

Event Planning for an Internal Lehigh Event

Below are a few tips to think about before you begin planning your event.

1. Determine one representative for planning your meeting/event
2. Select possible dates and locations for the conference, meeting or event.
3. Determine the needs for your event. Consider the following:
 - AV needs
 - Food and Beverage Service (LU Dining Services 8-4512)
 - Decorations
 - Linens
 - Room size and Setup
 - External rentals/purchases (i.e. stage, flowers, audio visual, etc.)

Planning your event

1. Request a room through Resource25 (R25) by going to the Inside Lehigh campus web page. Located on your left hand side under “Resources” – login to the Campus Facility Reservation.
2. Please be sure to include all information on the request. There is a special instruction space for any additional information. The following are abbreviations: IA – Iacocca Hall, UC– University Center
3. The following offices book the following locations:
 - a. Athletics Request – Athletics 8-4460
 - b. Classroom Request– Registrar Office 8-3194 (Most classrooms on campus)
 - c. Conference Services Request – Conference Services 8-5306 (Mountaintop)
 - d. Rauch Business Center Request – College of Business and Economics 8-4814 (Clayton Conference Center, Rms 85, 91, 291, 292, 293, 250, 252, 254, 262, 264)
 - e. Student Center Request–Student Center Facilities8-4163 (UC and Lamberton, some outdoor locations)
 - f. Wilbur Powerhouse Request– Wilbur Powerhouse 8-5755 (Wilbur)
4. Confirmation will be sent to you when date, time, location, etc. is confirmed. Review all information on contract to verify information is correct.
5. Once the room is confirmed contact catering to plan your menu at 8-4512.
6. Catering will issue you a contract, Please review the contract to verify the information is correct.

Catering

Once the room is confirmed contact Catering at any of the following numbers:

Catering Main Office: 8-4512 or 8-4166

The following is information Catering will need to better assist you with your event:

- Your Name
- Phone and Fax Numbers
- Email Address
- Name of your department
- Name of the Event
- Number of people expected to attend
- Account number to be billed
- Is the event going to be “Buffet” or “Served”?
- Do you want standard disposable, upscale disposable or china?
- Location of the Event - Building and Room Number
 1. Will this be delivery or pick up from the UC?
- Date and Day of the Event
- Start and End time of the Event
- Event Menu Preference
 1. Continental/Hot Breakfast, Lunch, Dinner, Meeting Break, Reception, Beverages only, etc.
 2. Does your event require a Bar?
 - a. If yes: Bars are priced person for Beer and Wine Bar or Full Bar, plus the cost of alcohol on consumption. Alcohol waivers need to be completed and sent to all the appropriate departments to ensure that Dining Services may serve alcohol at the event.
 - b. Bartenders are priced at a 4 hour minimum for all locations.
- Linens
 1. Mountaintop and ASA Packer Dining Room have house linen (color varies per location). If you would like to have colored linen it can be rented for an additional cost.

- Tables – Depending on the location of your event you may need to order tables through ABM. Catering will help you determine what is needed. The following are a few questions to keep in mind:
 1. What is the standard setup of the room the event is being held in?
 2. Will you need any additional tables for registration, awards, displays, etc?
 3. For receptions where the majority of the guests will be mingling do you want to provide any seating?
- Staffing – Some events will require dining staff to be on hand to ensure the event runs smoothly.
 1. Staff is included in the pricing of events at Mountaintop and the UC. For any event outside of these locations, each staff member is priced at a 4 hour minimum.
 2. Bartenders are priced at a 4 hour minimum for all locations.