



## EVENTS Planning Procedure at Emily Carr University of Art + Design

Planning an event, lecture or conference? Here are the required steps and important contact information you need to ensure your event runs smoothly and is a success.

### As soon as possible or at least **THREE (3) WEEKS** prior to your event...

- 1 Determine Budget and scope of your event and secure authorization and event budget from your Dean/Departmental Head. If you require assistance in determining event costs, the Facilities or Events team can help to advise.
- 2 Contact Facilities to place a hold on a suitable room and provide a briefing of your event. Obtain the Internal Event Request form prior to or at this step to begin acquiring the required signatures.
- 3 Complete the Internal Event Request form and ensure ALL required signatures are collected. You can receive this form from [fclerk@ecuad.ca](mailto:fclerk@ecuad.ca) or by visiting the Facilities Office, Room D2351 between 8:30am to 4:30pm, Monday to Friday.

### At least **TWO (2) WEEKS** prior to your event...

- 4 The completed Event Request form **MUST** be submitted to Facilities. *If this is not achieved within the time frame, we may not be able to accommodate your event.*

Your completed Event Request will require varying degrees of consultation and approvals from the VP Academic Office, President's Office, Johnson Control (JCI), Collaborative Technologies + Media Resources, Facilities and University Advancement: Events. Please allow adequate time for these areas to process your Request.

- 5 Facilities will confirm your event and room booking.
- 6 No changes to the Event Request shall be made after the two (2) week time frame prior to the actual date of the event.

### EMILY CARR CONTACTS

Collaborative Technologies + Media Resources Contact | [jbrennan@ecuad.ca](mailto:jbrennan@ecuad.ca)

Communications Contact | [communications@ecuad.ca](mailto:communications@ecuad.ca)

Design (Brand Standards, Logos, etc.) | [www.ecuad.ca/about/news-and-media/graphic-standards](http://www.ecuad.ca/about/news-and-media/graphic-standards)

Events Contact | [events@ecuad.ca](mailto:events@ecuad.ca)

Facilities Contact | [fclerk@ecuad.ca](mailto:fclerk@ecuad.ca)

JCI Contact | [jeetendar.amritsar@jci.com](mailto:jeetendar.amritsar@jci.com)

President's Office Contact | [mennell@ecuad.ca](mailto:mennell@ecuad.ca)

Vice-President Academic Contact | [chewitt@ecuad.ca](mailto:chewitt@ecuad.ca)