



Event Planning Guide 2024-2025

Wheaton College has a vibrant and busy event culture. Departments and Student Groups schedule many events throughout the academic year that allow our community to live, learn, worship and enjoy life together. Each event enriches our Community.

We created this guide to help you plan your event. We include a recommended timeline and check list. We explain how to reserve your room and request assistance from service providers.

Most events require the involvement of many people. There are the people who come up with the “idea” of the event. There are those who have the responsibility to line up speakers. Others secure rooms, buy plane tickets, and plan the menu. And some will be asked to provide technology, food and chairs to sit on. It ends up being a cooperative effort. By recognizing the expectations and needs of others who will help with the event, we can ensure that things run smoothly.

We appreciate your attention to the information that follows. Please feel free to contact our office with any questions you may have.

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Recommended Event Planning Timeline

Initial Planning (3 – 12 months ahead)



- Determine calendar and venue availability.
- Determine speaker availability (if applicable.)
- Develop event itinerary or schedule.
- Submit event request(s) in [25live](#), including request for venue, room setup, AV support and catering.

!! Wait to receive confirmation from Scheduling Services before proceeding!!

- Secure speaker commitment.
- Arrange travel and housing for speaker if applicable.
- Secure the guest speaker's biographical information, lecture title and publicity photo.
- Plan promotion and publicity.
- Setup registration or RSVP if applicable.
- Submit biography and photo to Marketing/Communications.
- Notify bookstore if book table is needed.

Intermediate Update: (2 months ahead)



- Fine-tune events schedule.
- Review reservation in 25Live. Have you flagged your event for Bon Appétit catering, technical support from Academic and Institutional Technology, or Facilities setup? Send updates to Scheduling.Services@wheaton.edu . Please include the event reference number in all communication with the scheduling office.
- Determine if [work orders](#) need to be placed for special cleaning, hanging of banners, etc.
- Contact Marketing Communications for promotion of event. Let Marketing know if you will be using digital signage to promote the event so that the files are formatted correctly for that.
- Plan decorations (banners, flowers, etc.)

Final Touches (1 to 2 weeks ahead)

- Have promotional posters stamped at Student Involvement Office, put up on campus bulletin boards.
- Contact AIT to display posters on the campus digital signage.
- Review RSVP responses.
- Review 25live reservation. Submit changes and updates as needed.

Policies Below are summaries of the primary scheduling policies. Please view the complete list of [policies](https://www.wheaton.edu/about-wheaton/offices-and-services/scheduling-services/policies/) related to events and scheduling. (<https://www.wheaton.edu/about-wheaton/offices-and-services/scheduling-services/policies/>)

Campus Facilities Scheduling Policy

Guidelines regarding the scheduling of space on campus. Includes procedures for scheduling various types of events (classes, College events, and external events.)

Event Categorization and Scheduling Policy

Events scheduled on campus are categorized as College Planned, Student Planned, and Externally Planned. This policy defines those 3 categories and describes the process/procedures for scheduling each category.

Exclusive and Priority Event Policy

Certain essential and high-profile events have been designated as having Exclusive rights for scheduling during certain times (Orientation, Homecoming, etc.). Other events have been prioritized by SAC and are given priority in choosing dates and locations.

Sunday Policy

Wheaton College desires that Sunday be a day of worship, relaxation, and refreshment for our entire campus community. Social events that are small in nature may be scheduled but will need approval from the Vice President of your Division. No events may be scheduled on Sunday mornings and no events or activities that require an admission fee or donation can be scheduled on Sundays.

Event Categorization

Before you submit your request for an event on campus, please refer to the [Event Categorization and Scheduling Policy](#) to determine if your event is College Planned, Student Group Planned, or Externally Planned.

Wheaton College facilities and resources are constrained and are dedicated primarily to its academic, student life, and administrative functions. To maximize student benefit without overscheduling students, faculty, and staff, the College must minimize the scheduling of concurrent events. All scheduled events should further the mission of the institution and be in alignment with the College's convictions. Events are categorized based upon the organization initiating and planning the event, while considering the audience of the event.

