

## Available Event-Related Services at Dalton State College

**Catering:** State the source of the food that will be served and/or what the food item(s) will be. Note: Aladdin is the required caterer for on-campus events. See **Food Services** below.

**Climate Control:** Specify heat, air conditioning or specify degree setting for the room(s) especially if the event is before or after usual weekday business hours or on weekends.

**Custodial:** State whether there will be food served and/or name any particularly messy activity that will be a part of your event so that there will be extra custodial care given to the room afterwards.

**Electrical:** Request use of electricity for lights and other uses in event locations before or after regular business hours OR power needs that require drop cords for additional electrical outlets or above average amps and volts. Stipulate the specific amp and voltage requirements if above average and the specific location for the cords.

**Event Setup:** Request a podium, additional food service and/or registration tables, number of extra trash cans, room set-ups for Eddie Miller or Brown 105, and room access before or after regular business hours on weekdays or anytime on weekends. **Give specific instructions for where** you want requested items to be placed verbally in your request or by submitting a drawing. For custom set-up or complicated setup, please submit a drawing to the Event Management Coordinator, Phyllis Jordan, at [pjordan@daltonstate.edu](mailto:pjordan@daltonstate.edu) or in Campus Services, Pope 124.

**Food Services:** Indicate whether food will be served and if Aladdin will be the caterer (required for campus events). Aladdin can be reached by calling 706-272-4461 or by email at [catering@daltonstate.edu](mailto:catering@daltonstate.edu). Indicate specifically where the food/drink service tables should be located. Completion of the Food Safety Form is required for all events at which food or drink is served. The food safety form can be found at <http://dscweb.daltonstate.edu/campus-events/index.html> or by contacting the Event Coordinator, Phyllis Jordan at [pjordan@daltonstate.edu](mailto:pjordan@daltonstate.edu)

or 706-272-4493. The completed form should be sent to Paul Tate and Phyllis Jordan.

**Grounds:** Request mowing or other grounds keeping services for outdoor events or building exteriors when expecting external event guests especially.

**Security:** Indicate that Public Safety will need to provide building access if the event occurs outside of regular business hours during the week or on weekends. Reserved parking may also be requested. If the building is closed when you arrive, contact Public Safety at 706-272-4461 for assistance.

**Information Technology:** An event technician may be requested for set up and break down of the event or/and to assist for the duration of the event. Assistance provided consists of supplying a Guest PC login or use of a work station to access the projector in a room and guest wifi. A/V setups and portable sound system are available in some non-classroom locations. Technical assistance must be requested and is required for the duration of any events in Memorial Goodroe Auditorium, opening in early 2019. A checklist of technical services is available at <https://www.daltonstate.edu/skins/userfiles/files/Technical%20Assistance%20Request%20Form.pdf> You may wish to complete this checklist and send it to [pjordan@daltonstate.edu](mailto:pjordan@daltonstate.edu) in addition to completing the School Dude form.

**Other Needs:** This text section is for requesting anything not included in the above categories or for special notes about the event.