

Event Planning Guide for students

A step-by-step guide to planning
successful events on Campus



Help at a glance

Consult
with a
Planning Expert

Space
Booking
Questions

Hosting
Conferences
on Campus

Catering &
Food Options

Ordering &
Serving Alcohol
at Events

Event
Registration
Software
(Grenadine)
Questions

concordia.ca/hospitality/event-planning.html

About the Event Planning Guide



Purpose of the Guide

This Event Planning Guide is designed to help you navigate the process of planning and hosting events at Concordia. It provides an overview of the key requirements, timelines, and services available to support you, from developing your event idea and booking space to coordinating services and preparing for event day.

Whether you're organizing a club meeting, workshop, fundraiser, networking event, cultural celebration, or conference, this guide will help you stay organized, understand your responsibilities, and avoid common challenges. Its goal is to make event planning less overwhelming by providing clear information, practical tips, and guidance on where to go for help throughout the planning process.

What You'll Find in This Guide

- 🔍 **Planning Your Event** Learn how to turn your event idea into a realistic plan by defining your goals, budget, audience, and timeline.
- 🔍 **Navigating Policies** Understand the approvals, reservations, policies, permits, and requirements needed for your event.
- 🔍 **Event Logistics** Find guidance on venues, room setups, audiovisual support, food, alcohol, and other event-related services.
- 🔍 **Pro Tips** Access practical tips, templates, checklists, and resources to help you stay organized throughout the planning process.



Why does planning an event at Concordia seem so complicated?

Honestly, because there are a lot more moving parts behind a successful event than most people realize at first. At Concordia, even a “simple” event can involve space bookings, security, cleaning, furniture setup, audiovisual equipment, food rules, accessibility requirements, permits, budgets, and multiple departments all working together behind the scenes. Universities are basically small cities, and events must work safely and smoothly within that environment.

The good news: you are not expected to know all of this!

The process gets much easier once you understand the basics and know who to contact for help. You are not alone!



A few things that make the biggest difference:

- Start earlier than you think you need to - know *all* your deadlines from the start.
- Keep your event simple, especially the first time. A well-organized, simple event is better than an ambitious, chaotic one.
- Work as a team, meet regularly, and make checklists.
- Don't try to do everything alone – ask for help or hire a Hospitality Event Coordinator for complex events.

Need help?

Hospitality Concordia

Consult online resources, send your questions to the event planning team or book a one-to-one discussion with an expert for more detailed planning help.

hospitality@concordia.ca

514-848-2424 ext. 4999

The Office of Student Life and Engagement (SLE)

supports Concordia's student unions, associations and clubs.

Don't forget: Student groups must register with the Office of Student Life and Engagement to access resources and host events on campus.

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01

Figure out your event idea



1.1 Defining your event

Before booking anything, ask yourself:

- What's the purpose of the event?
- Who is it for?
- How many people do you expect?
- What kind of experience do you want people to have?
- What's your budget?

1.2 Determining event goals and budget

Event Type	Who is it for?	Event Goal(s)
Networking Event	Engineering Students	Connect students with alumni and professionals
Social Event	All Students	Help people meet and have fun
Cultural Event	Concordia Community	Celebrate culture/community
Case Competition	Business Students Across Canada	Hands-on learning experience



Pro Tip: Use the questions above to help summarize your event idea in one clear sentence. You can reuse this description when booking space, submitting Work Orders, promoting the event, or asking for support.

Example: "A casual networking event for engineering students to connect with alumni and professionals."

02

Key timelines & deadlines



2.1 Planning timelines

At Concordia, Event Spaces and services book up *fast*. Weekend events also tend to cost more than weekday events, so planning ahead can save both stress and money. Be aware that there are important deadlines for booking spaces and requesting services, so the earlier you start planning, the better.

Event Size	Suggested Planning Time
Small Meeting	3-4 weeks
Workshop/Panel	4-10 weeks
Large, Multi-day Event	4-8 months

2.2 Important service deadlines

Service	Minimum Number of Working Days
Alcohol (waivers, SSP certification, orders, etc.)	15-20 days
Requesting an event space on MyEvents	20 days
Requesting a classroom on MyEvents	10 days
Work Orders to Facilities Management (FM)	10 days
Equipment Requests	10 days
Audiovisual (AV) and tech support	10 days
Permit for self-catered events with high-risk foods	30 days

03

Build your event budget





2.1 Building your event budget

A clear budget helps you make decisions on venues, catering, rentals, and services. Don't forget that event planning services, technical support, and cleaning may carry additional costs. Even free events have costs which could include some, or all of the following:

