

## 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, and USC – Ulrich Student Center
3. The following offices book the following locations:
  - Athletics Request – Allen Biddinger 8-3397
  - Classroom Request – Diane Hubinsky 8-3201 (Most classrooms on campus)
  - Conference Services Request – Laura Bachman/Mary Kay Baker 8-5306 (Mountaintop)
  - Rauch Business Center Request – Carla Jenkins-McDonald 8-4498 (Clayton Conference Center, Rms 85, 91, 291, 292, 293, 250, 252, 254, 262, 264)
  - Student Center Request – Carol Hill/Sandi Piazza 8-4163, Roy Miller 8-0028 (UC and Lamberton, some outdoor locations)
  - Wilbur Powerhouse Request – Kathy Katcher 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 and 8-4166

Claudine Sidney - Catering Director: 8-6225

Jennifer Mack - Assistant Catering Director: 8-5036

Michele Hassay - Assistant Catering Director: 8-4168

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 you be ordering from the Flavours Catering Guide or the Casual Catering Guide?
  2. 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 One Source. 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.

## Space Reservation Information for Lehigh University's Interior and Exterior Locations

### ASA Packer Campus

LOCATION	CONTACT	PHONE	E-MAIL	ADDITIONAL INFORMATION
<b>Academic Buildings</b>  Interior Academic Space	Registrar's Office	8-3187	<a href="mailto:inrgs@lehigh.edu">inrgs@lehigh.edu</a>	Must fill out reservation form in Campus Facility Reservations For academic/University sponsored events only: Fill out reservation form in Conference Facility Reservations.
<b>Athletic Facilities</b> Grace Hall, Taylor Gym	Greg Schulze, Director of Athletic Facilities Allen Biddinger	8-4306 8-3397	<a href="mailto:gjs3@lehigh.edu">gjs3@lehigh.edu</a> <a href="mailto:afb2@lehigh.edu">afb2@lehigh.edu</a>	
<b>Fraternity/Sorority Areas</b> Interior/Exterior	Greek Affairs Office Graduate Assistant	8-4157	<a href="mailto:infrasor@lehigh.edu">infrasor@lehigh.edu</a>	Activity Permits for the City of Bethlehem are filed by Greek Affairs.
<b>Lamberton Hall</b>	Roy Miller	8-0028	<a href="mailto:rdm3@lehigh.edu">rdm3@lehigh.edu</a>	
<b>Linderman Library</b> Bayer Family Room (307), Rm 200	Special Collections Philip Metzger	8-4506	<a href="mailto:mb0e@lehigh.edu">mb0e@lehigh.edu</a>	
<b>Packer Chapel</b> Chapel/Exterior Lawn	Chaplain's Office Sally Schray	8-3877	<a href="mailto:sas2@lehigh.edu">sas2@lehigh.edu</a>	Exterior space is part of the chapel reservation.
<b>Rathbone Dining Hall</b> Common Room	Conference Services Laura Bachman	8-5306	<a href="mailto:lak204@lehigh.edu">lak204@lehigh.edu</a>	Banquet/wait staff served meals are not available in Rathbone.
<b>Rauch Business Center</b> Perella Auditorium (after hours), Walsh Galleria, Lounge Area, Rooms 85, 91, 291, 292, 293, 301  Board Room 111	CBE Carla Jenkins-McDonald  Nancy Speck	8-4498 (prefers e-mail)  8-6725 (prefers e-mail)	<a href="mailto:clj0@lehigh.edu">clj0@lehigh.edu</a>  <a href="mailto:nas1@lehigh.edu">nas1@lehigh.edu</a>	
<b>Residence Life Areas</b> Interior/*Exterior	Becky Navedo Mary Kay Baker (summer months only)	8-6598 8-5306	<a href="mailto:mkb1@lehigh.edu">mkb1@lehigh.edu</a>	*Activity Permits for the City of Bethlehem are filed. Residence Life coordinator must be contacted.

