Events 101: How to Plan an Event at Mount Holyoke College

This handbook was developed to assist staff and faculty as they organize lectures, readings, panel discussion, symposia, workshops, meetings, film screenings, conferences, and other events on the Mount Holyoke campus. Students should use the Rules and Tools guide on the Student Programs Web site.

Event planning doesn't have to be stressful or overwhelming. This handbook gives a general overview of the time and planning it will take to make your event successful. These are general guidelines and do not necessarily cover all of the required details of a particular event. Conference & Event Services is happy to assist at any point in the event planning process.

Conference & Event Services

Conference Services
Summer camps and conferences, and events for external clients

conference@mtholyoke.edu
(413) 538-2333

Event Services
Campus department or student organization-sponsored events

eventservices@mtholyoke.edu
(413) 538-2153
Events 101: How to Plan an Event at Mount Holyoke College

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Simple Meetings and Small Private Events (SPE’s)

A simple meeting or small private event is a private event of less than 50 people that requires only a location to meet. It is open to invited guests only, so there is no need to post it on the MHC Events Calendar or Five College Calendar. There is no need for event services of any kind, such as media, catering, or equipment from the Facilities Management stockroom. All simple meetings and small private events must be sponsored by a campus department or registered student organization.

Conference & Event Services requires 2 business days advance notice for a campus space reservation for simple meetings and small private events. Please use the Campus Space Request Form on the Event Services Web site to make your request:

http://www.mtholyoke.edu/go/events

You can see a list of the spaces that Conference & Event Services reserves on our Web site, or on page X of this handbook.

The Blanchard Campus Center has a number of meeting rooms that are in high demand. These rooms are not mediated spaces (no computers, projectors, projection screens, etc.). If you require media of any kind for your meeting, be sure to request a room that is equipped with the media that you need. Details about the spaces that Conference & Event Services reserves can be found on our Web site, or on page X of this handbook.

Student organizations are not required to complete an Event Registration Form for simple meetings and gatherings.

Academic Film Screenings and Exam Reviews

Faculty may reserve classrooms for film screenings and exam reviews related to their academic classes. There is no need to contact the Registrar to do so. Instead, please make your request with Conference & Event Services at least 2 business days in advance. Please use the Campus Space Request Form on the Event Services Web site to make your request:

http://www.mtholyoke.edu/go/events

If you are making a last-minute request, please call Conference & Event Services directly to inquire about availability at 413-538-2153.

If you need assistance with a film screening, please contact Media Services in LITS at av-d@mtholyoke.edu or x3162. Arrangements can also be made via the Video Request Form is available at:

http://www.mtholyoke.edu/lits/8298.shtml
Pre-Planning Considerations

Before you begin planning an event, consider the following questions. They will help you to develop a framework that will guide you during the planning process. Identifying the answers to these questions will also reduce planning errors and make your event a success.

Set the Event Goals
- What are you trying to achieve for your organization/department?
- What are you trying to achieve for your audience?

Identify Your Target Audience
- Who are you trying to reach?
- Do you have a defined audience that is established?

Set the Tone for Your Event
- What is the most effective environment in which to convey your message? Consider:
  - Physical location, size of room (not too big or too small)
  - Layout of the room, type of furniture, type of setting
  - Atmosphere—formal or casual?

- What is the most appropriate date for your event? Consider:
  - National, state, local and religious holidays
  - National, state, local and campus major events
  - Academic Calendar
  - MHC Events Calendar
  - Calendars of your VIPs/Special Guests

Develop a Budget
- How much can you spend?
- Will this be a ticketed event, and if so, will ticket prices cover costs?
- Decide up front where you are willing/able to economize and where you want to focus the bulk of your financial resources.
- A well-thought out budget will include the following, where applicable:
  - Any required labor (technical, custodial, security, parking, facility set-up, etc.)
  - Rental of any needed equipment
  - Food and beverage costs
  - Speaker/presenter fees (don’t forget travel, lodging, transportation)
  - Printing costs (invitations, posters, letters, programs, certificates, etc.)
  - Media Advertising
  - Postage Costs
  - Decorations, favors, gifts for presenters/special guests
  - Photographer and photos
Event Services

Now it is time to start coordinating your event. The Event Services office is here to help! We act as the liaison between campus service departments and the greater campus community. We reserve campus spaces and coordinate services for events, such as media and Facilities Management needs. The Event Services Office also provides publicity for events by posting to the MHC Events Calendar and Five College Calendar.