- Room rental
- Room set-up and cleaning
- Catering (food and drinks)
- Audiovisual (AV) and technical support
- Decorations
- Printing/Signage
- Security
- Guest speaker fees



2.2 Navigating the budget approval process

Before making any event-related requests, **your budget must be approved by your student association's Affiliate Approver.** To prevent delays, make sure they are aware of your planned event, and the budget has already been approved. You can check the list of registered student groups and their Affiliate Associations [here](#). For example, the Affiliate Approver for the Liberal Arts Society is the Arts & Science Federation of Associations (ASFA). The Affiliate Approver for the Student Music Club is the Concordia Student Union (CSU).

If you have more questions on how to approve your budget, you can reach out to the [Office of Student Life and Engagement](#) and your Affiliate Association.



Pro Tips:

- Use the **Budget Template** in the appendix to draft an approximate budget for your event – always remember to build in a contingency amount.
- Confirm your budget with your Affiliate Approver.
- Remember that **no budget confirmation = no reservation**

04

Understand the rules





2.1 University Policies

Policies matter. If your event includes food, alcohol, or minors, or if you're booking campus space, you are responsible for following all applicable university policies and procedures. Check the reservation email that you receive for more information or visit the [Policies, forms and waivers page](#).



05

Identify your event space





Amphitheatres



Atriums



Classrooms

5.1 Types of spaces at Concordia

There are three type of spaces that you can book on MyEvents at Concordia:

- Classrooms
- Event Spaces
- Kiosks

Event Spaces include spaces such as conference rooms, atriums, auditoriums, etc.

If you're not sure which space meets your event's needs, you can [browse spaces on MyEvents](#). (All students can browse spaces but only a student group's designated Booking Officer can [submit a request via MyEvents](#).)

If you can't find the space you're looking for on MyEvents, refer to the [Designated Space Administrators \(DSA\)](#) list for more information, or contact [Hospitality Concordia](#) for suggestions.

5.2 Choosing the right event space

When choosing a space, think about:

Venue capacity

How many people can a space hold? The number of people that can be in a space can change based on the room setup. For example, a cocktail/reception setup can host more guests than a banquet setup in the same space. You can find this information on MyEvents when browsing venues on campus. For safety reasons, it is important to respect the maximum capacity of each space.

Audiovisual (AV) equipment in the space

Does the space support the technical needs of your event? To avoid extra fees, it's best to choose venues optimized for your event type. For example, hosting a lecture in an outdoor venue will require additional equipment to be brought onsite in addition to hiring a technician for your event. These fees can be avoided if you host your lecture in a conference room or classroom instead.

Both MB-9 and RF conference centres include built-in AV equipment. [You can find the technical details of classrooms here.](#) See Section 8 for more information on how to submit a ticket for AV equipment or technical support with IITS.

Location

Which building and/or campus is best suited for your event?

Accessing your event space

What time can you access the space to begin setting up for your event? Who unlocks the space? Will your guests need special accommodations and accessible spaces? It's best to ask this question in your registration form to plan ahead.

Food and Alcohol

Is food and/or alcohol allowed in your chosen venue? Does this space include the amenities required for events with food and/or alcohol (kitchen, fridge, etc.)?

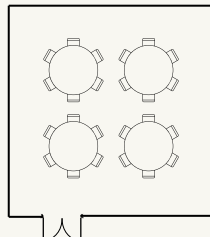


Pro Tip: Food is not allowed in Classrooms.

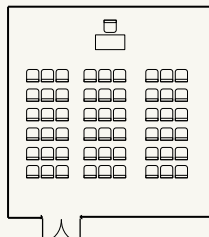
If you'd like to have food at your event, make sure to book an Event Space instead.

Room Setup

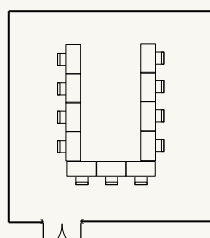
A room setup refers to the way a space is arranged, including furniture, equipment, and layout, to support the type of event or activity taking place. On this page you can see some of the most common room set-ups to consider when planning your event.