If your event falls into the College Planned or Student Group Planned Categories, please proceed with the planning timeline and Scheduling Services. If your event falls into the Externally Planned event, please contact Susan Sjogren (susan.sjogren@wheaton.edu x7479) in Event Services for further information.

For any event, please allow sufficient time for the needed approval processes.

Scheduling Services

The Scheduling Services office manages event and meeting reservations for Wheaton College departments and official student groups. The [Scheduling Services website](https://www.wheaton.edu/about-wheaton/offices-and-services/scheduling-services/) has great resources related to event planning and management. Check it out (<https://www.wheaton.edu/about-wheaton/offices-and-services/scheduling-services/>) You will find links to policies, forms, and on-line calendars. There also a substantial listing of video and pdf tutorials on using 25live.

We are happy to answer your questions regarding 25Live and event planning. Need suggestions for a room to host an event in? Need help finding an available room at a specific time? Not sure how to use 25Live? Let us know and we'll be happy to assist you.

We maintain the accuracy of 25Live by updating location details and room photos, adding new faculty/staff as 25Live users, and implementing new functionality in 25live when it becomes available.

We also help create scale drawing of larger event room setups. These help you and Facilities see how everything will fit in the room!

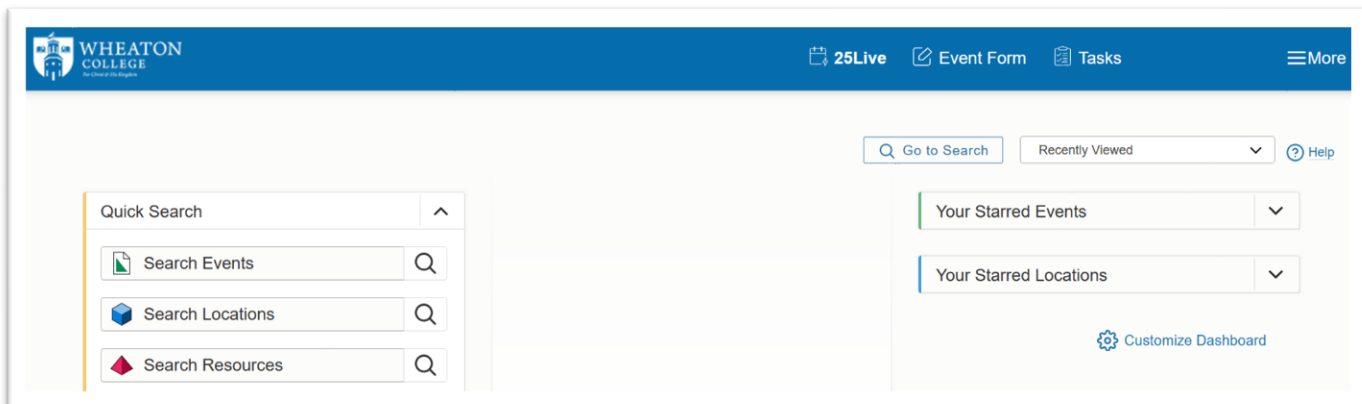
Wish List – Here's our wish list of what we would like everyone to do in 25live!



1. Put your reservation in 25Live! Really!
2. List the time your meeting/event starts as the start time, and the time it will end as the end time. Use the "additional time" field to "pad" your reservation for extra time in the room before/after your event.
3. Be sure to request tables/trash cans for Facilities to deliver if you are catering with Bon Appétit
4. Add the resource "Facilities – Setup Crew" to any reservation when you need the room set up or tables/trash cans delivered to a location.
5. Notify Scheduling.Services@wheaton.edu if you need to cancel a reservation
6. Email Scheduling.Services@wheaton.edu if you need to change a location, time or resource on an existing reservation. We can make the change for you!

Event Reservations in 25live

25Live is a web-based application that we use to schedule rooms and resources for events on campus. This is where you begin your event management process. Firefox or Google Chrome are the recommended browsers.



