CONFERENCE SERVICES GUIDE

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Conference Services Contacts:

Please feel free to contact Conference Services with any questions or concerns.

Danna Thomas  
*Conference Services Manager*  
**443-334-2291**  
dthomas4971@stevenson.edu

Chelsey Barrett  
*Events Coordinator*  
**443-334-2931**  
cbarrett523@stevenson.edu

Brooks Edman  
*Events Setup Coordinator*  
**443-334-4259**  
bedman@stevenson.edu

Joe Bohrer  
*Events Setup Coordinator*  
**443-334-2742**  
jbohrer@stevenson.edu

Sara Dell  
*Event Tech Assistant*  
**443-334-2158**  
sdell@stevenson.edu

Joel Williams  
*Event Tech Assistant*  
jwilliams@stevenson.edu
**Setup and Audio Visual (A/V) Requests:** All setup and A/V requests should be submitted to Conference Services two weeks in advance.

**Using Classroom Space:** When using classroom space, please keep in mind the following:

- Classroom space cannot be approved for use until two weeks after the start of the semester.
- The classroom furniture must be back to the original setup following each scheduled event.
- Conference Services does not offer setups or A/V assistance to classrooms. Information Technology (IT Department) can be contacted at ext. 3000 to assist with any technology needs.

**Spaces that Conference Services DOES NOT SETUP:** Conference Services does not provide setups or A/V assistance to the following spaces:

- Ratcliffe Community Center (Owings Mills)
- Classrooms (Owings Mills and Greenspring)
- Cuvilly Conference Room (Greenspring)
- Cuvilly Exchange Main Room (Greenspring)

**A/V Assistance:** If you would like to ensure that a Conference Services Staff member will be A/V available to assist with A/V during your event, please include this in your request or contact Conference Services at 443-334-2931.

**A/V needs beyond what Conference Services Provides:** If Conference Services cannot provide the A/V equipment your event requires, a quote can be requested from a local vendor for your event. Your department will be responsible for paying these fees.

**Table/Table Cloths/Tents & Skirting needs that exceed Conference Services Inventory:** If an event is requesting use of materials that exceed the resources that Conference Services has or items that Conference Services does not possess, a quote can be requested from a local vendor. Your department will be responsible for paying these fees.
Faculty/Staff Classroom/Computer Lab Request Form

Spaces: All classroom and computer labs

Lead Time: 3 day (please also send an email to sdell@stevenson.edu stating the short notice of the submission)

Maximum Days into the future to request: 100 days

*Classroom requests and computer requests cannot be approved until after 2 weeks of the start of the semester.

Faculty/Staff Executive Facilities Request Form

Spaces: Ratcliffe Room, Campanella Room & President’s Dining Room

Lead Time: 1 day

Maximum Days into the future to request: 300 days

Faculty/Staff Library Computer Lab Request Form

Spaces: School of Business 201

Lead Time: 5 days

Maximum Days into the future to request: 100 days

Faculty/Staff Mock Trial Courtroom Request Form

Spaces: School of Business 200 (Mock Trial Room) & School of Business 205 (Jury Room)

Lead Time: 10 days

Maximum Days into the future to request: 200 days

Faculty/Staff Mustang Room Request Form

Spaces: Rockland Conference Room C (Mustang Room)

Lead Time: 10 days

Maximum Days into the future to request: 200 days
**Faculty/Staff Ratcliffe Comm. Room Request Form**

**Spaces:** Ratcliffe Community Center Main Room, Ratcliffe Community Center TV Room, Ratcliffe Community Center Apartment Quad, Ratcliffe Community Center Suites Quad, Ratcliffe Community Center Conference Room & Ratcliffe Community Center Game Room

**Lead Time:** 10 days

**Maximum Days into the future to request:** 200 days

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**Faculty/Staff Special Event Space Request Form**

**Spaces:** MC Pavilion, CUV Exchange, CUV Conference Room, Rockland Marketplace, Rockland Pandini’s, Rockland Lobby, Rockland Pre Function, Rockland Banquet Room, Rockland Conference Room a & B, School of Business 300, School of Business 400, School of Business 404, Theatre Lobby, Theatre & Rehearsal Theatre.

