

The Great Hall & Conference Center  
Standard Operating Procedures

EFFECTIVE DATE: September 1, 2011

SETTING UP A ROOM FOR SCHEDULED EVENT

1. PURPOSE:

The purpose of setting up a room booked for an event is to ensure the arrangement meets the customer expectations per their directions

2. SCOPE AND APPLICABILITY:

Event Planner meets with customer and provides Event Setup sheet descriptions to GHCC staff

3. REQUIRMENTS:

- Access to materials provided to the customer (i.e tables, chairs, A/V Equipment)
- General understanding of safety procedures

4. REPSONSIBIILTY:

The GHCC employees will set room as requested by the customer. GHCC employees are responsible for rearranging within reason customer alterations upon arrival

5. PROCEDURES:

- a. Obtain Event Setup sheet from Event Planner
- b. Utilizing the setup sheet decide which items are needed in the event space
- c. Procure needed items and place in correct position according to Event Setup sheet