Request a Campus Space
Event Services is responsible for reserving most (but not all) campus spaces for events. For a complete list of the spaces that we can reserve, see the Campus Space Inventory on our web site, under “Event FAQ’s and Docs.” The Campus Space Inventory will also list other commonly requested spaces, and the departments responsible for reserving them.

www.mtholyoke.edu/go/events

Event Services receives roughly 150-200 requests for space and services every week. For this reason, we ask that you contact us at least three weeks in advance for complicated events, and at least a week in advance for simple meetings and gatherings. Please use the Campus Space Request Form to reserve a space (see page 10) and allow 2 business days after you make your request to receive confirmation of your reservation.

Set-up Needs
If you need to reconfigure the existing furniture in a space, or if you would like to request additional furniture or equipment, make your request with Event Services by sending your request to eventservices@mtholyoke.edu (please do not contact Facilities Management).

Some common equipment requests include:

- Tables
- Folding chairs
- Podium
- Trash Cans

Most campus spaces have fixed configurations. In locations where custom configurations are available, charges may apply for any room set-up and/or equipment requested. For all requests, you must provide a campus account number. All equipment is subject to availability. Please allow a minimum of 14 business days prior to your event to coordinate these services.

Media Needs
If you need a technical assistant to set up or monitor your event, or if you need to make use of the existing media equipment in a room, make your request with the Event Services by sending an email to eventservices@mtholyoke.edu. Event Services will work together with Media Resources to staff your event as necessary and make sure the equipment is ready for use.
Some possible media needs include:
• Computer projection for a presentation
• Table microphones for a panel table
• Video projection for a film screening

If you need to borrow specific equipment that does not already exist in the space you plan to use, such as a video camera or laptop computer, you must arrange to pick it up from the Media Resources office in LITS. Please make your request directly with Media Resources via the Media Equipment Request Form at:

http://www.mtholyoke.edu/lits/8299.shtml

If you are unsure of exactly what you need, just let the Event Services Coordinator know as much as possible. We will work with Media Resources to meet your media needs.

All equipment is subject to availability. Please allow a minimum of 14 business days prior to your event to coordinate these services.

Custodial Services
Event sponsors are held responsible for basic “community consideration” clean-up, including removing all decorations, returning any furniture that you moved without the assistance of Facilities Management to its original configuration, removing any large trash items, and leaving the facility ‘generally picked-up,’ with trash in appropriate barrels.

Additional professional custodial clean-up is mandatory for certain events depending on the nature of the event (attendance, location, time and day, food and beverage, etc.). Facilities Management cleans all campus spaces on a regular custodial schedule. However, if clean-up of your event is beyond the scope of the regular custodial schedule, your campus account number will be charged for the additional cleaning hours.

Advertising Your Event
There are many ways that you can advertise your event to the Mount Holyoke Community, the Five College Community and the general public. This section covers options available through Event Services and other campus departments.

MHC Events Calendar
The MHC Events Calendar is a web-based view of events taking place on the Mount Holyoke campus and sponsored by Mount Holyoke College departments or student organizations.

www.mtholyoke.edu/go/calendar

Event Services is the primary department responsible for the MHC Events Calendar. Most of the events on the calendar are posted by Event Services.
To post your event to the MHC Events Calendar, send the following event details to eventservices@mtholyoke.edu:

- Date
- Start Time and End Time
- Title
- Location
- Publicity Description
- URL
- Admission Fee (Free or Cost)
- Sponsor

The home page of the Events Calendar shows Featured Events as well as the events of the current day. The calendar views that comprise the entire Events Calendar are listed in the left column. You may select one of these calendar views to see events displayed on those particular views of the calendar, such as Lectures & Symposia or Arts & Entertainment.

