompt submission by Presenter of receipts and invoices, the College will reimburse Presenter for reasonable transportation expenses to and from the College, including a mileage reimbursement allowance of 45 cents per mile for use of Presenter's personal vehicle, payment of reasonable rental car charges, coach class airfare from/to an airport serving the Roanoke Valley, related ground transportation transfers, meals and accommodations from _____ to _____, 201_. No first-class airfare charges will be reimbursed unless specifically authorized in writing in advance by the College.
3. The College agrees to provide Presenter the following during the Event: meals, lodging, and use of College technology for the Presentation.
4. Presenter agrees to provide the College with promotional information about the Presentation at least 21 days before the date of the Presentation.
5. Because the Presentation is for the benefit of Roanoke College's students, faculty, staff and larger community, cancellation of the Presentation is discouraged. Cancellations due to illness of a presenter or other circumstances beyond the reasonable control of the College or the Presenter will be rescheduled if possible,

on the same terms and conditions contained in this Agreement, unless otherwise agreed by the College and the Presenter.

6. The College will promote the Presentation through its public relations channels, including photography and video, to enhance the academic mission of the College. The College will share all promotional materials with the Presenter.
7. College events are open to the public, unless otherwise noted. Media are welcome to attend College public events. Requests for interviews by media of Presenter will be coordinated by the Roanoke College Public Relations Office.
8. Presenter grants permission for the College to record the Presentation by any medium or form. The Presenter hereby grants the College a limited, free, non-exclusive and perpetual license to use the recording to enhance the College's academic mission, and not for commercial purposes.
9. Presenter agrees that the views and opinions expressed before, during and after the Presentation represent Presenter's personal views and opinions. The College is in no way to be considered having endorsed the Presenter or Presenter's personal views and opinions.
10. Presenter agrees that Presenter is an independent contractor and will receive no benefits provided by the College other than the Speaker's fee.
11. Presenter agrees that Presenter is responsible for paying all federal, state, social security and any other taxes when due for income Presenter receives from this Agreement. The College will not withhold any amounts for such taxes on Presenter's behalf.
12. Presenter agrees that the College is not and will not provide Presenter with any insurance (including vehicle, health, workers' compensation, accident, life, and liability insurance) during the period of this Agreement. All services performed by Presenter under this Agreement are at Presenter's own risk.
13. Presenter agrees that this Agreement represents the entire understanding and agreement between the parties. This Agreement will be governed by the laws of the Commonwealth of Virginia. In the event of a dispute related to this Agreement, Presenter and the College mutually agree to submit the dispute to mediation before any litigation is commenced. In the event the parties are unable to resolve the dispute by mediation, the parties mutually agree to submit for resolution any and all disputes to the United States District Court for the Western District of Virginia, sitting in Roanoke, Virginia, and the Circuit Court of the City of Salem, Virginia.
14. For the purposes of this Agreement, electronic signatures are deemed originals for all purposes.