**Lead Time:** 7 days

**Maximum Days into the future to request:** 300 days

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**Faculty/Staff Garrison Hall Rooms Request Form**

**Spaces:** Garrison Hall 103 (Seminar Room for 27 people), 104 (PC Lab for 24 people) & 204 (Conference Room for 10 people)

**Lead Time:** 3 days

**Maximum Days into the future to request:** 300 days

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**Note:** If your request is beyond the maximum days and past the lead time, or if you are unsure of the form to use for the space you would like to reserve, please contact Conference Services and they will assist you 443-334-2931.
NOTICE

When submitting for these spaces, make sure that you are using the correct form. This will assure that your request will be sent to the correct contact for approval.

*Featured above is the intro page to begin the process of your request. Please see step by step on page.

The correct form can be chosen from the drop down menu below where you enter the title of your event. The form you should use for each space is highlighted in yellow in the following section.
Ratcliffe Room

Contact: RUTH HUBBARD/ LAUREE WOODRING
Phone: 443-334-2203/443-334-2370
Email Address: rhubbard@stevenson.edu / lwoodring@stevenson.edu
How to Request this space: This space is requested through the SU Calendar
Form to use: Faculty/Staff Executive Facilities Request Form

Campanella Room

Contact: RUTH HUBBARD/ LAUREE WOODRING
Phone: 443-334-2203/443-334-2370
Email Address: rhubbard@stevenson.edu / lwoodring@stevenson.edu
How to Request this space: This space is requested through the SU Calendar
Form to use: Faculty/Staff Executive Facilities Request Form
President’s Dining Room

Contact: RUTH HUBBARD/ LAUREE WOODRING
Phone: 443-334-2203/443-334-2370
Email Address: rhubbard@stevenson.edu / lwoodring@stevenson.edu
How to Request this space: This space is requested through the SU Calendar
Form to use: Faculty/Staff Executive Facilities Request Form

Mock Courtroom

Contact: MARIA HOWELL
Phone: 443-352-4182
Email Address: mhowell1473@stevenson.edu
How to Request this space: This space is requested through the SU Calendar
Form to use: Faculty/Staff Mock Trial Courtroom Request Form
Ratcliffe Community Center (RCC)

Contact: **KELSA LEAST**
Phone: 443-352-4011
Email Address: kleast@stevenson.edu
How to Request this space: This space is requested through the SU Calendar

Form to use: Faculty/Staff Ratcliffe Community Center Request Form

Human Resources Conference Room

Contact: **TERRI DIVINCENZO**
Phone: 443-334-2265
Email Address: tdivincenzo@stevenson.edu
How to Request this space: This space is requested by contacting Terri DiVincenzo in Human Resources.
Conference Room C (Mustang Room)

Contact: CAROL MCDANIEL
Phone: 443-352-4421
Fax: 443-352-4440
Email Address: cmcdaniel@stevenson.edu
How to Request this space: This space is requested through the SU Calendar

Form to use: Faculty/Staff Mustang Room Request Form

Library Meeting Rooms- (LRC 17)

Contact: SARA GODBEE
Phone: 443-352-4233
Email Address: sgodbee@stevenson.edu
How to Request this space: This space is booked by using the sign-up up sheet in the library
SOB 201 and Library Computer Lab

Contact: SARA GODBEE
Phone: 443-352-4233
Email Address: sgodbee@stevenson.edu
How to Request this space: This space is requested through the SU Calendar
Form to use: Faculty/Staff Library Computer Lab Request Form

Theatre/Theatre Lobby

Contact: CHELSEY BARRETT/ SARA DELL
Phone: 443-334-2931/443-334-2158
Email Address: cbarrett523@stevenson.edu/sdell@stevenson.edu
How to Request this space: This space is requested through the SU Calendar
Form to use: Faculty/Staff Special Event Request Form

PLEASE NOTE: Conference Services will request approval from the Theatre Department
Theatre Gallery

Contact: CHELSY BARRETT/ SARA DELL
Phone: 443-334-2931/443-334-2158
Email Address: cbarrett523@stevenson.edu/sdell@stevenson.edu
How to Request this space: This space is requested through the SU Calendar

Form to use: Faculty/Staff Special Event Request Form

PLEASE NOTE: Conference Services will request approval from the Theatre Department

Greenspring/Owings Mills Gymnasium

Contact: CHELSY BARRETT
Phone: 443-334-2931
Email Address: cbarrett523@stevenson.edu
How to Request this space: This space is requested through the SU Calendar