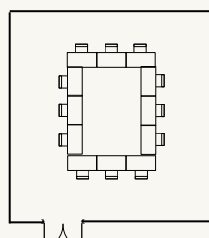
Banquet



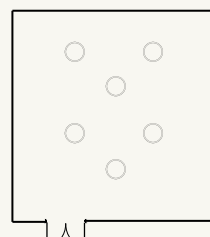
Theatre



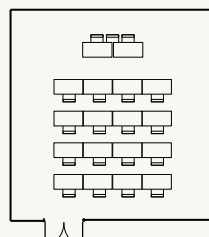
U-Shape



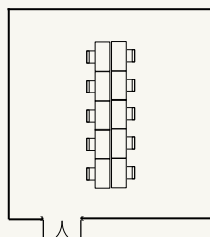
Hollow Square



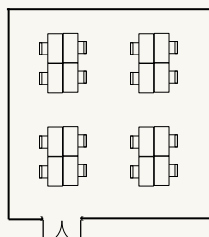
Reception



Classroom



Boardroom



Workshop

On-campus venues and classrooms often don't come with default room set-ups. In other words, furniture is not set up in the space permanently and can be re-arranged. These spaces include:

- The MB-9 Conference Centre
- The RF Conference Centre
- MB 2.130 (Floating Box)
- MB 3.130 (Cloud Deck)
- Atriums
- Outdoor spaces, etc.

Pro Tip: Never assume a room includes furniture setup, cleaning, tech equipment and/or support, etc. Confirm the details with your Designated Space Administrator (DSA) before your event.

You can also request additional equipment such as easels, coat racks, stanchions etc.

If your event is held in one of the spaces listed or if you have any additional requests, **you should submit a Work Order to Facilities Management (FM)**. You can find more info in Section 7 on how to do this.



06

Book your event space

6.1 Submitting a request via MyEvents

Before you book Event Spaces on campus, make sure your student group is registered with the Office of Student Life and Engagement (SLE).

Browse spaces with different setups, capacities, and availabilities on MyEvents and choose the space(s) best suited for your event (if you get an error when browsing, contact IITS for access). Please note that students can browse spaces on MyEvents, but only your student group's designated Booking Officer can submit a request. You can also add multiple spaces to your request and modify your bookings once it has been submitted.

Providing a complete description of your event with accurate details helps us process your request efficiently and ensure your event is set up for success. Incomplete requests take longer to process as all events are reviewed by Campus Safety and Prevention Services (CSPS), and may require additional review depending on event details.



A request does not guarantee a reservation. All requests are reviewed to ensure that they abide by the University's policies and procedures to ensure the safety of community members.

Once your request is reviewed, and your budget is approved (if applicable), your Booking Officer will receive an email accepting or refusing your request and outlining the next steps.

You should only start advertising your event once you receive a reservation email. You may also submit your event to the Concordia University events calendar, and distribute posters on campus.

Pro Tips:

- Provide an accurate description of your event with as much detail as possible. A detailed event request helps us help you!
- List your guest speaker(s) and provide a brief biography when you submit your request.
- If you plan on having a guest speaker and/or government official on campus, make sure to submit your request at least 20 working days in advance, even if the space could be booked closer to the event date.

6.2 The Space Booking Process



07

Place a Work Order



7.1 What is a Work Order?



A Work Order is a request submitted to Facilities Management (FM) for services needed to support your event. Work Orders are used to communicate your set-up requirements so that the necessary arrangements can be made before and after your event.



If you're organizing a DIY Event, you are responsible for submitting your own Work Orders to receive services from Facilities Management (FM). This includes:

- Room set-up
- Cleaning
- Additional furniture/equipment
- Delivery or moving of furniture/equipment
- Electrical needs (power bars, extension leads)



Submitting a Work Order ensures that the set-up for your event is completed by Facilities Management.

7.2 When do I need to submit a Work Order?

Work Orders must be placed a **minimum of 5 working days prior**. You will receive an email confirming the submission with a Work Order number as a reference in all your future communications.

7.3 How to submit a Work Order

There are two ways to submit a Work Order:

- ▶ **By email** facilities@concordia.ca
- ▶ **By phone** call extension 2400

Pro Tip: Facilities Management does not provide an estimate of costs unless you ask. You can call extension 2400 to discuss your event details. Once you receive an estimate, you must then submit a Work Order referencing the number on the quote to confirm that you require the service to be delivered.