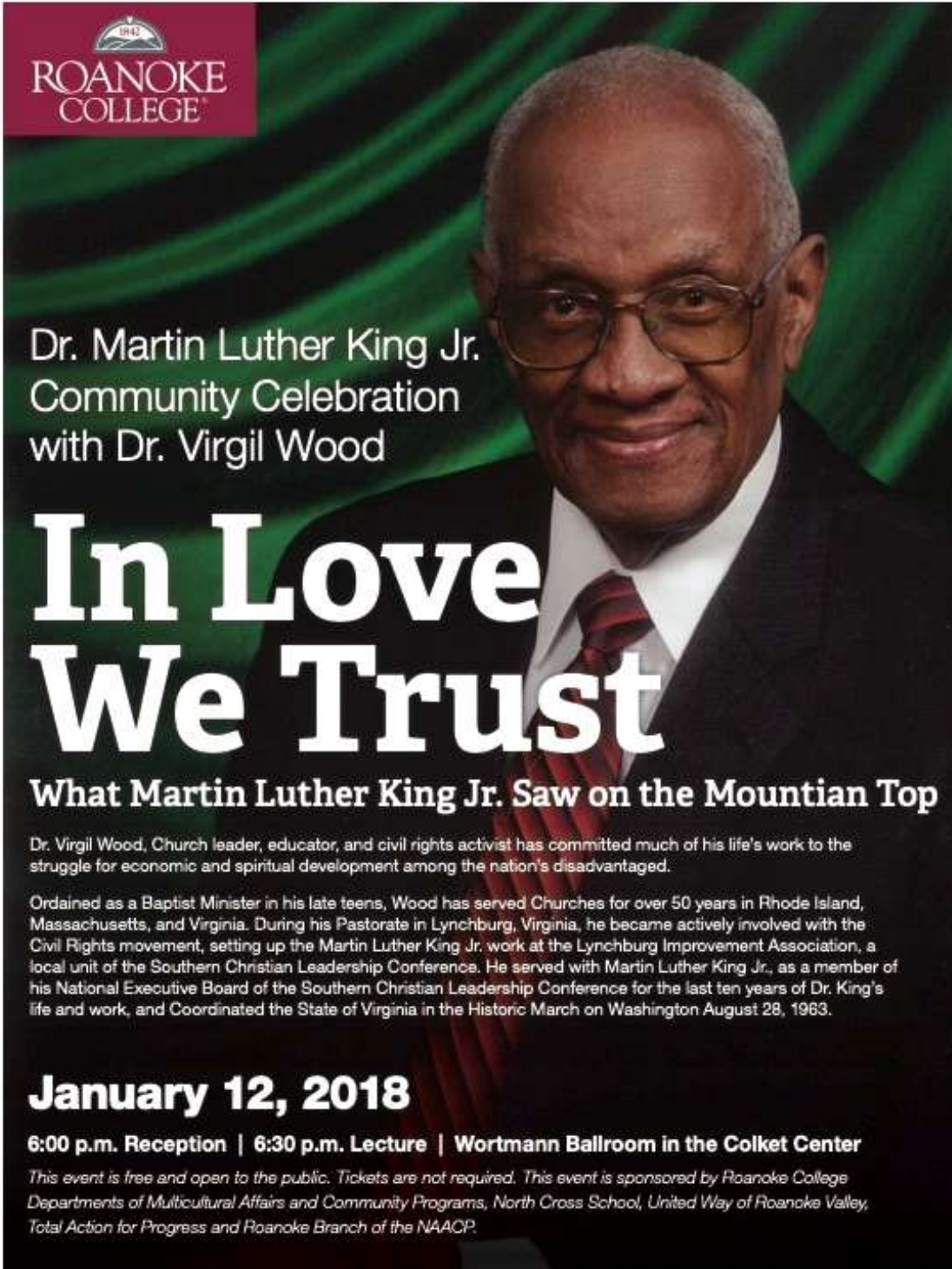
PRESENTER:

I agree to the terms and conditions of this Agreement:

Name: _____ Date: _____

ROANOKE COLLEGE:

By: _____ Date: _____



ROANOKE COLLEGE

Dr. Martin Luther King Jr.
Community Celebration
with Dr. Virgil Wood

In Love We Trust

What Martin Luther King Jr. Saw on the Mountain Top

Dr. Virgil Wood, Church leader, educator, and civil rights activist has committed much of his life's work to the struggle for economic and spiritual development among the nation's disadvantaged.

