

HELPFUL INFORMATION

If the following services are required, please contact the appropriate individual at least a week to two weeks before the event.

AUDIO/VISUAL NEEDS:

If you plan to use a computer, laptop, projector or any other technical equipment, contact [Marc Verdieu](#) or [Phil Snowwhite](#) at 561-339-2776. In rooms such as the Administrative Auditorium (AD 119), FAU will require use of an A/V technician for the first hour.

See the IRM fee schedule at http://www.fau.edu/irm/northern/ncs_techrates.php

A/V services must be contacted for training in advance if the multi-media podium, computer, microphones, stage lights or projection system is to be used. FAU A/V services will determine whether the technician is required for the duration of the event.

LLS ROOMS (MA/PC): Contact LLS A/V at 799-8812.

If you do not make arrangements before your event, we cannot guarantee that A/V assistance will be available the day of your event.

CATERING/REFRESHMENTS: Contact Donna Mercer, food services manager, at 799-8720. A copy of your room reservation confirmation must be provided to Donna at the time of your request.

CUSTODIAL: Prior to your event, complete a work request for clean-up services. Submit your [Work Order](#) in a timely manner.

ROOM SET-UP/BREAKDOWN and **TABLES/CHAIRS:** Contact [Ralph DeMarco](#) by email or at 799-8692.

SIGNS: If you want temporary ground signs placed on campus directing people to your event, contact [Terry Gearing](#).

CAMPUS MAPS: Click [here](#) if you need a map for inclusion in a flyer or brochure.

PARKING: Those who wish to have a “no-cite” issued for parking at the Jupiter Campus must submit their request via email to the campus registrar, [Kimberly Stanley](#). The email must include the following information: Department Name and Contact Information, Name of Event, Date(s) of Event, Event Times (Start and Finish), Type of Event, Expected Number of Attendees.

NOTE: Any special rearrangement of rooms must be approved at the time of the room request to ensure there is sufficient time before and after scheduled classes for event set-up and breakdown. Only a very few rooms on campus can accommodate a special room set-up.

As a courtesy to students and faculty who may use the room after your event, please make sure arrangements have been made with Catering and Custodial to remove remaining refreshments and to clean the room as soon as possible after the end of your event.