**AN ESTIMATE DOES NOT CONFIRM THE
SUBMISSION OF A WORK ORDER**



New Message

To **facilities@concordia.ca**

Subject **Work Order Request for Student Event - R 12345678**

Hello Facilities Management,

Please find the details of our Work Order below:

Student Group: Urban Sustainability Collective
Event Name: UCS Alumni Networking Event
Reservation #12345678
Event Date: November 16, 2025
Venue: MB-9 ABCD
Event Start/End Time: 10:00 – 17:00

DISTRIBUTION
Set up by 9:00 on November 16, 2025
Tear down: after event ends or prior to next event

MB9-ABCD combined (walls open):
90x chairs theatre style
2x sofas at the front
1x coffee table between sofas
Leave podium off to the left of the sofas

8x cocktail tables
4x catering tables along windows of D

CLEANING
Regular overnight cleaning, including emptying bins
Food at event: ☒ Yes ☐ No

BUDGET CODE:
☐ I have budget code access. Our budget code is: #123456
☒ I do not have budget code access. Our financial approver has been cc'd in this email. They will provide a budget code.

Thanks!

Send [Attachment Icon] [Camera Icon] [Smiley Face Icon] [Trash Icon] [Dropdown Arrow]

Here's an example Work Order request email to ensure your needs are clearly understood

Inform them that this is a student group event and include the name of your student group and your event's name.

Event date, time, location, and your Reservation Number on MyEvents

The details of your request
Your set up type (Section 5),
cleaning up needs, etc.
Be specific!

If you have budget code access, add it here.

We strongly encourage you to refer to the Work Order example in this guide and to use the template in the appendix when submitting your Work Orders to ensure they're properly completed and appropriately charged.

7.4 Cancellations and modifications

If you're cancelling or changing your event details, don't forget to let Facilities Management know!

- Modifications made less than 5 working days prior to your event may be rejected.
- Cancellations made less than 24 hours prior to your event may not be accepted.
- If the Work Order has already been completed, even partially (for example, a room set up), you will still be charged for the services delivered.





08

Submit a Ticket for Tech Support

8.1 IITS Services & Pricing

IITS offers AV equipment loans and rentals as well as on-site technician support. To learn more about their services, pricing and how to submit a ticket [visit their webpage](#).



8.2 Classrooms and technical setups

Rooms have different technical set ups, such as projectors, speakers, computers, etc. To learn more about the technical specifications of classrooms, [click here](#).

Pro Tip: Ensure your budget has been approved by your Affiliate Association prior to submitting your request, otherwise your request could be refused or delayed.



8.3 Modifications and cancellation

If you would like to cancel or change your request, don't forget to contact IITS! You can email help@concordia.ca indicating your IITS Ticket reference number. Cancellations or modifications made less than 10 working days prior to your event might be rejected, and you may still be charged.

09

Plan for food and drinks



9.1 Catering Options on Campus

There are three options for catering at events on campus:

▶ **University-Approved Caterers**

These caterers have been approved to prepare, deliver, and serve food on campus. There are over 20 caterers you can choose from to suit all tastes, budgets, and dietary restrictions. These caterers understand all rules and policies at Concordia, which will save you time and stress.

▶ **Self-Catering**

Food from Outside Vendors !

You can choose to purchase food from outside vendors and serve it at your event.

Homemade Food !

You can choose to prepare food at home. You take full responsibility of cooking food and serving it at your event.



Plan for additional time if you choose to self-cater. This includes serving homemade food or food from outside vendors at your event. You will be required to obtain the appropriate documentation, permits, and to follow health and safety protocols. This is to ensure that food is handled safely throughout your event and to help protect the health and safety of all attendees and community members.

9.2 Food waivers and permits

What is a Food Waiver Form?

A Food Waiver form is a required document signed by event organizers when they choose to forego using a university-approved caterer to serve food at their event. Event organizers acknowledge their responsibility in ensuring food is handled and served safely throughout the event. Everyone signs this document. You are automatically prompted to sign this waiver when submitting your booking request on MyEvents.

What is a MAPAQ Permit?

A MAPAQ is a permit issued by Québec's Ministère de l'Agriculture, des Pêcheries et de l'Alimentation (MAPAQ) that authorizes the preparation and/or service of certain foods at an event. It helps ensure that food safety standards are met to protect attendees from foodborne illness.

To apply for a MAPAQ permit event organizers apply directly by submitting the required forms and supporting documentation. Processing can take approximately 20 business days, so applications should be submitted well in advance. You can [click here for more information on the MAPAQ permit](#).



Pro Tip: While self-catering or homemade food may seem like the most affordable option at first glance, it often requires more time and coordination than organizers expect. In addition to permits and documentation, you'll be responsible for preparing, transporting, and serving the food, which can add both costs and food safety risks.

Before deciding, you can [browse our list of University-approved Caterers](#). There are options for a variety of budgets, dietary preferences, allergies, etc. You can request quotes to help you make an informed decision.

9.2 Food waivers and permits (cont.)

When will I be required to obtain a MAPAQ Permit?