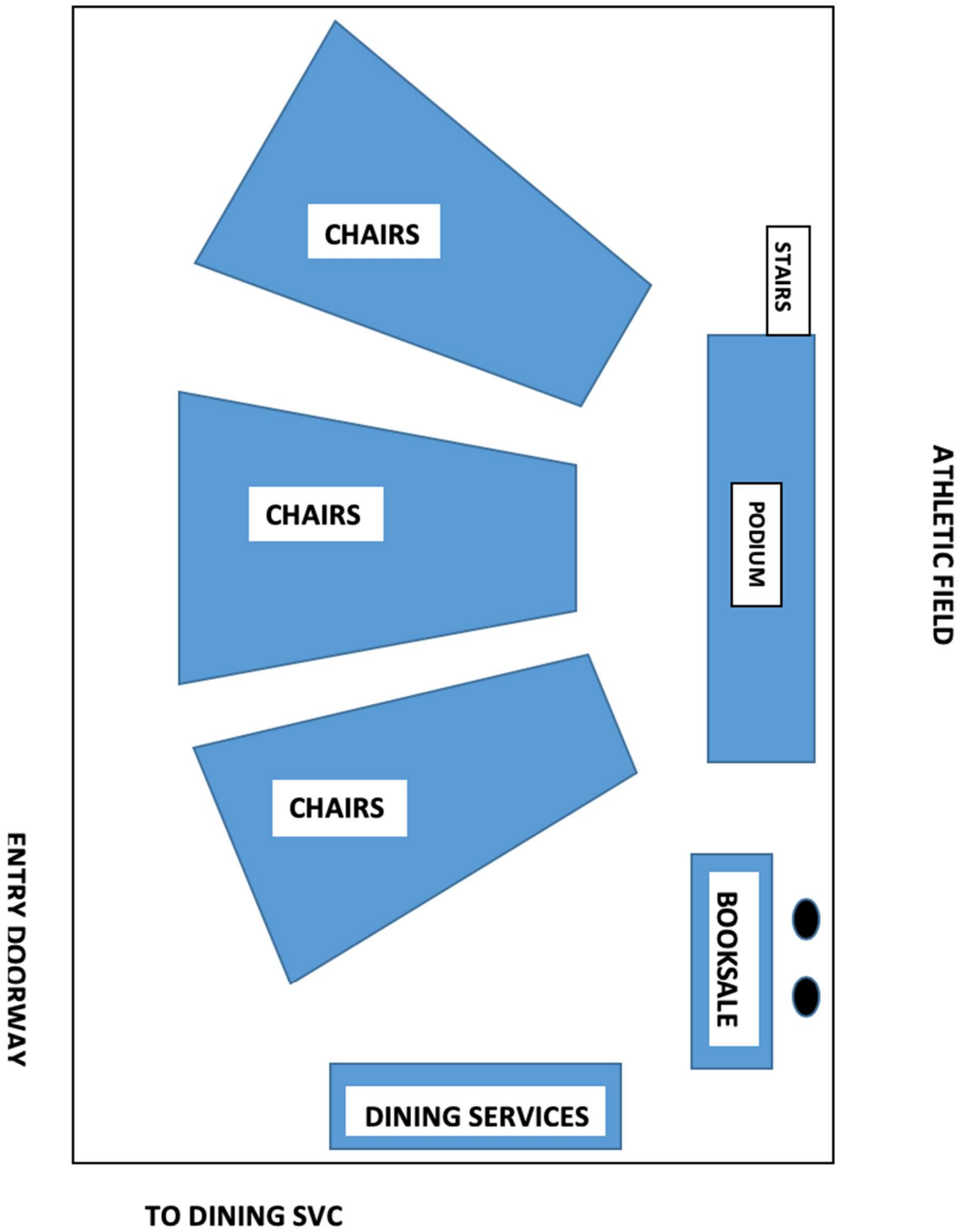
Ordained as a Baptist Minister in his late teens, Wood has served Churches for over 50 years in Rhode Island, Massachusetts, and Virginia. During his Pastorate in Lynchburg, Virginia, he became actively involved with the Civil Rights movement, setting up the Martin Luther King Jr. work at the Lynchburg Improvement Association, a local unit of the Southern Christian Leadership Conference. He served with Martin Luther King Jr., as a member of his National Executive Board of the Southern Christian Leadership Conference for the last ten years of Dr. King's life and work, and Coordinated the State of Virginia in the Historic March on Washington August 28, 1963.