- **View 25Live tutorials** –2-5 minute “how to” video tutorials and/or pdf documents. Some recommended tutorials for new users
 - [Introduction to 25Live](#)
 - [Create a Reservation](#)
 - [Search for location](#)

There are many more helpful tutorials for more experienced users. Scheduling Services also offers occasion training sessions and workshops on using 25live.

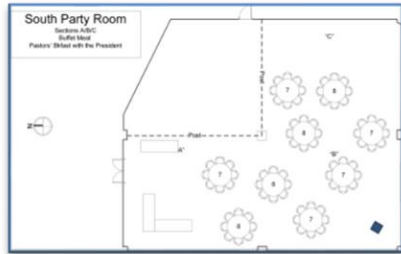
<https://www.wheaton.edu/about-wheaton/offices-and-services/scheduling-services/>

- **Sign into** your 25Live account. If you don’t have an account, sign in with your Wheaton network ID and one will be created for you. Contact scheduling.services@wheaton.edu if you have questions or to request personalized training on 25Live.
- **Create a reservation** by clicking on the Event Form link at the top of the dashboard.
- **Complete** your 25live reservation.
- **Wait** for your confirmation before finalizing commitments and plans: The Scheduling Services Office will process your request, determining availability and seeking any necessary approvals. Please do not sign contracts, make verbal commitments, buy plane tickets, or submit press releases, until you have received your confirmation from the scheduler.

How do I change an existing reservation?

If you need to make changes to an existing reservation, you don’t need to cancel it and create a new request! Scheduling Services will be happy to make those changes for you. Email your scheduler the changes you wish to make and be sure to include the event reference number (i.e. 2024-ABCDEF). Once the Scheduling office makes the changes, you will receive an updated confirmation. Simple as that!

Event Setup Services



Room Setups: Most classrooms and lecture halls are ready for use “as is”. However, some rooms have no standard setup, or perhaps you need Event Resources (tables, chairs, lectern) added to an existing setup. The Facilities Department’s Event Setup & Moving Crew is responsible for providing those setups. Your request for these services must be entered into your 25Live reservation. This would include:

Personnel: Indicate if you need the Event Setup & Moving Crew to set up the room or deliver items to the room for you to set up.

Equipment: All Event Resources that are available for you to request are listed in 25Live and accessible in the Resources portion of your request form. Enter the specific number of tables, chairs, trash cans, etc. that will be needed for your event, as well as instructions for their placement.

Fees: Facilities service fees are applied for the following:

- Work performed outside of normal working hours – *an event group whose setup occurs outside of normal working hours will be responsible for all setup costs associated with their event, including any labor costs to strike any setup remaining from a previous event.*
- Work performed during normal working hours, but which requires extra staff.
- External events
- Events and services drawing primarily off-campus guests and clientele, and revenue generating events and services.
- Requests for on-site Facilities staffing, normally in Edman, (policing of restrooms and public areas, operation of loading dock lift for load-in/load-out, etc.)
- Events using furnished spaces where a significant portion of the existing furniture must be relocated, (lobbies, lounges, classrooms, dining rooms, etc.)
- Select equipment items - high boy tables, furniture pieces that are not listed in 25Live that are borrowed with permission and moved to the event location, etc.

Hours: Regular Event Setup & Moving Service Hours:

Monday – Friday: 6:30 a.m. – 3:00 p.m.



Deadlines: Please enter your request for Facilities setup when you fill out your 25Live request form. You can “guess” at this point! You must have setup details requested at least 10 business days before your event. If you want to submit a custom diagram, send it to Scheduling Services at least 5 business days prior to your event. You may modify your set up by emailing Scheduling Services as you get closer to your event date. However, requests for set-ups or changes to set-ups with less than two business days’ notice are not guaranteed by the Facilities Department.