See below for the type of permit required for self-catered events depending on the food served. Remember, a MAPAQ permit takes a minimum of 20 days to obtain:

	SELF-CATERING (Homemade food or supplied by an external vendor)	
Food Risk Level	High	Low
Food Waiver	✓	✓
Special Event MAPAQ Permit	✓	

Changed your mind about food?

If you initially did not plan to have food at your event when submitting your request on MyEvents but later decide to add it, you will need to contact Hospitality (your DSA) as soon as possible to confirm that food is allowed in the space and complete the mandatory food waiver (if applicable).



9.3 Serving alcohol on Campus

Students can choose to serve alcohol at their events on campus. The process of purchasing and serving alcohol at your event can vary based on your event space:

- **MB-9 Conference Centre**

If your event is taking place at the MB-9 Conference Centre, you can only place your alcohol order through Hospitality Concordia (the Concordia University Bar) on MyEvents.

- **Other spaces**

If your event is taking place at other venues on campus, you will need a Reunion Permit. You can either have your caterer of choice deliver and serve alcohol at your event with their reunion permit or get a University Authorization Letter from the Office of Student Life and Engagement and apply for a Reunion Permit from the Régie des alcools, des courses et des jeux (RACJ).

9.4 Who can serve alcohol?

Only approved individuals can serve alcohol on campus. Approved individuals are:

- ▶ Staffing from an approved caterer of your choice
- ▶ A safe-serve certified community member



All alcohol requests must be reviewed by CSPA.

What is the Safe Serve Program and how can I get certified?

The Safe Serve Program (SSP), offered by the [Office of Student Life and Engagement](#), certifies community members to responsibly serve alcohol at campus events. The program educates servers on reducing alcohol-related risks through safer serving practices. The name of a trained server is required to book your event.

You can [find more information about getting certified and registering for the online training sessions here.](#)

9.5 Alcohol on Campus (cheatsheet)

See the table below for a breakdown of how to place your order and who can serve alcohol at your event.

	MB-9 Conference Centre		Elsewhere on Campus	
Where to order/purchase alcohol?	MyEvents - Hospitality Alcohol Coordinator	University-Approved Caterer	SAQ & Grocery Stores	
Do I need to apply for a Reunion Permit?	No	No	Yes	
Who can serve alcohol?	Approved individuals only			



Pro Tip: Having alcohol at any event is a complicated, time-consuming process. Calculate the various deadlines for your event early on in your planning and be sure to check the details carefully before submitting forms. Read more on the Guidelines for Alcohol Service [here](#).



10

Promote your event



10.1 Event promotion guidelines

Don't promote your event until your space is officially reserved.

How will you know? You'll receive an email from the unit with whom you booked your space (DSA). This helps avoid confusion and ensures your promotion reflects accurate information.

10.2 How to Promote Your Event

Your promo should clearly indicate:





Set up registrations



11.1 Why registration matters

We recommend setting up registrations for all events. Even free events should use registrations. Why?

- It helps estimate attendance
- It makes ordering food and drinks easier
- It helps with staffing
- It gives you their contact info for any updates

11.2 Event registration platforms

You can use Grenadine, Concordia's approved registration platform, or Microsoft Forms for free, to set up registrations for your event.



12

Getting ready for the Big Day



12.1 Prepare an event day plan

Creating a simple run sheet is one of the best ways to stay organized on event day. Think of it as a roadmap for your event. It outlines what is happening, when it is happening, and who is responsible for each task, helping volunteers, speakers, and organizers stay coordinated throughout the day. A little preparation goes a long way and can help you handle any last-minute surprises with confidence. Your run sheet doesn't need to be complicated. Just make sure it includes:

- ▶ Volunteer assignments
- ▶ Speaker notes
- ▶ Contact list
- ▶ Backup plan
- ▶ Emergency numbers

12.2 Arrive early (with your reservation email)

CSPS will only grant access to your booked event space if you have a reservation email. Make sure to have it handy!



For most events:

- Small event → arrive 1 hour early
- Large event → arrive 2–3 hours early

When you arrive, go to the CSPS nearest desk to gain access to your event space, or call **514-848-3717**.

You may discover that there are last-minute adjustments or additions to deal with. This is normal. Stay calm. You got there early, so you have time to fix it!



12.3 During the event

Your job is to:

- Keep things moving
- Solve problems quietly
- Support guests and speakers
- Watch timing
- Stay positive



Pro Tip: Guests usually don't notice small problems unless organizers panic. Remember to keep calm!



12.4 Cleanup matters

Plan time for you and the team to wrap up after your event has ended.