January 12, 2018

6:00 p.m. Reception | 6:30 p.m. Lecture | Wortmann Ballroom in the Colket Center

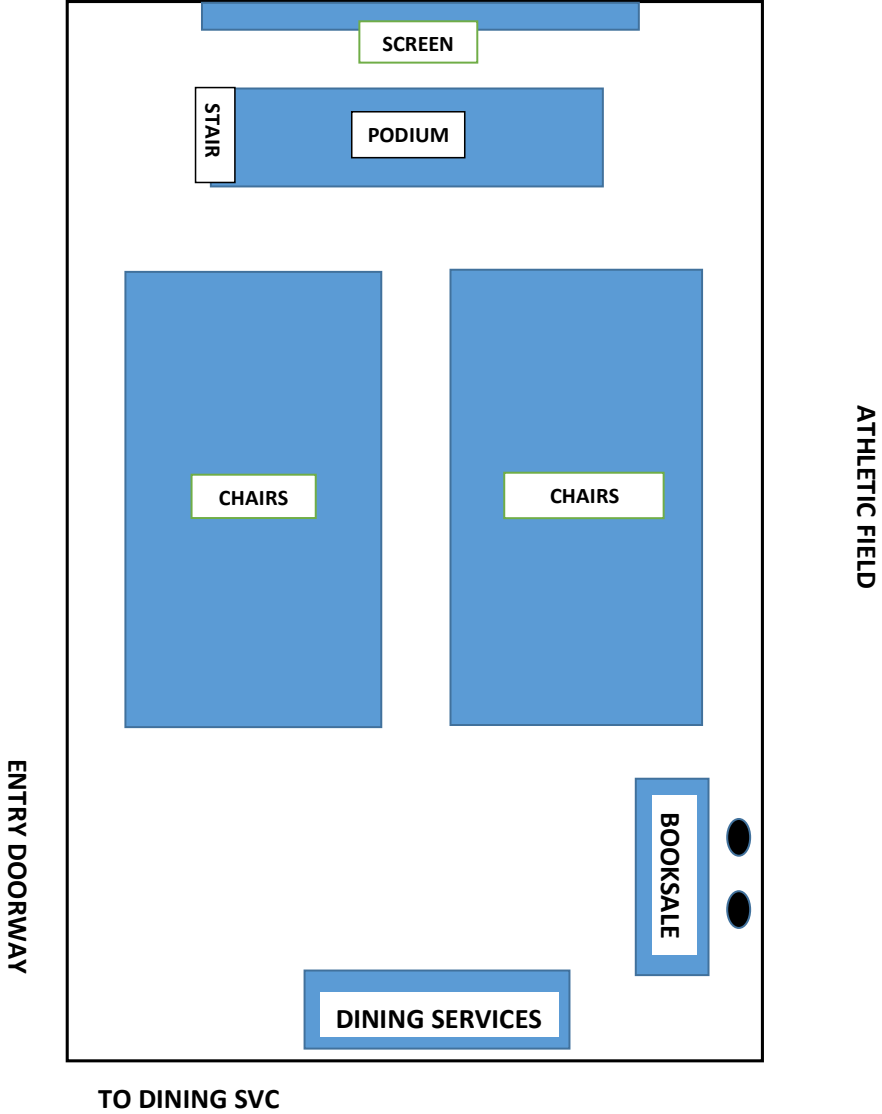
This event is free and open to the public. Tickets are not required. This event is sponsored by Roanoke College Departments of Multicultural Affairs and Community Programs, North Cross School, United Way of Roanoke Valley, Total Action for Progress and Roanoke Branch of the NAACP.

Appendix E (ballroom setup without PowerPoint)




Appendix F (ballroom setup with PowerPoint)