Timeline: If the Event Setup & Moving Crew has been requested to set up a room by selecting the **Facilities - Setup Crew** resource in 25Live, the setup will be completed by the **Pre-Event Time**, as listed in the 25Live reservation. If a **Pre-Event Time** has not been selected, the setup will be completed by the **Event Time**, as listed in the 25Live reservation. Scheduling Services will add to the reservation adequate setup time for the Event Setup & Moving Crew and other Service Providers to prepare the room for use by the Event Group.

Edman: For reasons of security, when not in use, Edman Chapel remains locked, even during business hours. Please indicate in your 25Live reservation comments when you will want the doors to the building open for your event.

Diagrams: 25live displays available layouts for most of our multi-purpose rooms. If you want a customized layout, you may create a diagram in Prismm or work with Scheduling Services to design one. Scheduling Services has scale drawings of various locations on campus and will help ensure that your requested setup will “fit” into the space and comply with egress and fire code requirements.

Cleaning: Classrooms and event spaces are cleaned overnight (Monday - Friday). Depending on the day/time of your event and the events that precede or follow your event, additional cleaning may be required. Additional cleaning should be requested through a Work Order (not 25Live). An account number is required.

Facilities staff responsibilities:

Adam Schreiber – Event Setup & Moving Supervisor – (Setup)

Geoff Doty – Day Custodial Supervisor – (Cleaning)

Ziggy Abay – Night Custodial Supervisor – (Cleaning)

Jason Marriott – Facilities Services Director – (Departmental Info)

The complete [Facilities Event Setup Policy](#) is available online

Technology



Staffing your event:

The Event Production Services (EPS) team of the AIT department can provide support for the audio, video, and lighting aspects of your campus event (primarily focusing on events in the five campus auditoriums: Edman, Barrows, Coray, Armerding Concert Hall, and Armerding Recital Hall.)

Please help the EPS team assist you by:

Flagging Event Production Services resources in your 25Live reservation, choosing between:

- **AV - Equipment & Staff Support:** You are interested in hiring the EPS team to fully plan, setup, and operate your event's audio, video, lighting needs for an event in one of the five campus auditoriums. (This is the most common selection.)
- **AV - Equipment Setup Only:** Hire the EPS team to set up a small sound system in a location on campus that doesn't have installed technology. (This is a relatively uncommon selection.) The EPS team will set up this equipment in advance of your event and return to strike it after your event but will not be on site to operate it during your event.
- Please note that either of these selections simply initiates a conversation with an EPS staff member and does not obligate you to hire the EPS team. The producer will reach out to you leading up to your event and will discuss the appropriate resources to assign to your event.
- Please request the 25Live resources related to EPS support at least **4 weeks prior to your event**. Please allow even more time when planning unique events or those scheduled during holidays or breaks.

Choosing the Right Venue:

Our team supports events in the five main campus auditoriums: Edman, Barrows, Coray, Armerding Concert Hall, and Armerding Recital Hall. If you are in need of recording or live streaming for your event, it is important to make sure it is scheduled for one of these five spaces. If you're not sure how well a venue would serve your audio, video, or lighting needs, feel free contact the EPS team before reserving a space. Their experienced staff can let you know what locations will best serve your needs and what limitations you may have in certain venues.

- The EPS team charges an hourly rate per technician for our services. Some venues are more complex to operate and therefore require more technicians.
- **Edman Chapel** – This venue is our most complex venue. It requires a minimum of four technicians to run sound and lighting, and as many as fifteen might be necessary to do video recording and/or image magnification (live video on the projection screen.)
- **Armerding Concert Hall** – This venue is a medium-complexity venue. It requires between two and six operators, depending on the needs of your program.
- **Coray, Barrows, and Armerding Recital Hall** – These three venues are the lowest-complexity on campus and require between one and three operators, depending on the needs of your program.
- **Self-op Systems** – With the exception of Edman Chapel, campus auditoriums are equipped with self-op technology. This allows you to run programs that have very simple audio, projection, and lighting requirements without the assistance of the EPS team. We strongly recommend that you practice using this technology at least 48 hours in advance of your event to ensure you are familiar with its functionality.