Make sure that:

- The room is left tidy and in good condition for other community members.
- Rentals are undamaged and ready for return.
- All food, recycling, and garbage are disposed of in the appropriate bins.
- Any event materials, decorations, supplies, or personal belongings are removed from the space.
- Any items left behind by attendees are brought to CSPS to be registered as Lost and Found.

This helps build a good reputation for your student group. If a space is not returned in good conditions your group may receive a fine and be prevented from making future reservations.

12.5 Debrief with your team

- Set up a meeting to gather feedback from your team on what went well and what could be improved.
- Send thank you messages to the people who made your event successful.
- Start planning your next event – remember spaces book up early!



13

Cancellations



13.1 Cancelling Your Event

We know that plans can change, and sometimes circumstances outside your control mean an event can no longer go ahead. If you need to cancel your event, let everyone involved know as soon as possible. This gives service providers the best chance to adjust their schedules and may help you avoid unnecessary fees.

If you need to cancel your event:

- Contact your DSA to cancel your space reservation. If your space is managed by Hospitality, you can cancel it through MyEvents. If the cancellation deadline has passed and you're unable to make changes online, reach out to Hospitality as soon as possible.
- Remember to cancel any services associated with your event, such as Facilities Management, IITS, Catering, CSPS, or any other providers. Depending on the timing, cancellation fees may apply.

Pro Tip: Your Affiliate Association may need to be informed of event cancellations. If your event is cancelled, keep them in the loop!



14

Appendix



I 4.1 Event Planning Checklist

Cross out items that don't apply to your event and check off the rest as you go.

Before the Event

- ☐ Event idea confirmed
- ☐ Event date selected
- ☐ Budget approved by Affiliate Organization
- ☐ Planning team roles assigned
- ☐ Key deadlines identified
- ☐ Venue selected
- ☐ Space booking request submitted
- ☐ Reservation email received
- ☐ Work Order submitted to FM
- ☐ Equipment rental request submitted
- ☐ IITS ticket submitted
- ☐ Catering/Food arrangements finalized
- ☐ Food Waiver signed
- ☐ Alcohol arrangements finalized
- ☐ MAPAQ Permit obtained
- ☐ Reunion Permit obtained
- ☐ Safe Serve Server booked
- ☐ Registrations opened
- ☐ Guest speaker confirmed
- ☐ Promotion launched
- ☐ Registration opened
- ☐ Volunteers confirmed and briefed
- ☐ Run sheet completed

Day Of

- ☐ Arrive early
- ☐ Verify room setup
- ☐ Test AV equipment
- ☐ Set up signage
- ☐ Welcome guests and speakers
- ☐ Monitor event schedule
- ☐ Take photos

After the Event

- ☐ Tidy up
- ☐ Thank participants
- ☐ Bring lost items to CSPS
- ☐ Review feedback with team
- ☐ Event documents saved for future use

I 4.2 Work Order Template

Use this template to ensure has all the correct details for your Work Order:

Student Group:

Event Name:

Reservation #

Event Date:

Venue:

Event Start/End Time:

DISTRIBUTION

Set up by [time]

Tear down: after event ends or prior to next event

VENUE NAME

#x number and type of furniture

CLEANING

Regular overnight cleaning, including emptying bins

Food at event: ☐ Yes ☐ No

BUDGET CODE:

☐ I have budget code access. Our budget code is: #X

☐ I do not have budget code access. Our financial approver has been cc'd in this email. They will provide a budget code.

I 4.3 Budget Guide & Template

BUDGET GUIDE (2026-2027)

ROOM RENTAL

Room Rental: Varies by DSA. Some provide space for free while others charge room rental fees which varies by space/unit.

- **Price Range:** \$0-\$1500
- **Need more details?** Contact the DSA overseeing the space you'd like to book.

PLANNING SERVICES

Hospitality Event Planning Fee: For complex events, if you choose to hire a Hospitality Event Coordinator, we will conduct a needs assessment to understand your event requirements and provide a customized quote based on the level of support you need. Varies between 5-20 hours of planning support and subject to availability.

- **Price Range:** \$270-\$945, additional hours are billed at \$45/hr
- **Need more details?** You can (1) request the help of a Coordinator when requesting your space in MyEvents or (2) book a meeting with a Hospitality Event Professional for an estimate.

Onsite Coordinator Fee: If you need support on the day of your event, you can request an Onsite Coordinator with your Hospitality Event Coordinator to manage event logistics and ensure everything runs smoothly.