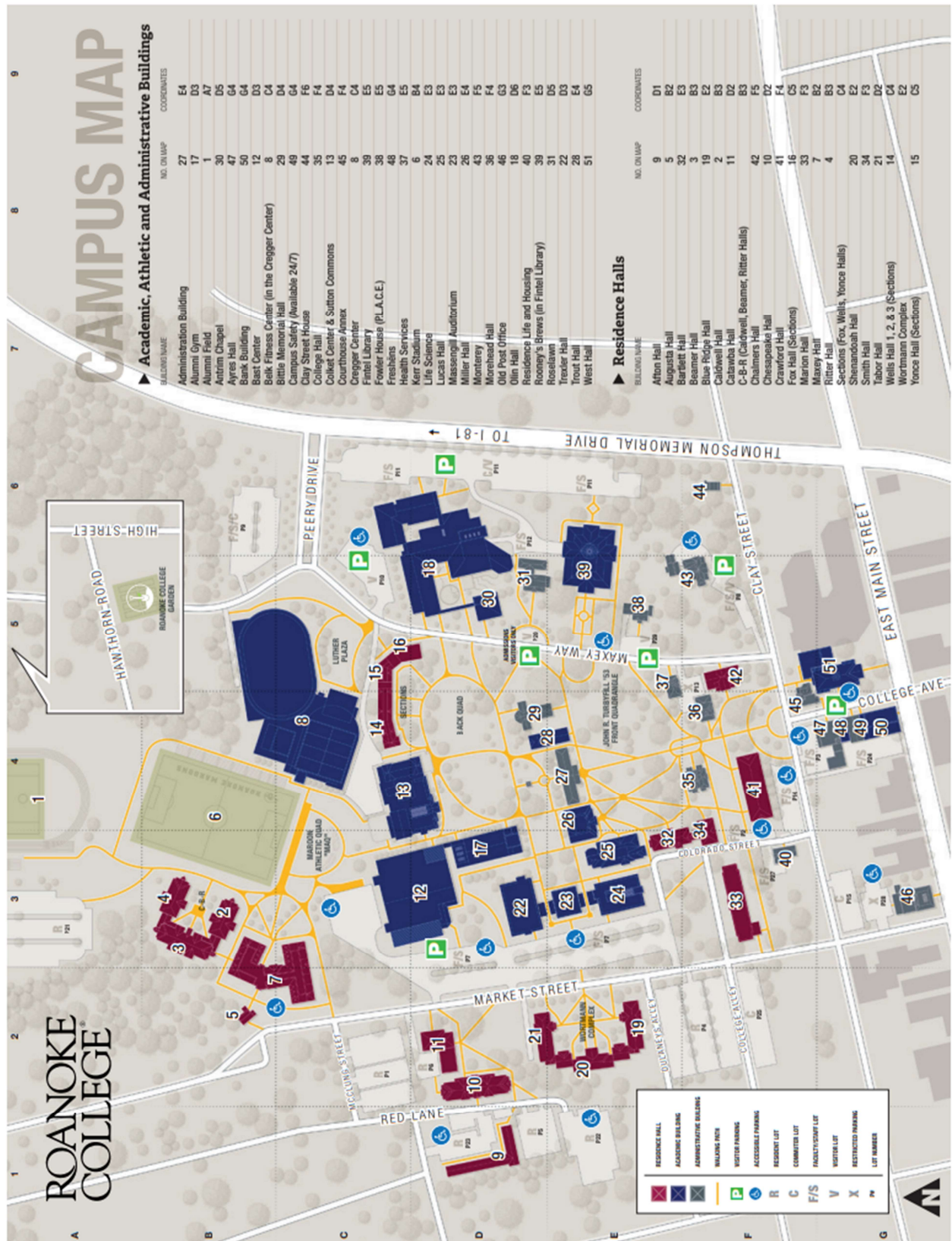
BALLROOM: SET UP 2 (POWERPOINT use)



Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin:0; color:blue;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.	
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
2 Business name/disregarded entity name, if different from above			
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN)			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.			
		Social security number [] [] [] - [] [] - [] [] [] [] [] [] or Employer identification number [] [] - [] [] [] [] [] [] [] []	
Part II Certification			
Under penalties of perjury, I certify that: <ol style="list-style-type: none"> 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. 			
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.			
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____	
General Instructions			
Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .			
Purpose of Form			
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following. <ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.			

Appendix I (check request form) *See business office for online form.*

 ROANOKE COLLEGE Business Office Check Request												
All properly completed requests will be processed as follows: ✓ Received in Business Office by 12:00 pm on Friday → e-Checks posted & paper checks available (in the cashiers office) after 2:00 pm on the following Friday. ✓ Attach all supporting documents to this request, acquire the appropriate approval signature(s) and proper account coding.												
Please draw a check as follows:												
1	Made Payable to:											
2	In the Amount of:		\$									
3	Mailing/Campus Address:											
4	Description/Explanation:											
5	Account No(s) to Charge:											
	Funds	Department	Object						Source			Amount
												\$
												\$
												\$
												\$
6	Route Check to:		<input type="checkbox"/> Campus Mail			<input type="checkbox"/> Pick Up			<input type="checkbox"/> US Mail			
If recipient is an RC employee or an e-Check vendor - payment will go electronically to the designated account.												
Requested by:												
		Signature				Print Name				Date		
Authorized Signature: (Required)												
		Signature				Print Name				Date		
✓ Vendor payments will not be issued without record or submission of a form W-9 (if appropriate). ✓ Blank W-9 forms and the related guidelines can found on the Roanoke College website. ✓ Payments will not be issued more than 30 days prior to the vendor due date, service date or event date.												



