

Do-it-Yourself (DIY) Events: Event Planning Guide

This guide will provide you with helpful tools for your DIY event, during the planning phase and how to make sure your event day is a success. It will also provide you with some tips to consider following your event.

PLANNING PHASE

Hospitality managed venues available for DIY events: Set-up variations and Maximum capacities per room

ROOMS AVAILABLE	THEATRE	U-SHAPE	WORKSHOP	CONFERENCE	BANQUET	RECEPTION	TABLE/KIOSK
S-H-763	*100	40	50	40	100	100	
S-H-767	100	40	50	*40	100	100	
S-H-760	45	*20	25	25	50	50	
S-H-762	50	*20	25	25	50	50	
S-H-769				*30			
S-MB-2.130	*45	26	38	28	32	59	
S-MB 1.155							*1 kiosk & 2 chairs
S-LB 1 A							*1 table & 2 chairs
S-EV 1.116							*1 kiosk & 2 chairs
S-EV 2.200							*1 table & 2 chairs
L-VL-1A							*1 table & 2 chairs
L-RF-110	80	30	*45	36	64	90	
L-RF-120	*80	30	45	36	64	90	
L-RF-130	80	30	45	*36	64	90	
L-RF-335	50	20	40	*30	32	55	
L-RF-324				8			

No rental fee is applicable to the above venues for internal community

Minimize Facilities Management room setup fees by choosing a default setup above identified by ()*

For detailed steps on putting your plan into action, please visit [Hospitality Event Planning](#).

EVENT DAY

Checklist:

- Arrive early
- Bring all that apply:
 - A piece of ID (room access)
 - Copy of your space/furniture confirmation, Maximo work order, catering menu, IITS confirmation, vendor contracts
 - Your foam core, signage and tape

ROOM			
	Contact if action required:		
Room access: Present yourself at Security in the building where your venue is located with a copy of your space confirmation or call Security at ext. 3717. <i>Not applicable for table/kiosks</i>	Hospitality Concordia at ext. 4999		
Check room setup: Make sure room is setup as you requested in your Maximo work order	Facilities Management at ext. 2400		
Cleaning: Make sure room is clean and that you have bins for food waste	Facilities Management at ext. 2400 if room needs cleaning or recycling, compost, garbage bins		
Temperature in room	Security at ext. 3717 if temperature needs to be adjusted		
Ensure Furniture from outside vendor arrives	Call vendor directly		
FOOD AND BEVERAGE			
Food delivery: ensure food arrives on time and that the catering tables are draped	If you have any concerns, call your caterer. Your contact info is on your catering order. List of Approved Caterers		
AUDIOVISUAL			
Audiovisual delivery in venues except H-110: ensure IITS arrives on time and that you are comfortable with the placement of AV in the room	MB –EV-FG-GN-GM Call ext. 5998	LB-Hall Call ext. 3435	Loyola Call ext. 3466
Audiovisual in H-110: ensure IITS arrives on time	IITS Cinemas ext. 3440 or 3460		
SIGNAGE			
Make sure you have a wooden easel outside your venue if you requested one in your Maximo work order	Facilities Management at ext. 2400 if it's not onsite		
UPON LEAVING			
Lock the room or advise Security before leaving to ensure the safety of the items in the room <i>Not applicable for table/kiosks</i>	Call Security at ext. 3717 if you don't have a key		

POST MORTEM

Following your DIY event here are a few things to consider:

- Budget
 - Internal service providers (IITS, Facilities, Hospitality) – you will be billed directly by each service provider and the charges will appear in your ledger.
 - External service providers (Approved caterers, furniture suppliers, etc.) – sign the final invoice you receive and send to Accounts Payable so they may issue a cheque for payment.
- Feedback
 - Ask your key stakeholders what worked well and what needs improvement for future events.
 - This will help you plan ahead and to continuously improve.
 - Share any related feedback with your service providers. With this, you are providing them with an opportunity to improve.