



Event Readiness Checklist



1. Event & Room Reservations

- Submit event reservations to PhoenixSPACES <https://25live.collegenet.com/pro/elon#!/home/dash>
- **Event reservations should be submitted at least 14 to 21 days in advance:**
- For more event planning information visit the Event & Space Management Website. www.elon.edu/eventplanning or contact the office at events@elon.edu or 336-278-3868

2. Event Registration

- If you plan to include event registration or RSVP'S for your event, please utilize the **Events Management Application**. <https://elon.teamdynamix.com/TDClient/1947/Portal/KB/ArticleDet?ID=78107>
- If you do not have access to the Events Management Application, please call the Technology Service Desk at 336-278-5200 to request to be added as an Event Manager.

3. Event Technology Services

- If your event requires technology equipment, support services, and/or staffing please include request details during your event submission via PhoenixSPACES.
- All requests should be received at **least 14 days in advance**.
- For more information, contact the Event Technology Services at eventtechnology@elon.edu or 336-278-6521

4. Event Setup, Environmental, & Moving Services

- If your event requires room setup, catering tables, environmental or moving services. Please submit final request details to the Fixit System. [Event Setup Request](#)
- All requests should be received at **least 10 business days in advance**.
- For more information, visit <https://www.elon.edu/u/fa/facilities/> or call 336-278-5500

5. Catering Services

- If you are planning to have food at your event, request should be made via Mill Point Catering or Mediterranean Deli Bakery & Catering
- Mill Point Catering <https://www.elondining.com/catering/>
 - All orders should be submitted at <https://eloncatering.catertrax.com/>
 - Orders must be reserved **7 business days in advance** and confirmed within three business days to avoid late fees. For more information, call (336) 278-5330
- Mediterranean Deli Bakery & Catering <https://mediterraneandeli.com/elon>
 - For orders, please fill out the **Catering Request Form** <https://mediterraneandeli.com/elon/catering/schedule-a-catering>

6. Event Security & Parking Services

- **Security Services:** If your event has security needs, please submit request details to the **Request for Police Officers Form**. <https://eloncdn.blob.core.windows.net/eu3/sites/749/2024/01/Request-for-Police-Officers.pdf>
- **Parking Services:** If your event has parking needs, please contact the office at (336) 278-5555.
- All requests should be received at **least 10 business days in advance**.
- For more information, contact Campus Safety & Police at (336) 278-5555 or visit <https://www.elon.edu/u/fa/police/>

7. Risk Management & Insurance

- If your event requires a certificate of insurance due to risk levels or a contract with a 3rd Party, contact the Office of Risk Management & Insurance for guidance.
- For more information, visit <https://www.elon.edu/u/fa/faoperations/insurance-risk-management/> or call 336-278-5435

8. Facilities Management Services

- If your event requires additional services such as transportation, carpentry, electrical, etc. Please visit <https://www.elon.edu/u/fa/facilities/>
- For more information, visit or call 336-278-5500

9. Event Promotion

- Promote your upcoming events through Elon University Platforms to reach your targeted audience
- **Today at Elon |** WWW.ELON.EDU/NEWS
- **University Events Calendar|**WWW.ELON.EDU/EVENTS

10. Print Services

- If event materials such as flyers, banners, yard signs, name badges, brochures, and more, visit the print services portal to place your order: <http://printorder.elon.edu/>
- For more information, call (336) -278-5582 or visit <https://www.elon.edu/u/fa/auxiliary-services/print-services>