Appendix K (timeline)

Six months to one year ahead

- Determine program type, presenter and get approval of budget
- Select a primary date and location, as well as a backup
 - o Consider other events or holidays that may present conflicts
 - o Check EMS for room availability
- Reserve venues
 - o If event will be held outdoors, ensure that there is a rain location reserved
- Identify leads for the event
- Determine whether the event will be campus community or open to the public
 - o If distinguished guests will be invited, begin putting together a preliminary invitation list
- Get lodging and transportation estimates for budgeting purposes
- Negotiate speaker agreement with either the Roanoke College Contract or the speakers
- Consider promotion and media requirements, and get estimate from Public Relations
- Consider if speaker warrants hired security, and get estimate from Campus Safety
- Request quotes from catering, print services, other outside vendors
- Gather basic information about the event to be used for promotional purposes, ex. official speaker photo, bio, event title and description, etc.

Three to six months ahead

- Submit design requests to Public Relations
 - o Design invitations for distinguished guests
 - o Posters, advertisements, etc.
- Request W8/W9 forms and insurance forms, if not included in the speaker contracts
- Gather insurance information from any outside vendors being used
- Send speaker contract deposit payments as needed
- Create equipment list and set up diagrams needed for the work order, ex. tables, chairs, podiums, etc.
- If food will be served at the event, get a quote from dining services and select menus
- Consider parking needs
 - o Identify parking for staff and guests
 - o Arrange for shuttle service as needed
 - o If needed, incorporate parking permits into invitations
- Contact ALL stage participants
 - o Who from the campus will introduce the speaker or participate in the program?
 - o Will you provide a full script or give suggestions for their remarks?
- If there are any unusual or special items that will be needed, order with enough time in advance that returns/exchanges can be made as need be
- Begin to make preliminary security arrangements
 - o Consult with campus safety for security needs
 - o If there is alcohol, ID must be shown and drink limits must be set
 - o What is your emergency evacuation and cancelation plan?

One to three months ahead

- Request check for final payment as needed
- Assemble and mail printed invitations
 - o Include how to RSVP, if required, and begin to track RSVP information on a spreadsheet
- Add event to the College online calendar
- Confirm and finalize location, AV needs, larger décor items, etc.
- Request event photography through PR
- Request event videography as desired
- Place any orders for any outside resources needed, such as Audio Visual, Book sales
- Share details/make and confirm hotel and transportation arrangements as needed
- Coordinate with Public Relations about any larger scale advertisement that needs to be done (ex. press release, media interviews, etc.)
- Create drafts of any PowerPoints, videos, or other presentation materials that will be used

Two to four weeks ahead

- Draft itineraries
 - o Include travel schedule, contact person, confirmation numbers, and any necessary reminders
- Submit requests for any AV or IT needs
- Submit work orders as needed for set up/break down
 - o Recommended that a walk through is done of the space in order to see if there are any potentially hazardous or distracting aspects of the venue that need to be fixed
- Continue to record RSVPs if needed; mail out tickets, parking permits, and maps if the event requires it
- Finalize any presentations being given and program details
- Review any script, speeches or remarks
- Keep dining services updated on expected attendance
- Meet with secondary coordinators, if applicable
- Distribute primary event briefing materials as appropriate
- Hang up posters around campus
- Post announcement to daily mail

One weeks ahead

- Reconfirm all details to ensure no last-minute changes have been made
 - o Venue reservation and work order set ups
 - o Speaker arrangements: transportation, lodging
 - o Vendors
 - o Special order items – A/V, book sales, etc.
- Have meetings and/or confirm final details with all key vendors; continue to meet with secondary coordinators as needed

- Finalize place cards, name tags, other reception items as needed
- Distribute final event briefing materials as appropriate (ex. itineraries, distinguished guest list)
- Hold rehearsals and/or sound checks for program as needed
- Brief event staff/volunteers on their responsibilities
- Prepare extra copies of speeches and presentations to have on site
- For distinguished guests who have not RSVP'd—contact directly to gather information about expected attendance
 - o Have printed copies of guest lists and name tags as needed for receptions
- Review and confirm all details with secondary coordinator as needed
- Provide a final head count to dining services if catering is being used