Equipment Circulation:

Media equipment including projectors, laptops, screens, adapters, and basic sound systems can be checked out from the AIT Service Desk by filling [out this form](https://form.jotform.com/82067100610139) (https://form.jotform.com/82067100610139). Reserved equipment can be picked up at the AIT Service Desk in Blanchard 171 between 8am and 5pm. To see a full list of the available equipment, you can search for “Equipment Circulation” at <https://answers.wheaton.edu>.

Work Order Center

<https://assetessentials.dudesolutions.com/WheatonCollege>

While most of your event details can be handled with the 25Live request form, some services need to be secured through the Work Order Center. Please include your department’s account number on the following work requests:

- **Additional cleaning.** If you need bathrooms refreshed during your event, or a space needs to be cleaned after a weekend event so that the space is clean for the start of the business/school day on Monday.
- **Transport of goods** for an event. (boxes of pamphlets to be moved from your department to the event site)
- **Delivery of special equipment** (moving pipe and drape for an Artist Series prep space)
- **Additional power** (Electrician to supply power for your event)
- **Banners** (Carpenters to hang banners outside or in Anderson Commons)
- **HVAC special adjustments** (to turn on or off blowers in large event spaces)
- **Barricades** (Grounds to setup up barricades to block off areas for event)



Custodial and the Work Order Center will NOT provide extension cords, ladders or tools. If you need these items, you are responsible for providing these materials, and for ensuring that tools or equipment have been inspected and are safe to use. You are also responsible for ensuring that the persons using the tools and equipment have been trained on their safe use and have been provided with personal protective equipment when necessary. If you cannot meet these requirements, please make arrangements well in advance to hire a tradesman to perform these services.

Catering & Meals



Catering with Bon Appétit

Our campus caterer is Bon Appétit, and we encourage you to use their services for your catering needs. They are invested in our institution and have a strong desire to provide exceptional customer service. In addition to food and beverages, Bon Appétit can arrange rental of tablecloths, pipe and drape and special furniture from their vendors. Contact:

Emma Henning - Emma.Henning@cafebonappetit.com (Director of Catering) (x5839)

Charlie Wiley - charlie.wiley@cafebonappetit.com (Catering Captain) (x5839)

Indicate in your 25Live request form if you are planning to cater with Bon Appétit. You will do this in the Resources section of the reservation form. Bon Appétit will use this information to plan staffing and to look up your contact information. Bon Appétit will also notify you how many 8-ft tables and trash cans you should request for your event. You are responsible to add those to your 25live reservation by emailing scheduling.services@wheaton.edu if you didn't request them initially. Early planning will allow Bon Appétit to serve you best.

Please see [Bon Appétit's website](#) which includes the Catering Menu options and pricing. You will place the specifics of your menu choices through Bon Appétit's online system: <https://bawheaton.catertrax.com/>.

You are required to use Bon Appétit for catering events in the Main Dining Room, and the North and South Party Rooms.

Bon Appétit will need a minimum of two hours setup time for their staff. This is in addition to the time Facilities may need to set up the room. For an early morning event, Bon Appétit requests that Facilities have the room set by 3 pm the day before. (Your scheduler can help you coordinate setup times with Facilities Setup Crew).

Catering with an Off-Campus Caterer

If you choose to use another caterer for other venues, please note that Bon Appétit's spaces and resources would not be available to that caterer. All food served at events needs to come from an institution that is licensed with the health department. The Purchasing Department (630- 752-5014) can assist with finding an appropriate caterer. You may pick up or order food from any certified restaurant (e.g., Subway, Portillo's) for your events that are scheduled in other venues. (You may not pay for food, pick it up, and then re-sell it at your event.) Make sure the time interval between pickup/delivery of the food and consumption is short.

Please feel free to contact Risk Management at 630-752-5013 with any further questions related to food provided by anyone other than Bon Appétit.

