

HBU FACULTY & STAFF EVENTS CHECKLIST

Required Steps

1. Request Event in Astra

- o Astra is the master scheduling software system, and can be found on the HBU Portal. Select the "Ad Astra" calendar icon and log into Ad Astra.
- o Request your event.
 - f You must submit your request at least 72 hours prior to your event.
 - f For any event that must be scheduled less than 72 hours prior to your event, you will receive a Confirmation Email from Astra.

- o You will receive one of the following responses within 48 hours of submitting your request in Ad Astra:
 - f Event approval
 - f A request for more details
 - f Event declined

3. Set Up Form

- o If you require anything in the space where your event will be held other than what is already permanently in that space, you will be required to turn in a [setup form](#) to the Office of University Events & Conferences. Common requests are tables, chairs, podiums, etc.
 - f Please note that there are specific forms for [Belin Chapel](#), [McNair Hall with A/V needs](#), [McNair Hall without A/V needs](#), [Dunham Theatre](#), and the [Bradshaw Fitness Center](#). The [General Setup Form](#) should be filled out for events scheduled in any other room that require a setup.
 - f All of these forms can be found [here](#) as well.
- o If your event requires food service, you will be required to turn in a setup form for any necessary equipment preparation that is not permanently located in the space where your event will be held.
- o Due ten (10) business days prior to the event, please send your completed setup forms to formsintern@hbu.edu or drop them by

- o ARAMARK Higher Education Food Service has first right of refusal for all food service needs on campus. All catering equipment will be provided by ARAMARK. In addition, linens can be ordered through ARAMARK at \$10 per linen.
- o All catering or concessions must be provided by ARAMARK unless formal approval has been obtained by ARAMARK and shared with the Office of University Events & Conferences by emailing

12. CLW Credits

- o If your event might be able to provide students with Community Life and Worship, please contact Saleim Kahleh by emailing skahleh@hbu.edu or calling ext. 3485.

13. Decorations

- o To view a selection of decorations for varying events and sign them out, please contact the Office of University Events & Conferences by emailing eventsintern@hbu.edu by calling ext. 3047

14. Media in the Morris Cultural Arts Center

- o Any media requests in the Morris Cultural Arts Center must be coordinated in advance through the Office of University Events & Conferences by emailing eventsintern@hbu.edu or calling ext. 3047

15. Sponsored Events

- o If you are interested in sponsoring an event, you must complete the [inquiry form](#). Additionally, as the HBU representative, you must submit a detailed, formal, written request identifying how the sponsored group will benefit the institution as a whole to the Office of University Events & Conferences.
- o If you would like to sponsor an event, as the HBU representative, you are required to be fully involved and present for every portion of the sponsored group's event.
- o All sponsored groups must provide no less than 15 minutes for the HBU Admissions Department and/or other departmental representative to speak with the sponsored group's event attendees.
- o There will be fees associated with sponsored events, including police, custodial food services, equipment and media rentals, etc.

16. Changing or Canceling an Event

- o If you would like to change or cancel your event after going through steps, please fill out this [Change/Cancel Event](#) form, which can be found on the homepage of Ad Astra and the HBU Events website.

If you have any questions, please do not hesitate to contact the Office of University Events & Conferences!