Form to use: Faculty/Staff Special Event Request Form

PLEASE NOTE: Conference Services will request approval from the Athletic Department
MOST REQUESTED SPACES (USE THE FACULTY/STAFF SPECIAL EVENT SPACE REQUEST FORM)

Rockland Banquet Room

Contact: CHELSEY BARRETT/ SARA DELL
Phone: 443-334-2931/443-334-2158
Email Address: cbarrett523@stevenson.edu/sdell@stevenson.edu
How to Request this space: This space is requested through the SU Calendar
Form to use: Faculty/Staff Special Event Request Form

Conference Room A

Contact: CHELSEY BARRETT/ SARA DELL
Phone: 443-334-2931/443-334-2158
Email Address: cbarrett523@stevenson.edu/sdell@stevenson.edu
How to Request this space: This space is requested through the SU Calendar
Rockland Conference Room B

Contact: CHELSEY BARRET/ SARA DELL
Phone: 443-334-2931/443-334-2158
Email Address: cbarrett523@stevenson.edu/sdell@stevenson.edu
How to Request this space: This space is requested through the SU Calendar

Form to use: Faculty/Staff Special Event Request Form

Rockland Pre-Function

Contact: CHELSEY BARRET/ SARA DELL
Phone: 443-334-2931/443-334-2158
Email Address: cbarrett523@stevenson.edu/sdell@stevenson.edu
How to Request this space: This space is requested through the SU Calendar

Form to use: Faculty/Staff Special Event Request Form
School of Business 404

**Contact:** CHELSEY BARRETT/ SARA DELL  
**Phone:** 443-334-2931/443-334-2158  
**Email Address:** cbarrett523@stevenson.edu/sdell@stevenson.edu  
**How to Request this space:** This space is requested through the SU Calendar

**Form to use:** Faculty/Staff Special Event Request Form

MC Pavilion

**Contact:** CHELSEY BARRETT/ SARA DELL  
**Phone:** 443-334-2931/443-334-2158  
**Email Address:** cbarrett523@stevenson.edu/sdell@stevenson.edu  
**How to Request this space:** This space is requested through the SU Calendar

**Form to use:** Faculty/Staff Special Event Request Form
CUV Exchange

Contact: **CHELSEY BARRETT/ SARA DELL**

Phone: 443-334-2931/443-334-2158

Email Address: cbarrett523@stevenson.edu/sdell@stevenson.edu

**How to Request this space:** This space is requested through the SU Calendar

**Form to use:** Faculty/Staff Special Event Request Form

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CUV Conference Room (Exchange Conference Room)

Contact: **CHELSEY BARRETT/ SARA DELL**

Phone: 443-334-2931/443-334-2158

Email Address: cbarrett523@stevenson.edu/sdell@stevenson.edu

**How to Request this space:** This space is requested through the SU Calendar

**Form to use:** Faculty/Staff Special Event Request Form
When setting up for an event, it is important to be very specific about your needs.

**How would you like the room setup?**

**Style of Room Setup:**

- Classroom (Chairs with skinny tables in front of them)
- Theatre (Rows of chairs with aisle)
- Board style (Hollow square with chairs around)
- Rounds (round tables with 8 chairs each)
- U-Shape
- Cocktails
- Other: for example, a Happy Hour uses rounds, cocktails, and banquet style tables

*Attached you will find diagrams of these setups.*

**When requesting tables, be sure to be specific: what type of table would you like and how many?**

**Tables:**

- Skinny (6ft long by 1.5ft wide)
- 4 foot long by 3ft wide
- 6 foot long by 3ft wide
- 8 foot long by 3ft wide
- Cocktail (high-top tables (2.5 ft. in diameter and 4ft high)
- Round 60 inches in diameter

*The location should be indicated of where you would like these tables placed in the room requested. When stating your needs, please be a specific as possible. For example, state that you would like four 6ft tables clothed and skirted in the back of the banquet room near the catering kitchen, or two 8fts clothed and skirted with two chairs behind each table, next to the right of the exterior doors in the pavilion.*

**Would you like the tables you requested clothed and skirted?**

*Skirting is limited. If you have six or more tables that you would like skirted, please contact Conference Services to ensure we can accommodate your needs.*
Tablecloths/Skirting:

- 120 inch cloths can be used for cocktails and rounds. This table cloth will go all the way to the floor.
- 85 inch cloths can be used for cocktails and rounds. This table cloth will go ¾ of the way to the ground on a cocktail and ½ to the ground on a round.
- Banquet cloths will cloth 6 foot, 8 foot, and skinny tables
- There are three sizes of skirting, 14” skirts, 17” skirts, and 21” skirts.
- Standard skirts are white; however, we have a limited supply of colored skirts (black and green)

Chairs

Always make sure you request exactly how many chairs you need for your event and also indicate the location of the chairs.