<b>Ulrich Student Center</b> Great Room, Kenner Theatre Resource Room, Mezz. Level, Ulrich Lobby	U.C. Reservation Desk Sandi Piazza	8-4163	<a href="mailto:sjc4@lehigh.edu">sjc4@lehigh.edu</a>	
<b>University Center</b> Meeting/Dining Rooms 2nd floor lobby	U.C. Reservation Desk Sandi Piazza Carol Hill	8-4163	<a href="mailto:inscf@lehigh.edu">inscf@lehigh.edu</a> <a href="mailto:sjc4@lehigh.edu">sjc4@lehigh.edu</a> <a href="mailto:cah5@lehigh.edu">cah5@lehigh.edu</a>	
President's Dining Room - (U.C. Tower Room)	Lydia Benjamin	8-3155	<a href="mailto:lnb2@lehigh.edu">lnb2@lehigh.edu</a>	Located next to the Asa Packer Dining Room. Seats five comfortably.
Student Dining Areas	Approval by Food Services Reservation required from U.C.	Food Services – 8-4166 U.C. - 8-4163	<a href="mailto:indsv@lehigh.edu">indsv@lehigh.edu</a>	
<b>Zoellner Arts Center</b> Interior	Scheduling Office Mount Allen	8-5654	<a href="mailto:mva206@lehigh.edu">mva206@lehigh.edu</a>	
<b>Asa Packer Exterior Campus</b> Franz Plaza, Library Drive, U.C. Lawn, Leadership Plaza, Alumni West Lot, Sacred Grove, Karakash Plaza, Maginnes Lawn, Butz Plaza, Sculpture Garden, Asa Dr. Island, Wilbur Fntn. Area, Tamerler Courtyard	Sandi Piazza or Carol Hill	8-4163	<a href="mailto:inscf@lehigh.edu">inscf@lehigh.edu</a>	Special Reservation Form and Activity Permit for the City of Bethlehem required.
<b>Global Union</b>	Bill Hunter	8-4505	<a href="mailto:wdh3@lehigh.edu">wdh3@lehigh.edu</a>	
<b>Mountaintop Campus</b>				
<b>Iacocca Hall</b> Wood Dining Room, Tower Room, Governor's Suite, All Exterior Areas	Conference Services Laura Bachman	8-5306	<a href="mailto:lak204@lehigh.edu">lak204@lehigh.edu</a>	Request Alcoholic Waivers through Conference Services. Request needs prior approval due to the proximity of classrooms
Siegel Gallery	Laura Bachman	8-5306	<a href="mailto:lak204@lehigh.edu">lak204@lehigh.edu</a>	

<b>Classrooms</b>					
B013, B023, B0131, C002	Registrar's Office		8-3187	<a href="mailto:inrgs@lehigh.edu">inrgs@lehigh.edu</a>	Must fill out reservation form in Campus Calendar
<p><b>All events held in Iacocca Hall during non-operating hours (weeknights/Saturday/Sunday) require an Events Supervisor to lock/unlock the building.</b>  <b>This supervisor is scheduled by the Conference Services Office.</b></p>					
<b>Athletic Facilities</b>					
Goodman Field, Sayre Park	Greg, Schulze Director of Athletic Facilities		8-4306	<a href="mailto:gjs3@lehigh.edu">gjs3@lehigh.edu</a>	Activity Permits for the City of Bethlehem are the sponsoring organization's responsibility. Fax your completed form to Athletics at 8-6597.
Rauch Fieldhouse	Allen Biddinger		8-3397	<a href="mailto:afb2@lehigh.edu">afb2@lehigh.edu</a>	
<b>Stabler Arena</b>	Richard Fritz		8-3770	<a href="mailto:rhf1@lehigh.edu">rhf1@lehigh.edu</a>	
	Ryan Umholtz		8-3770	<a href="mailto:rtu208@lehigh.edu">rtu208@lehigh.edu</a>	

## Campus Services

<b>Building Maintenance and Setup</b>					
Facilities Services	Donna Szczepanski		8-3970	<a href="mailto:infac@lehigh.edu">infac@lehigh.edu</a>	To submit a work order electronically visit <a href="http://www.lehigh.edu/~infac/work_requests">www.lehigh.edu/~infac/work_requests</a>
OneSource*	Jim Hantz		8-3765		* A workorder must be submitted to Facilities Services before contacting OneSource.
	Gino Vazquez		8-3939 (janitorial services)		
<b>Food</b>					
Dining Services	Claudine Sidney Catering Director		8-4512	<a href="mailto:cms408@lehigh.edu">cms408@lehigh.edu</a>	Provides catering for entire campus
<b>Grounds Maintenance</b>					
Brickman Group	Keith Kauffman		8-3657		
<b>Media Services</b>					
Media Center and Media Production	Elia Schoomer		8-3059	<a href="mailto:er01@lehigh.edu">er01@lehigh.edu</a>	Provides equipment--loans or rentals including laptop computers, VCR's & more.
<b>Parking Services</b>					
	Sharon Field		8-3893		
<b>Printing Services and Mailing Services</b>					
Printing	Jeff Schmoyer		8-3108	<a href="mailto:inpri@lehigh.edu">inpri@lehigh.edu</a>	
Designer	Julie Scheller		8-5407		

Mailing Services	Karen Mack Nicole Seifert	8-5402 8-5402	<a href="mailto:maildata@lehigh.edu">maildata@lehigh.edu</a>	
Rauch Business Center Printing	Cherie Schmoyer	8-6363		
<b>Publicity</b>				
Brown & White Press Releases	Business Office	8-4184		
External Relations Spotlight	Dina Silver Veronica "Ronnie" Blue	8-6656 8-5020	<a href="mailto:dis204@lehigh.edu">dis204@lehigh.edu</a> <a href="mailto:vah0@lehigh.edu">vah0@lehigh.edu</a>	Only those events open to the public.
<b>Security and Traffic Control</b>				
University Police	Chief Edward Shupp	8-4200	<a href="mailto:inlpd@lehigh.edu">inlpd@lehigh.edu</a>	
ALERT (student emergency medical team)(no transport)				
<b>Transportation Services</b>				
Bus and Van Service Car and Truck Service	Sharon Field Betsy Peffer	8-4410 8-4410	<a href="mailto:intransp@lehigh.edu">intransp@lehigh.edu</a>	
<b>Volunteer Assistance</b>				
Alpha Phi Omega (APO)		8-0070	service fraternity	