The Events Calendar is also searchable. You may search for events that contain a particular word or focus the search on certain kinds of events. The web calendar has the notion of event types, which are additional searchable tags. Some of the event types are athletics, dance, music, film, etc.

The Events Calendar is viewable by Mount Holyoke and outside users alike.

While the Event Services office is the primary manager of the MHC Events Calendar, other Calendar Managers also have access to post events to the calendar. Typically the other Calendar Managers are those who post events that take place in the spaces that only they have the ability to reserve. For example, the Career Development Center has access to post CDC events that take place in their own conference room.

Another exception is the Featured Events view of the calendar. This view includes events that have been featured by the Communications department, typically because they have written a related article on the News & Events page. Communications informs Conference & Event Services whenever they plan to feature an event in the Featured Events view. If you have a question about featuring your event, please contact the Communications Department.

**Five College Calendar of Events**

The Five College Calendar of Events lists educational, cultural, and sporting events taking place at Amherst, Hampshire, Mount Holyoke, and Smith Colleges, and the University of Massachusetts Amherst.
It lists activities that are sponsored by bona-fide campus organizations and groups and are sited at one of the campuses. Conference & Event Services can post events that are taking place on the Mount Holyoke campus to the Five College Calendar of Events.

To post your event to the Five College Calendar of Events, send the following event details to eventservices@mtholyoke.edu:

- Date
- Start Time and End Time
- Title
- Location
- Publicity Description
- URL
- Admission Fee (Free or Cost)
- Sponsor

Announcements

Announcements are messages added to one or more of the Web gateways (For Students, For Faculty/Staff, For Parents and For Alumnae) on the Mount Holyoke College Web site. Announcements for the Web gateways must be related to College business and originate from a department or official student organization. For more information about Announcements, visit one of the Web gateways from the MHC home page, and click “Add an Announcement.”

News & Events

News & Events is a page on the Mount Holyoke College Web site that is maintained by Communications. It is a collection of news stories related to the Mount Holyoke community. For more information, visit the News & Events page at:

www.mtholyoke.edu/go/news

Web sites

If you post details about your upcoming event on your department or student organization web site, be sure to provide Conference & Event Services with the address. We can link your postings on the MHC Events Calendar or Five College Calendar to your web site.
Food and Beverage
If you plan to provide food and/or beverages to your guests, there are different options available to you on campus. Keep in mind when planning your event that some venues are not appropriate for food service.

Catering
If you are planning to cater your event, be sure to contact the caterer as soon as possible to make the necessary arrangements.

Willits-Hallowell Catering
The Willits-Hallowell Center specializes in providing the highest quality food and beverage service for all events, both at the Center and at other locations on campus. A minimum 10 business days notice is required. For more information including catering menus, please visit their web site at:

www.mtholyoke.edu/go/willits

Blanchard Café Catering
All catering for events in the Blanchard Campus Center is provided by the Blanchard Café. For more information, please visit the Dining Services web site at:


Off-campus Caterers
Foods served by a local commercial food caterer are subject to catering and contracting rules and must be approved by the Director of Willits-Hallowell (Events Services).

Willits and Blanchard provide their own catering for private events; due to licensing restrictions outside caterers may not be used at these venues.

Bake Sale/International Food Fair/Festival Policy

Reason for Policy:
The College is required by MA Sanitation Laws to regulate the service and sale of food on its campus, to be in compliance with the law. Students and student groups do not have any exceptions under these regulations.