- Folding chairs are used in the gym/other locations outside of Rockland on the Owings Mills campus
- Banquet chairs are used in Rockland Center
- Armed chairs are used in the Pavilion on the Greenspring campus
- Armless chairs are used on the Greenspring campus when the armed chairs are in use

Food

Will you be having food at your event? Will you be using Sodexo catering or bringing your own food?

- If you are using SODEXO, please contact Lisa Labrecque with Catering at 443-352-4337.

A/V

What A/V needs does your event have? Will you need a laptop, projector, microphone, iPod hook up etc.?

- Please remember that we have a limited inventory of A/V. Please contact Conference Services with extensive requests.
- If you are unsure about you’re A/V needs, please contact Brooks Edman, bedman@stevenson.edu, so that we may assist you.
The following are diagramed examples of standard setups.

CLASSROOM (Skinny tables with chairs behind them in rows)

THEATRE (Consecutive rows of chairs)
BOARD (A hallow square table with chairs around the outside)

ROUNDS (Round tables with eight chairs at each)
U-SHAPE

OTHER (Specific table and chair needs)
****ALL OF THESE CAN CHANGE WITH THE ADDITION OF SODEXO TABLES****

CONFERENCE ROOM A

Classroom MAXIMUM: 60 people

Theatre MAXIMUM: 100 people

Board MAXIMUM: 30 people using skinny tables, 25 people using banquet tables

Rounds MAXIMUM: 6 (48 people)

CONFERENCE ROOM B

Classroom MAXIMUM: 30 people

Theatre MAXIMUM: 40 people

Board MAXIMUM: 25 people using skinny tables, 20 people using banquet tables

Rounds MAXIMUM: 3 (24 people)
BANQUET ROOM

Classroom MAXIMUM: 207 with stage (if aisles were made smaller 18 more seats could fit) 72 skinny tables needed.

Theatre MAXIMUM: 300

Board MAXIMUM: 60

Rounds MAXIMUM: 25 (200 people) with the stage this is very tight and has no other space for other tables.

ROCKLAND LOBBY

MAXIMUM: 12 skinny tables or six foots with 2 chairs at each (12 people)

PRE FUNCTION

MAXIMUM: 8 tables, Registration Tables

MAXIMUM: 10 six foots for fairs
ROCKLAND ELEVATOR UPSTAIRS LOBBY

MAXIMUM: (1) Eight Foot and 3 chairs (3 people)

SBL 404 (NO STUDENT REQUESTS)

Classroom MAXIMUM: 25 people classroom furniture from 404 is used.

Theatre MAXIMUM: folding chairs are used in this space (60 people)

Rounds MAXIMUM: 8 round tables (64 people)

Board MAXIMUM: 25 people

PAVILION

Classroom MAXIMUM: No skinny tables- must use banquet tables which allows for 45 people

Theatre MAXIMUM: 130 people

Rounds MAXIMUM: 12 (96 people)
**GREENSPRING GYM**

Classroom: Determined by request

Theatre MAXIMUM: **800-900 people**

Rounds MAXIMUM: **60** with **10** chairs at each seating (**600 people**)

***** ALL CHAIRS AND ROUNDS MUST BE RENTED THROUGH LOANE BROTHERS *****

**THEATRE LOBBY**

MAXIMUM: **6** eight foots

Theatre MAXIMUM: **60** chairs (**60 people**)  

**THEATRE**

Theatre seating MAXIMUM: **300**
## Greenspring Quad

**Maximum:** 20 eight foots 150 chairs and 28 Rounds

## Exchange Patio

Theatre **Maximum:** 75 people

Rounds **Maximum:** 6 right off the back of the patio (48 people)

## Mc Cafeteria

**Maximum:** 300 people standard setup

Graduation **8 rounds for food (64 people)**

## Fish Bowl

**Maximum:** 9 tables of four (36 people)

**Maximum:** 6 eight foots for food

## Space Outside of the Fishbowl

**Maximum:** 4 skinnies and they use the cafeteria chairs (16 people)
DO NOT LOG IN WHEN SUBMITTING A REQUEST!

Be sure to select the room for your event. This is done in the section after you add your meeting. To do this click the box that says select room, up in the right hand corner. REQUESTS WILL BE DECLINED IF THE ROOM IS UNASSIGNED.

