

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 04-21

Section: Facilities and Services

Subject: Facilities - Event Support

Within the constraints of available equipment and staff, Facilities Management can provide logistical support for events requiring stages, podiums, tables, chairs and other items.

Event support is limited to official University functions funded by departmental budgets. Organizations that are not eligible for this support include social and honorary clubs, fraternities, and sororities. Event support services are charged to the requesting department on an IDT form.

PROCEDURES

1. Contact Facilities Management to confirm the availability of equipment and staff before scheduling the event.
2. An IDT must be submitted to Facilities Management to request these services.

Reviewed on 05/31/13.