Tray Meals



Purchasing a tray meal allows your guest to select their food from Bon Appétit's award winning All You Care To Eat Café in Anderson Commons. Our made from scratch cafe offers a discounted rate to groups of 20 or more. Please contact Rosaura Grajeda at Rosaura.Grajeda@cafebonappetit.com for a choice of getting pre-paid meal tickets or arrangements made with one transaction at the café. Bon Appétit accepts Visa, MasterCard, or Cash as forms of payment. Your guests may eat in the main dining room, or you may schedule the North Party Room (if available) through 25live for your tray meal.

Please note that catered events have priority over Tray Meals in the North Party Room. Tray meals in the North Party Room are considered self-serve/self-setup. If you reconfigure the North Party Room for a tray meal, you must return the furniture to the standard layout. A diagram of the default layout is posted on the wall near the entrance. You will need to leave the room in good condition at the end of your meal. Return all dishes to the dish room. If you'd like Tray Return rack(s) placed in the hallway outside the North Party Room for your guests to use, please request this through your 25live reservation. If you would like Facilities to set up the room for your tray meal or provide cleaning following your event, please provide an account number, as there will be a charge for these services.



Event Promotion

You may choose to promote your event through multiple avenues.

- Online Calendars – [Public Events Calendar](#), [Happening on Campus Calendar](#)
- [Campus Announcements](#)
- Campus emails through your department's List-Serve
- Posters on approved bulletin boards
- Campus Digital Signage
- Beamer Center Display Cases
- Marketing materials prepared by the College's Marketing/Communications Dept.

Marketing

- The Marketing Communications Design Department can create materials at no design cost to you and direct you to appropriate printing outlets for your needs.
Note: Please remember that all print or electronic materials designed for distribution off-campus must have the college logo and must receive sign-off from the Art Director before distribution.
- As soon as you have finalized details of your event, fill out the design project request form which can be found at <https://www.wheaton.edu/design>.
Note: Depending on your needs, the Marketing Communications Design Department needs 4-8 weeks to complete any promotional materials.

For a full list of the services that are offered by Marketing Communications please see their [website](https://www.wheaton.edu/about-wheaton/offices-and-services/marketing-communications/) (https://www.wheaton.edu/about-wheaton/offices-and-services/marketing-communications/)

MarCom Event Promotions

Contact: Jesse Doogan, Communications Coordinator



For your event to be promoted to the off-campus public, you must complete the following steps:

1. Check the box next to “Display on Public Events Calendar” on your [25Live](#) reservation. Fill out [this](#) jot form with your event description. The completed form will automatically be sent to MarCom for final approval.
2. If you do not have information about your event when you make your initial reservation, fill out [this](#) jot form with your event description when information becomes available. You may email a promotional photo (.jpg or .png) to jesse.doogan@wheaton.edu. Please include your event reference number in the body of your e-mail.
3. When MarCom has received an event description about your event, it is:
 - posted on wheaton.edu/events
 - available for promotion on Wheaton’s social media channels
 - sent to local media outlets.

Please note: Because MarCom promotes these events widely, please avoid canceling your event or changing significant details. If it is necessary to do so, please notify marketing.communications@wheaton.edu.



Harbor House Contact: Kristin Maagaard x7321

Scheduling Process:

- To reserve the Harbor House, fill out the 25Live online request form.
- *Please note: a submitted request does NOT guarantee a firm reservation.*
- The availability shown on 25Live should be fairly current, though feel free to still contact the Harbor House Manager (x7321) to inquire about a specific date.
- Make sure to indicate under “Event Type” whether it is an Overnight Guest or another kind of event, as it will determine the prompts later on.

For Meetings on the First Floor:

- Please give as much information as possible on the form (headcount, event start/end time, time needed to set up/tear down, resources needed)
- Please include any set-up instructions or other event details that would be helpful in the “Comments” section. Make sure to give set-up needs to the Harbor House Manager no less than 5 business days prior to the event.
- Any catering or media needs must be worked out directly with the support service department (Bon Appétit – x5839, AIT – x5034).
- Please only reserve the rooms you intend to use for your event, as you will be billed for the reserved spaces. Should we receive another request to use a different portion of the first floor simultaneously, we will always check with the already-scheduled group first.

