Event Operations Manager

Please welcome **Judy Campbell** to UNTD. She comes to us with a wealth of collegiate event management experience, working as Events Coordinator at UNT Denton for 4 years also Ohio State and the University of Toledo.

Judy started mid-May 2020 and has been assisting with any events on campus, developing scheduling software, assisting Event Safety Committee processing event request (reopening plans) and working to develop relationships across campus.

Thanks so much everyone for the warm welcome. I am glad to be a part of the UNTD family and look forward to working with all of you to create successful events!
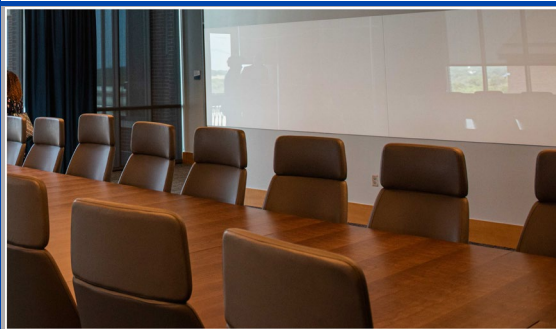
Stay safe!

Contact:
Judith.campbell@untdallas.edu
972-338-1856

UNT DALLAS
UNIVERSITY OF NORTH TEXAS AT DALLAS

Use of Space/Event Request Procedures
Spring 2021

PLEASE SUBMIT 2 WEEKS PRIOR TO EVENT DATE TO ASSIST IN EFFIECIENT PROCESS TO ALLOW TIME FOR ALL APPROVALS

1. Fill out Reopening plan found on University Conference Website (bottom of page) https://www.untdallas.edu/events. This form is used for all use of space on campus during COVID (classes, office use, drive up events, meetings etc) **Note:** very limited in-person events considered during COVID to minimize exposure and protect UNTD Community
2. Get VP approval
3. Submit Reopening plan with VP approval to Risk Management (Johnny.bullock@untdallas.edu) and/or Event Ops judith.campbell@untdallas.edu. (send all academic request to Risk Management and non-academic events to Risk Management & Event Ops)
4. You will receive an email approving request, approving request with changes, or denying request
5. **For non- academic events only**: please contact Event Operations, Judy Campbell via email @ Judith.campbell@untdallas.edu to confirm event setup needs. During COVID, Event Operations will be assisting with coordination of the services/equipment listed below. **Separate forms are not needed.**
   a. **Facilities**- chairs, tables, rooms access
   b. **Audiovisual Services**- laptop, mic, podium, AV staff
   c. **Parking**- parking is free on campus during this time campus is virtual
6. **Police/Security**- forms can be found at https://police.untdallas.edu/security-staffing-request
7. **ECI CATERING** will need to be contacted directly at https://ecimanagementgroup.catertrax.com/ or 972-338-1991 to place an order **(limited selection during this time-mostly prepackaged items)**
8. Once all details are completed and entered into ASTRA you will receive an event summary confirming event
9. Depending on complexity of your event an event review meeting maybe required to meet with Event Service areas (Event Ops, AV, Facilities, Police etc) to review and coordinate all event logistics
10. **Please note**: may be assigned a room different than requested as we have been using certain spaces that are more self-contained to limit exposure (ie FH 138 has restroom within suite that is only used by event) or more suited for the size of your event with social distancing