

## **BEST PRACTICES, Space Utilization & Analysis**

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**Title:** Event Planning # 272

**Source:** University of Washington

**Co Area:**

**Addl Info:** <http://www.engr.washington.edu/personnel/bestpractice/index.html#events>

**Abstract:** There are a number of factors to consider when planning large-scale events, including logistical considerations for the event itself, and timing considerations that may impact overall attendance. Some of these considerations can easily be missed.

Two checklists have been developed by the Dean's office to address event planning: a checklist for event logistics, and a checklist for timing and scheduling considerations.

<http://www.engr.washington.edu/personnel/forms/best-practice/EventPlan.pdf>

<http://www.engr.washington.edu/personnel/forms/best-practice/event-timing-considerations.doc>

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**Title:** Space Management: Maximizing accessibility of on-Grounds facilities and instructional spaces at the University of Virginia # 983

**Source:** University of Virginia

**Co Area:** Student Affairs

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices\\_files/2009\\_files/PDFs/09\\_BP\\_Space\\_Management\\_Maximizing\\_Accessibility.pdf](http://www.sacubo.org/sacubo_resources/best_practices_files/2009_files/PDFs/09_BP_Space_Management_Maximizing_Accessibility.pdf)

**Abstract:** At the University of Virginia, a team was formed to examine a wide range of student programming issues and envision an environment supporting student participation in extracurricular activities. One recommendation streamlined a method for faculty, staff and students to request space for events. Over the course of four years, and utilizing the National Association of University Business Officers (NACUBO) Business Process Redesign (BPR) methodology, three teams were successful in implementing an on-line space reservation system.

The delivered product increased opportunities for extracurricular activities for students and created an efficient reservation process across Grounds. At the time of implementation, students, faculty, and staff could reserve any of the 753 spaces. Recent statistics showed the number of events scheduled increased 73% and instructional space, previously not accessible for event functions, is now available for reservation by academic and student council organizations.