Policy applies to:

- Any food sold to the public, including the general student / faculty / staff population. This includes foods provided at events where there is a cover charge at the door.
• The Policy does not apply to private dinners of small groups of friends or colleagues (e.g. dinner prepared and served in a house kitchenette), student club or cultural house activities that are only for that club or group members and their guests (e.g. the Glee Club has an ice cream sundae party) and the foods are not for sale.

Please review the policy and details, please visit the Risk Management web site:

http://www.fivecolleges.edu/sites/riskmgmt/bakesale/

Public Safety
Services requested of Public Safety should be essential to furthering the educational mission of the College, (events that are required to fulfill course requirements, events vital to the intercollegiate athletic program or events that are an intricate part of the College's extracurricular program); or support the College’s enterprises.

Services requested of Public Safety that meet the criteria above and can be provided without additional staffing will normally be provided without a fee. Services that require additional overtime staffing, such as event security or parking direction, will typically require a fee. Since it is crucial to the safety of the College Community that Public Safety personnel be available for emergency response, as well as providing continuing patrol presence, any task beyond ten minutes must be requested in advance, (at least 14 business days prior to the event), and will require a fee.

Event Parking
If the event is after 5:00pm or on a weekend, visitors may park in any faculty or staff parking space. If visitors will require parking on campus between the hours of 7:00 am and 5:00pm Monday - Friday, you must contact the Parking Office at x2514 to make the necessary arrangements. There are a very limited number of 2-hour visitor spaces are available to guests which do not require registering your vehicle.

Lodging
If your guests require lodging, there are a limited number of guest rooms available on campus at the Willits-Hallowell Conference Center. Make a reservation well in advance by calling x2217.
Event Planning Tools

Campus Space Request Form
The Campus Space Request Form is designed to streamline the process for requesting campus space for events. Any Mount Holyoke department or registered student organization representative who is planning a meeting or event at Mount Holyoke College should use this form to request space. The form is available on the Conference & Event Services Web site at:

www.mtholyoke.edu/go/events

EMSPPlan
The EMSPPlan website was created to give campus planners a central location to view a comprehensive list of scheduled events on campus regardless of their status; and to help departments plan future events. The site also provides photos and features for all spaces that can be requested from Conference & Event Services. No login is required to view space photos and features. A login is required to search for available space on campus. For more information, visit the EMSPPlan web site at:

www.mtholyoke.edu/go/emsplan

or contact Conference & Event Services at eventservices@mtholyoke.edu.

Campus Space Inventory
The Campus Space Inventory is a pdf document at lists all campus spaces and the departments responsible for reserving them. This is particularly helpful if you are trying to request a space that Conference & Event Services does not reserve. The inventory is available on the Conference & Event Services Web site under “Event FAQs and Docs.” Visit:

www.mtholyoke.edu/go/events
## Event Planning Timeline & Checklist

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<td>Events Needing Services (ie: set-up, media, etc.)</td>
<td>15 days – 1 year in advance</td>
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<tr>
<td>Simple Meetings (no services required)</td>
<td>2 days – 2 months in advance</td>
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- Determine preferred event date, time (including space access time) and location as well as alternate dates, times and locations.
- Submit your request to Conference & Event Services

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### 30 days – 6 weeks in advance of event

- Finalize budget for event and secure funds.
- Contact Conference & Event Services to discuss event details.
- Confirm speakers.
- Create and/or gather information for handouts.
- Identify target audience, devise advertising plan and create advertising materials.
- Invite attendees and/or guests.

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### 2-4 weeks in advance of event

- Advertise event, including MHC Events Calendar and Five College Calendar, when applicable.
- Determine the room set-up, and send diagram and equipment request to Conference & Event Services.
- Determine Media needs (be sure to ask each speaker what they might need), and submit your request to Conference & Event Services.
- Determine the food service/catering menu with caterer.
- Determine additional services needed, such as parking, security, name tags, signage, transportation needs, etc. Discuss your needs with Conference & Event Services, so they can help if possible.
- Copy and collate all handouts.
- Make travel arrangements for speaker(s) if necessary.
- Develop seating chart, if necessary.