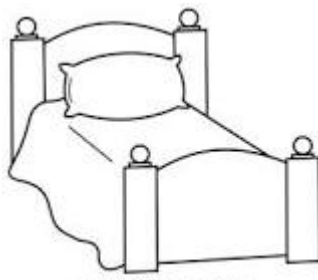
For Overnight Guests:

- Please give as much information as possible on the form, particularly the guest’s name and account number.
- Standard check-in is 3:00pm and check-out time is 11:00am (Exceptions must be approved by the HH Manager.) Please set your event start to 3pm on the check in day, uncheck the box saying the event starts and ends the same day, and then set the event end to 11am on the check-out day. Note: this is the preferred format instead of using the Repeating Pattern feature.
- If you are already aware of the guest’s arrival time or flight details, please indicate that in the “Comments” section.
- The HH Manager will have entry instructions to be shared with your guest, particularly if their arrival will be during the evening or weekend. Please indicate whether you would like the instructions sent to you or if you’ll provide an email address for your guest to be contacted directly.
- Guest breakfasts: for all guests, we provide complimentary instant oatmeal, granola bars, coffee, tea, juice, and bottled water. Should you prefer a more complete continental breakfast for your guest, you can indicate in 25Live which of three breakfast choices you would like. Each breakfast is \$10.00 and the options are as follows:
 - The Jump-Starter: Fruit & yogurt parfait with homemade granola, and your choice of a freshly baked pastry or muffin. Choice of Orange, Cranberry, or Apple Juice.
 - The Basic Continental: Cup of fresh fruit, and your choice of a freshly baked pastry or muffin. Choice of Orange, Cranberry or Apple Juice.
 - Rise and Shine: Naked Juice® real fruit smoothie and a freshly baked muffin.
(All items are subject to availability. If necessary, comparable substitutions will be made.)

Harbor House Rates for 2023-2024

Guest Room	Bed Type	Room rate/night
203 – Mayflower	Queen	\$90.00
205 – Fairwyn	Queen + 1 twin	\$90.00
206 – Eventide	Queen	\$90.00

Event Room	Base Rate (under 5 hours)	Day Rate (over 5 hours)
Board Room	\$70.00	\$110.00
Living Room	\$40.00	\$65.00
Dining Room	\$40.00	\$65.00
Sunroom	\$40.00	\$65.00





Outdoor Events

Most outdoor locations are listed in 25live and should be reserved if used for events. These include parking lots, fields, plazas, etc. Please remember to reserve trash cans, tables, etc. in your 25live reservation!

It's recommended that you also reserve an indoor rain site in 25live in case of inclement weather unless you plan to cancel the event in case of bad weather.

Tents

Permits need to be obtained by the City of Wheaton. (Allow plenty of time for this process) Contact Purchasing for a vendor. The Grounds Crew Foreman needs to approve the tent site and installation. Schedule J.U.L.I.E. to mark underground cables, or ensure the tent rental company does so.

Food Trucks

1. Notify Scheduling Services if you plan on bringing food trucks to campus.
2. Food Trucks must be licensed and registered with Risk Management
3. Trucks may not park on the pavers.
4. Recommended location for food trucks is the temporary parking on the North side of Beamer. Alternative locations need to be approved by Facilities and Public Safety. Allow plenty of time for approval process. Contact Jill Carr in Public Safety and after location is approved, she will put in a work order for barricades to be set up early in the day, holding space for the truck to park.
5. Contact Facilities to determine electrical hookup locations if needed.
6. Be sure to order plenty of trash cans through your 25Live reservation.
7. Instruct food truck vendors that they may not dump grease or oil on campus. They should be instructed to truck out that waste.

Public Safety



Public Safety can help you manage several aspects of your event. Please contact Bob Norris or the Public Safety Office if any of the following apply to your event.