Day of Event

- Bring all needed items to the event venue
- Review all plans and assignments if applicable
- Confirm venue set up and rental deliveries and equipment
- Review final anticipated timing and program plans with venue staff, catering, production crew, and photography/video as appropriate
- Arrive early to the venue to do a final walk through
 - o Check lighting, microphone, and other A/V needs for functionality
- Check all facilities and grounds pre-event for any litter and confirm that bathrooms are stocked
- Have all instructions, directions, phone numbers, keys, extra parking permits, scripts, and RSVP guest lists with you onsite
- If distinguished guests are present, greet upon arrival and direct them to seating
- At the end of event, clean up and remove all items brought with you

Event Planning Checklist

Event Information			
Event Name:			
Event Date/Time:			
Event Location:			
Department/Oversight:			
Funding Source:		Budget:	
Guests:	#	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty
		<input type="checkbox"/> Students	<input type="checkbox"/> Off Campus

General Requirements			
Online Calendar Posted:			
Campus Safety Notified:			
Event Registration Submitted:			

Room Reservation	
Location(s):	
Dates/Times Requested:	
Request Submitted:	
Confirmation Received:	

Facilities Management			
Request Details:	<input type="checkbox"/> Tables	<input type="checkbox"/> Podium	
	<input type="checkbox"/> Chairs	<input type="checkbox"/> Tents (outdoor)	
	<input type="checkbox"/> Flags/Banners	<input type="checkbox"/> Schematic drawings	
Set-up Date/Time:		Breakdown Date/Time:	
Request Submitted:		Confirmation Received:	
Work Order #:			

Catering			
<input type="checkbox"/> Dining Services			
Food/Beverage Needs:	<input type="checkbox"/> Reception	<input type="checkbox"/> Plated	<input type="checkbox"/> Buffet
<input type="checkbox"/> Alcohol/Bartender (through Dining Services)	<input type="checkbox"/> Beer/Wine	<input type="checkbox"/> Full Bar (Host)	<input type="checkbox"/> Full Bar (Cash)
Set-up Time:		Breakdown Time:	
Request Submitted:		Invoice #:	
<input type="checkbox"/> Outside Catering:	<input type="checkbox"/> Request Submitted _____ <input type="checkbox"/> Approval Received _____		

Media Services				
AV Needs:	<input type="checkbox"/> Tech Support On-Site <input type="checkbox"/> Set-up Only			
Set-up Date/Time:		Sound Check Date/Time:		Breakdown Date/Time:
Request Submitted:		Confirmation Received:		

Campus Safety	
Contacted Campus Safety:	
Parking Needs:	
Security Needs:	
Campus Signage:	
Submitted Itinerary:	
<input type="checkbox"/> Included on Event Registration	

Marketing/Communications	
Communications/ Publicity:	<input type="checkbox"/> Social Media <input type="checkbox"/> Newsletters <input type="checkbox"/> News/Newspaper <input type="checkbox"/> Printed Invitations <input type="checkbox"/> Email Invitations <input type="checkbox"/> Online RSVP <input type="checkbox"/> Presentation <input type="checkbox"/> Video <input type="checkbox"/> Paid Advertisement <input type="checkbox"/> Online Calendar <input type="checkbox"/> Calendar Booklet <input type="checkbox"/> Daily Mail
Other Needs:	<input type="checkbox"/> Design Request Submitted <input type="checkbox"/> Media Interviews

Miscellaneous	
<input type="checkbox"/> Nametags	
<input type="checkbox"/> Place Cards	
<input type="checkbox"/> Tent Cards	
<input type="checkbox"/> Invitations	
<input type="checkbox"/> Entertainment	
<input type="checkbox"/> Photographer	
<input type="checkbox"/> Videographer	
<input type="checkbox"/> Décor	
<input type="checkbox"/> Flowers	
<input type="checkbox"/> Signage	
<input type="checkbox"/> Staff/Volunteers	
<input type="checkbox"/> Event Tools	<input type="checkbox"/> Agenda <input type="checkbox"/> Timeline <input type="checkbox"/> Program <input type="checkbox"/> Presentation <input type="checkbox"/> Speaking Script <input type="checkbox"/> Set-up Floor Plan