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### 3 days in advance of event

- Confirm room set-up, media, and all other equipment needed.
- Finalize registration/attendee list.
- Confirm your own staff schedule
- Provide caterer your guarantee food number
- Ensure that speakers/guests have directions and parking information.
Frequently Asked Questions

What is considered an event?
Anything that is not a regularly scheduled academic class, such as a public concert or lecture, is considered an event. This includes film screenings, tutoring sessions, meetings, and anything that is not scheduled through ISIS.

Should I ever contact the Registrar to reserve a classroom for my event?
The Registrar reserves classroom spaces for regularly scheduled academic classes only. If you need to use a classroom for anything other than a scheduled academic class such as a film screening, tutoring session, meeting or lecture you should make your request with Conference & Event Services.

How do I request a campus space for an event?
To request a campus space that is reserved by Conference & Event Services, please use the Campus Space Request form located under “Reserve a Space” on the Event Services Web site at:

www.mtholyoke.edu/go/events

Who can use the Campus Space Request form?
Any Mount Holyoke department or registered student organization representative who is planning a meeting or event at Mount Holyoke College that meet the set deadlines. Those who are not affiliated with a Mount Holyoke department or student organization should contact Conference & Event Services directly at 413-538-2333 or conference@mtholyoke.edu.

Can I still request space by phone or email?
The purpose of the Campus Space Request Form is to streamline the process for requesting campus space for events. As the College has seen the number and complexity of events grow, so has the demand on the resources of Conference & Event Services. Using this form to make your request will ensure that we respond to you as quickly and efficiently as possible. Requests made by phone or email may end up at the back of the queue.

What is a private event?
An event that is open to invited guests only and will not be publicized in any way is a private event. Examples include department or student org meetings, film screenings related to a class, or a private reception for invited guests.

What is a public event?
Any event that will be publicized in any way (flyer, calendar posting, etc.) is considered a public event. Examples include a public concert, theatrical performance, or lecture open to the Mount Holyoke community and/or the general public.
Frequently Asked Questions (continued)

What is considered a business day?
A business day is any day that Conference & Event Services is open for business—Monday through Friday, 8:30 a.m. to 5:00 p.m. Forms submitted after 5:00 p.m. fall on the next business day.

According to the criteria outlined in the instructions, I cannot use the Campus Space Request form. Why?
Conference & Event Services needs enough lead time to process your request along with all of the other requests for space. If your event is less than 2 business days in advance, we may not be able to process your request in time. Please call 413-538-2153 to see if it is still possible to make a reservation at this late date.

All events must be sponsored by a campus department or registered student organization. Those not directly affiliated with the college should send an email to conference@mtholyoke.edu or call 413-538-2333 for more information.

How do I request services for my event?
Once you receive the email confirmation, you should begin a dialogue with Conference & Event Services about your service needs. Send an email to eventservices@mtholyoke.edu or call 413-538-2153.

When I submitted my Campus Space Request form, I got a message warning me that event services may not be available. What does that mean?
Conference & Event Services needs enough lead time to process your request and secure the necessary services for your event. These services include heating/air conditioning, building and room access, media services, room set-up/clean-up, equipment delivery, and calendar postings. If your event is less than 14 days from now, we may not be able to provide the services you will need. We will start a dialogue with you about the options when we reply with your reservation confirmation.

I don’t see the location that I want to reserve in the Campus Space Request Form. What should I do?
The form should be used to request any of the spaces that are reserved by Conference & Event Services. If you do not see a location in the drop-down menu, it is not reserved by Conference & Event Services. Please refer to the Campus Space Inventory for the contact information of the department that reserves the location you need.

What is EMS?
Event Management System (EMS) is the software used by Conference & Event Services and other departments to schedule space on campus for events.
Frequently Asked Questions (continued)

Why was the EMSPlan website created?
The EMSPlan website was created to give campus planners a central location to view a comprehensive list of scheduled events on campus regardless of their status; and to help departments plan future events. It can be found at:

www.mtholyoke.edu/go/EMSPlan

Can anyone have access to EMSPlan?
Certain areas of EMSPlan are accessible by the public, including photos and features of spaces that are reserved by Conference & Event Services.