- Parking: How many people are planning on driving to campus to attend your event, and can we accommodate their parking needs? There are additional resources for major events such as local churches and other parking lots, but this takes some advance planning. Public Safety can offer options for you. During the academic term, we only have about 200 additional parking spaces on campus during the day.
- If your event requires an area blocked off for reserved parking near a building or additions like food trucks or special set ups in a parking space/lot the Parking Office must be contacted no less than one week in advance of the event. The Parking Office will request barricades from Landscape Operations and Public Safety will set up the barricades overnight prior to the event to make sure the spaces/lot is reserved for the event the following day.
- If there are either controversial or well-known person(s) coming to campus, there must be planning involved to make sure the campus and our guest(s) are safe.
- If there is an event that needs either the Wheaton Police or Wheaton College Public Safety to be present, this request should be made at least one month in advance. There is a fee for this service, and it is based on an hourly rate. Public Safety recommends that all large groups or events featuring certain speakers hire police or security. This can be discussed on a case-by-case basis.
- Both on and off-campus groups need to understand emergency procedures in general and specifically those they need to call either 9-1-1 or 630.752.5911 for Public Safety in case of emergency. We strongly urge you to add Public Safety – 630.752.5911 – as a contact in your phone. When you call, tell the dispatcher you are at Wheaton College, and the building you are in or nearby. The dispatcher may ask for an address; if you are not sure of the exact address, simply say you do not know and repeat the building name. First responders will dispatch to your location to provide assistance. Please be sure that your event key people know those specifics.

“good to know” items

Film Screenings

If you are planning to show a film at your event, please review the information regarding copyright compliance that can be found [here](#). Staff at the Library can help you navigate necessary approvals. <https://library.wheaton.edu/copyrightform>

Large Events

Approval is needed from the Event Coordination Council for larger events that require assistance from the College’s Service Providers. The scheduler of your event will add your request to the ECC agenda and then contact you after a decision is made. This committee meets twice per month.

Musical Equipment

Most musical equipment is the property of the Conservatory. Conservatory faculty and staff may request these resources for their events. Permission needs to be given by the Conservatory for the use of their equipment by other campus departments. Please indicate on your request form in the comments section that you have obtained permission and from whom.

Piano Tuning: When planning to use a piano for an event, the event organizers are responsible for arranging for tuning of the piano. Write to pianos@wheaton.edu with your request at least 2 weeks prior to your event. An additional cost may be incurred.

Piano Moving: Pianos are not to be removed from their building. Most pianos need to remain in the room they are associated with. If you are using a piano during your event, please add the piano in the resource section of your 25Live request form.

Podiums vs. Lectern

A podium is a box you stand on. A lectern is a stand used to support a book or script in a convenient position for a standing reader or speaker. Be sure you ask for what you really want!

Websites and Forms URLs

25Live (25Live.wheaton.edu)

<https://25live.collegenet.com/pro/wheaton#!/home/dash>

25Live Tutorials

<https://www.wheaton.edu/about-wheaton/offices-and-services/scheduling-services/25live-tutorials/>

Bon Appétit Order Form (catertrax)

<https://bawheaton.catertrax.com>

Campus Announcements

<https://www.wheaton.edu/academics/services/academic-and-institutional-technology/support-and-services/campus-announcements/>

Mar/Comm Design Request

<https://www.wheaton.edu/about-wheaton/offices-and-services/marketing-communications/what-we-do/print-design/>

Promotional Event Description Form

<https://www.wheaton.edu/about-wheaton/offices-and-services/scheduling-services/promoting-your-event/promotional-event-description-form/>**Scheduling**

Policies

<https://www.wheaton.edu/about-wheaton/offices-and-services/scheduling-services/policies/>

Scheduling Services

<https://www.wheaton.edu/about-wheaton/offices-and-services/scheduling-services/>

Work Orders

<https://assetessentials.dudesolutions.com/WheatonCollege/Requester/Home/Management>

(Updated Spring 2024)