- **Price Range:** \$45/hr, minimum of 4 hrs = \$180+
- **Need more details?** You can discuss your needs with your Event Coordinator to obtain a quote.

EQUIPMENT RENTALS

Equipment: 6 foot tables, chairs, wooden easels, poster boards, coat racks, risers, cocktail tables, podiums. Some equipment is provided by Hospitality and some by Facilities Management.

- **Price Range:** \$0, equipment is provided free of charge.
- **Need more details?** Get in touch with Facilities Management to rent furniture or equipment. The delivery of equipment is done by Facilities Management and is chargeable.

Glassware, Dishware, & Cutlery: for MB 9 University Conference Centre and RF Loyola Jesuit Hall and Conference Centre

- **Price Range:** \$0.20/item
- **Need more details?** Contact mathieu.lavoie@concordia.ca

FACILITIES MANAGEMENT (FM)

- **Room Setup:** Varies, dependent on time spent and number of staff required to do room setup.
Price Range: Request a quote from FM
- **Electrical Needs:** Varies, dependent on time spent to do electrical setup.
Price Range: Request a quote from FM
Need more details? Contact facilities@concordia.ca
or call 514-848-2424 ext. 2400

CLEANING

- **Cleaning Attendant:** Post-Event Cleaning
 - Routine cleaning is provided on a regular schedule at no cost. If your event includes food or beverages, immediate post-event cleaning is required for health and safety reasons.
 - Please indicate this requirement when submitting your Facilities Management work order. Facilities Management will confirm whether the cleaning can be completed by scheduled staff at no additional cost or if a cleaning fee applies.
 - When dedicated event cleaning is required, a minimum of 4 hours will be charged. Larger events or those with higher attendance or longer durations may require multiple attendants and additional hours.
- Price Range:** Request a quote from FM
Need more details? Contact facilities@concordia.ca
or call 514-848-2424 ext. 2400

CAMPUS SAFETY AND PREVENTION SERVICES

- You may request an agent for your event, or the University may decide that an agent is required, at your cost. The duration and number of agents assigned will impact total cost.
Price Range: \$42/hr, minimum of 4 hrs = \$168
Need more details? Contact csps@concordia.ca

IITS AUDIOVISUAL (AV) EQUIPMENT

- **AV Equipment in Room:** Base equipment may be included in your room rental for free or with a charge.
Price Range: \$0-\$70
- **Built-in AV in Classroom or Conference Room:**
Price Range: \$30-\$70/room
- **Other AV Equipment:**
Price Range: \$30-\$597/additional equipment
Need more details? [Visit the IITS website](#) for pricing and to submit a ticket.

IITS AUDIOVISUAL (AV) LABOUR

- **Onsite Technician Support:** A technician onsite ensures the smooth delivery of your event's technical needs and details.

Price Range: \$49-80/hr, minimum of 4 hrs = \$196 - \$320

Need more details? [Submit a ticket to IITS to request event technical support](#)

OTHER INTERNAL SUPPLIERS

- **Printing Services**

Price Range: Varies, dependent on needs

Need more details? [Visit the Print Store webpage](#)

- **Parking Services**

Price Range: Varies, dependent on needs

Need more details? [Visit the Parking Services webpage](#)

- **Locker Rentals**

Price Range: Varies, dependent on needs

Need more details? [Visit the Locker Rentals webpage](#)

FOOD & BEVERAGE

Catering:

- **Price Range:** Varies, dependent on needs
- **Need more details?** Contact your caterer for a quote. [See this webpage for the list of university-approved caterers.](#)

Alcohol for Events at the MB-9 Conference Centre

- **Price Range:** Varies, dependent on needs
- **Need more details?** [Visit MyEvents](#)

Alcohol for Events Elsewhere on Campus

- **Price Range:** Varies, dependent on needs
- **Need more details?** Consult pricing at SAQ or grocery stores.

Alcohol Service: Hire an SSP server, or an approved caterer, to serve alcohol

- **Price Range:** SSP Server - \$0. Approved Caterer - Varies, depending on need.
- **Need more details?** [Visit the Safe Serve Program webpage](#) or contact your caterer for a quote.