The list of scheduled events is available only to those with a login. Currently, specific planners have been given rights to view this information. Some of it is confidential, private, or tentative. This information is privileged and is for planning purposes only. It should not be shared.

What types of events are listed on the EMSPlan Website?
All reservations made through EMS, the event management software used by Conference & Event Services, are listed in “Search Events” and "Search Reservable Space."

Regularly scheduled academic classes appear as "private" under "Search Reservable Space."

What is a status and where will I see it?
Reservations are assigned a status when they are reserved. Statuses determine whether a reservation is tentative, private, confirmed, needs details, public (therefore posted on Events Calendar), etc.

The status of an event is found under the “Search Reservable Space” in the toolbar. Once you search a location and see the grid, if you position your mouse over one of the reservations you will see the status in the tool tip. Please note that tentative events will become defined as details become clear.

What is the tool tip?
The tool tip is the box that will appear when you position your mouse over a reservation in the grid. It provides more information about the reservation, including its status.

If a room appears available, what is the next step?
Use the Campus Space Request form to request the space that you need, and wait to receive confirmation of your reservation. Never assume a space is available until you have made your reservation. Since requests are received throughout the day, what appears available today may not be tomorrow.
Frequently Asked Questions (continued)

How can I be sure that other events won’t compete with mine (same day & time)?
You can do your best to choose the best possible day/time for your event at the time of
you request space but keep in mind that other events may be added to other venues as
requests are made.

How is EMSPlan different from the online MHC Events Calendar?
EMSPalan was designed for planners to have an inside look at all scheduled events. The
MHC Events Calendar posts public events only.

Where can I find the MHC Events Calendar?
http://www.mtholyoke.edu/go/calendar or use the “Calendar” link located on the MHC
home page.

What is the MHC Events Calendar?
The MHC Events Calendar offers a comprehensive listing of public campus events, with
detailed information about each event. It is populated nightly with events that have been
scheduled into reservable campus space through the College’s event management
software known as EMS. It is also populated directly (immediately) by event calendar
managers who are authorized to post events taking place in private spaces.

What are some of the benefits of the MHC Events Calendar?
• Improves communication and enhances the sense of community via a centralized
  source of event information
• Supports a number of separate calendar views and links for various departments and
  areas of interest
• Calendar views can be selected individually or all events may be viewed at once.
• Is accessible via the web from both on- and off-campus
• Serves as a focal point for all event and event-related information
• Users can subscribe to calendars or specific events and receive email reminders and
  change notifications

What types of events are posted on the MHC Events Calendar?
A broad spectrum of public events are included, ranging anywhere from faculty lectures,
to readings by well-known authors, to events sponsored by student organizations. Please
keep in mind that some events, such as tentative and private events, will not be posted.

Why are event titles in different colors?
By default events titles show up in blue, but other events that are special dates, are
shown in different colors to differentiate their purpose.

• Events titles shown in red are College holidays and are shown on every calendar no
  matter what view you select.
Frequently Asked Questions (continued)

- Events titles shown in green are Academic Calendar entries and are shown just on the Academic calendar and when viewing all events.
- Events titles shown in lavender are religious holidays and are just shown on the Religious Life calendar and when viewing all events.

Also, events with a red, right-facing arrow after the time indicate that that event spans into the next day.

What are the Day, Week, Month, Year tabs?
These tabs allow you to change the format of how events are shown. The default is the Month tab except for events shown on the Featured Events calendar, which defaults to the Year tab.

What are the List View and Grid View links?
The List View shows a listing of events for a calendar(s) sequentially on the page. For example the Featured Events calendar view defaults to List View.

The Grid View shows events in monthly (the default) calendar format. All calendar views except Featured Events are shown in Grid View.