After you submit a calendar request you will receive an e-mail from the SU calendar. This is NOT confirming that you have the space requested. This e-mail is to confirm you sent in a request and that your request is pending.

Once your request is approved or declined, you will receive another e-mail from the SU calendar.

It is important that you use the correct form when requesting an event. Please refer to pages 7-22.

Keep in mind that even if a room is listed as available, there may be other events surrounding the date and time of your request or a setup/tear down time that could make the space unavailable for your request. Conference Services will notify you of this and will make every attempt possible to schedule your event, but your event may need to be altered or declined.

If you submit a request that is a seven days or less away, contact Sara Dell with Conference Services as soon as you submit the request so that it comes to our attention immediately.

Calendar help videos can be found at the top left corner of the SU calendar page (steps by step to reserving space, and getting around the calendar)

https://sucalendar.stevenson.edu/Calendar%20Request%20Step%2oby%20Step.htm
https://sucalendar.stevenson.edu/SU%20Calendar---Getting%2oAround.htm

A PowerPoint step by step to requesting space is available per request through Conference Services. It can also be found in the calendar help section:

If a change or cancellation needs to be made, please contact Conference Services.

If you have any questions, concerns or problems with the calendar or submitting a request, please contact Chelsey Barrett at 443-334-2931 or Sara Dell at 443-334-2158.
# Request Form

<table>
<thead>
<tr>
<th>Forms</th>
<th>Rooms under the specified form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff Classroom Request</td>
<td>All classrooms</td>
</tr>
<tr>
<td>Faculty/Staff Executive Facilities Request</td>
<td>Campanella, Ratcliffe, President’s Dining</td>
</tr>
<tr>
<td>Faculty/Staff Library Computer Lab Request</td>
<td>School of Business 201</td>
</tr>
<tr>
<td>Faculty/Staff Mock Trial Courtroom Request</td>
<td>Mock Trial Courtroom &amp; Jury Room</td>
</tr>
<tr>
<td>Faculty/Staff Mustang Room Request</td>
<td>Rockland Conference Room C (Mustang Room)</td>
</tr>
<tr>
<td>Faculty/Staff Ratcliffe Community Center Request</td>
<td>Ratcliffe Main Room, TV Room, Game Room, Conference Room &amp; all Quads</td>
</tr>
<tr>
<td>Faculty/Staff Special Event Space Request Form</td>
<td>Any other space on campus. Gymnasiums, pavilion, Exchange, Rockland Lobby, Rockland Pre Function, Rockland Conference Room A &amp; B, Theatre Lobby, Theatre &amp; Theatre Gallery</td>
</tr>
<tr>
<td>Faculty/Staff Garrison Hall Room Request</td>
<td>Garrison Hall 103, 104 &amp; 204</td>
</tr>
</tbody>
</table>

## by Room that is being requested

### Building Key Names

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Rooms in the SU Calendar are preceded by the Building Key. For example if you are attempting to book the Pavilion you will need to filter to the Greenspring Campus and then scroll down to the MC (Manuzac Center) section, then you can select the MC Pavilion.

**Admin**= Administration Building, Greenspring Campus
**ART**= Art Wing, Greenspring Campus
**CA**= Caves Sports & Wellness, Owings Mills
**CUV**= Cuvilly Hall (Exchange Main Room & Conference Room are in CUV), Greenspring Campus
**DC**= Dawson Center (formerly known as Academic Center), Greenspring Campus
**GH**= Garrison Hall, Owings Mills Campus
**KH**= Knott Hall, Greenspring Campus
**LRC**= Learning Resource Center (Library), Greenspring Campus (submit request through the Library not the SU Calendar)
**MC**= Manuzac Center (formerly the Student Union, Greenspring Campus
**RCC**=Ratcliffe Community Center (formerly Avalon Community Center), Owings Mills Campus
**ROCK**= Rockland Center, Owings Mills Campus
**SBL**= Howard S. Brown School of Business & Leadership, Owings Mills Campus
**SC**= Science Center, Greenspring Campus
**TH**= Inscape Theatre, Greenspring Campus
**WW**= Wooded Way, Owings Mills Campus