BUDGET TEMPLATE			
	Unit Price	Quantity	Total
ROOM RENTAL			
Room Rental			
PLANNING SERVICES			
Hospitality Event Planning Fee			
Onsite Coordinator Fee			
EQUIPMENT RENTALS			
6 ft Tables, Chairs, Wooden Easels, Poster Boards, Coat Racks, Risers, Cocktail Tables, Podiums			
Glassware, Dishware, Cutlery			
FACILITIES MANAGEMENT			
Room Setup			
Electrical Needs			
CLEANING			
Cleaning Attendant			
CAMPUS SAFETY AND PREVENTION SERVICES			
CSPS Agent Fees			

	Unit Price	Quantity	Total
IITS AUDIOVISUAL (AV) EQUIPMENT			
AV Equipment in Room			
Built-in AV in Classroom or Conference Room			
Other AV Equipment			
IITS AUDIOVISUAL LABOUR			
Onsite Technician Support			
OTHER INTERNAL SUPPLIERS			
Printing Services			
Parking Services			
Locker Rental			
FOOD & BEVERAGE			
Catering			
Alcohol at MB9 Conference Centre			
Alcohol Elsewhere on Campus			
Alcohol Service			
TOTAL BUDGET ESTIMATE (BEFORE TAXES)			\$

I 4.3 Keywords Glossary

Affiliate Association: The student association that oversees affiliated student groups and is responsible for approving budgets, expenditures, or certain event-related activities before requests can proceed. They are often called “umbrella associations”.

For example:

- The CSU is the Affiliate Association for all CSU Clubs.
- ASFA is the Affiliate Association for all Departmental Associations in the Faculty of Arts & Science.

Affiliate Approver: The individual(s) designated by an Affiliate Association to review and authorize event budgets and expenses on behalf of affiliated student groups.

AV (Audiovisual) Equipment: Equipment used to support event presentations, sound, video, and technology needs, including microphones, speakers, projectors, displays, computers, recording equipment, etc.

Booking: An individual room or space reserved for an event. A booking refers to a specific venue, date, and time approved for use as part of an event. A single event may include one or multiple bookings.

Booking Officer: The authorized representative of a student group who can submit room and event space requests through MyEvents on behalf of the organization.

Contingency Budget: Funds set aside within an event budget to cover unforeseen costs, last-minute changes, or unexpected expenses.

Designated Space Administrator (DSA): The individual or department responsible for managing specific spaces on campus. DSAs review booking requests, provide venue information, communicate venue requirements, and issue reservation decisions for their assigned spaces.

Event Space: A venue intended for meetings, conferences, receptions, performances, exhibitions, or other organized activities, such as conference centres, atriums, theatres, and outdoor spaces.

Facilities Management (FM): The university department responsible for room setups, furniture, cleaning services, building operations, equipment moves, and other physical event support services.

Food Waiver: A document completed by event organizers when food is not sourced from a university-approved caterer. By signing, organizers acknowledge responsibility for ensuring food is handled and served safely.

IITS (Instructional and Information Technology Services): The department that provides technical support, audiovisual services, equipment loans, event technology assistance, and on-site technicians when required.

MAPAQ Permit: A permit issued by Québec's Ministère de l'Agriculture, des Pêcheries et de l'Alimentation (MAPAQ) authorizing certain food preparation and service activities at events and helping ensure food safety requirements are met.

MyEvents: Concordia University's online platform used to browse spaces, submit booking requests, and manage event reservations.

Reservation: The overall event record that groups together one or more bookings associated with the same event. A reservation may include multiple rooms on the same day, the same room across multiple dates, or a combination of different rooms and dates connected to a single event.

Reservation Email: The official email issued by the space administrator indicating that an event request has been reviewed and approved. This email authorizes the use of the reserved space and includes important event details, conditions, and instructions. Organizers should keep a copy available on the event day as proof of authorization.

Reunion Permit: A permit issued by the Régie des Alcools, des Courses et des Jeux (RACJ) that authorizes alcohol service at eligible events in accordance with provincial regulations.

Room Setup: The arrangement of furniture and equipment within an event space to support a specific event format, such as theatre, banquet, classroom, boardroom, reception, or cocktail style.

Run Sheet: A detailed event-day schedule that outlines activities, timing, speakers, volunteer responsibilities, and operational tasks to help ensure the event runs smoothly.

Safe Serve Program (SSP): A Concordia training program that prepares and certifies community members to serve alcohol responsibly at events on campus.

University-Approved Caterer: A catering provider authorized to prepare, deliver, and serve food on campus in accordance with Concordia's food safety and operational requirements.

Work Order: A request submitted to Facilities Management for event-related operational services, such as room setup, furniture delivery, cleaning, equipment moves, electrical support, or event teardown. A Work Order must be submitted separately from a space reservation when these services are required.

Hospitality CONCORDIA

Food.Stays.Events.

Phone 514-848-2424, ext. 4999

Website <https://www.concordia.ca/hospitality.html>

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