How do I navigate back to the main MHC Events Calendar page?
From any Calendar View, click “MHC Events Calendar home page” just below the black menu bar on the page within the calendar view.

How can I search the MHC Events Calendar?
From the MHC Events Calendar home page, click “Search Events Calendar.” This allows you to search across multiple calendar views with a few more options for searching. The search result will display below the search criteria and then you can navigate to that event by clicking on it.

If you are in a calendar view, you can click Search in the black menu bar. You can also do a keyword search on the page by entering it in the Keyword field and clicking the Go button, which will find events with that keyword in the title or in the description. To remove the filter applied by the keyword search, you need to remove the value in the Keyword field and click the Go button.

Events are categorized into General Events and Special Dates. A General Event is an event with a specific time and location. A Special Date is a college holiday, religious holiday, or Academic Calendar entry. Doing an advanced search on the General Events will allow you to navigate to the specific event returned in the search result by clicking on the Event Title for that event. When searching Special Dates, the title is listed, but you can't navigate to it as there is no description.
Frequently Asked Questions (continued)

What kind of features does the MHC Events Calendar offer?
Printing and emailing an event to someone are standard, commonly known features. Less well-known features worth noting are listed below.

Reminders
If you're interested in receiving an email reminder about an event, click to see the details of that specific event and then click on the Remind me link on the right. The reminder can be set to a preset time before the event starts, ranging from 15 minutes to 2 weeks.

Calendar Subscriptions
You can subscribe to a calendar view and receive email notification if events are added, modified, or deleted from a calendar view. You receive a digest of the changes around 6:00 a.m. each day. To subscribe, navigate to a calendar view (e.g., Health & Wellness) and click on the Subscribe link on the upper right. You can then subscribe to one or more calendars and then choose to receive notifications for new events, event changes/cancellations, or both.

Add to Personal Calendar
The MHC Events Calendar supports adding events to a personal calendar (e.g., Apple's iCal, Google Calendar, Microsoft Outlook) by supporting the iCalendar standard for calendar data exchange.

RSS (Really Simple Syndication)
RSS feeds have been set up for each calendar view (e.g., Featured Events) and each can be subscribed to where desired. Keep in mind that only these browsers support RSS (e.g., Firefox, Internet Explorer 7.X, Netscape, Safari) at this time.

What is the status of MHC Happenings?
MHC Happenings is no longer in print. The events that would have been posted on MHC Happenings are now posted on the MHC Events Calendar online. Please continue to let the Conference & Event Services know if you want your event listed.

Are there any known problems or issues with the MHC Events Calendar?
Using the Calendar dropdown list to list to navigate to a calendar view does not show the Featured Events pictures when selecting All Featured Events. Choosing Featured Events instead will display the pictures. This is a known bug within the software.

Some events will display more than once when viewing all calendars or calendars in which the same event is listed. It doesn't occur often, but it's another known bug with the software.

The software vendor has been informed of these issues and we expect a solution to these problems in a future release.
Frequently Asked Questions (continued)

What are the priority levels for reservations?
Before any reservations are taken, the Academic Calendar must be set by the Registrar. Once that is set, Conference & Event Services will start taking reservations for events. Special and Annual events (such as Orientation and Commencement) are reserved two years in advance, though academic classes always have priority in academic spaces. Student Annual events are reserved via the Office of Student Programs once the Special and Annual events are in place. After that, reservations are taken on a first come, first served basis. The only exception is academic spaces, which cannot be reserved on a first come, first served basis until the class schedule has been assigned for that particular semester.

Do I have to reserve outdoor spaces?
Yes, outdoor spaces must be reserved just as indoor spaces. When planning an event in an outdoor space, be sure to make a rain plan. You should either set a rain date or a rain location for all outdoor events.

How do I reserve a vendor table in Blanchard?
The vendor tables in the Blanchard Campus Center are reserved by the Office of Student Programs. Contact them to make a reservation at x2478.