

EVENT MANAGEMENT

Planning and Design

There are numerous issues to consider when planning events. In our experience the majority of work transpires in the planning and design stages rather than the day itself. It is important that you view the room you intend to book before investing too much time in other elements of preparation. It is surprising how many events are planned remotely, with assumptions being made which culminates in a late scramble to patch requirements together. Please contact the Buildings Office to seek our advice.

Venues & Room Bookings

- To book a room decide on an appropriate space
- List of venues provided as link on space management page of website <http://www.nuigalway.ie/buildings/spacemanage.html>

Bear in mind that we are very **restricted on space during term time due to a busy schedule of regular academic bookings**. Even venues reserved especially for once off bookings have been used significantly more than they were a year ago.

However, if you are planning your event during term time these venues are the best place to start for once off bookings.

- SC200A in the Arts Science block
- AM205 in the Arts Millennium Building
- Siobhan McKenna theatre in the Arts Millennium Building (which comprises retractable seating)
- Aula Maxima (Upper and Lower) in the Quadrangle
- A113 (Alexander Anderson Boardroom) in the Quadrangle
- A132 (Monsignor John Hynes Boardroom) in the Quadrangle
- Bailey Allen Hall, Áras na Mac Léinn

- Bank of Ireland Theatre and University Art Gallery both booked by the Arts Office

Many events have been accommodated in certain foyer spaces at appropriate times but there are additional considerations for the Buildings Office where these are concerned including noise levels impacting on surrounding classrooms, theatres, labs and offices and the number of attendees exceeding that which we would deem to be safe and comfortable.

Foyer spaces

- Orbsen Building
- Arts Millennium Building (weekends & out of term)
- Áras Moyola (weekends & out of term)
- IT Building 1st floor (weekends & out of term)
- Áras na Mac Léinn to support setups already in the Bailey Allen Hall

If you are planning any catering in these areas please discuss this with the Buildings Office in advance.

Contacts in the Buildings Office for advice / clarification

Email queries to events@nuigalway.ie

Contact [Dean Pearce](#), Facilities Manager, ext 5363

Submitting all Event Requirements to the Buildings Office

- Nominate **one** individual, involved in the organisation of your event to liaise with the Buildings Office. If the **Conference Office** are involved it is they who should compile all relevant requirements and act as the liaison with the Buildings Office
- Fill in the Events Checklist with all relevant details and email it to events@nuigalway.ie
- With large events **diagrams / layouts** displaying the set up would be helpful.

Facilities Services Supervisors, (Attendants, Stewards and Cleaning)

We have four area based Facilities Services Supervisors who oversee the events from a Buildings Office perspective from set up to set down. These supervisors are also responsible for the Attendant / Stewarding / Cleaning services required.

When booking the room it is vital that you

- Allow sufficient time for the stewarding/attendant personnel to deliver all furniture/equipment required and set up appropriately
- All Audio Visual equipment should be pre arranged with CELT, extension 2787. Web address <http://www.nuigalway.ie/celt/audiovisual/facilities.html> , email to audiovisual@nuigalway.ie
- Also detail any periphery requirements not associated with the internal aspect of the set up i.e wheelchair access to the Aula, external signage etc
- Bear in mind Fire & Safety regulations such as not blocking exits, stairs or toilets and ensuring the venue does not exceed the advised capacity. For this our Fire Prevention Officer Gerry Murphy can be consulted on Ext 2188.
- Allow sufficient time for take down of set up to avoid creating problems for the next room booking in that venue.

The stewarding / attendant team are not contactable directly. Their work is managed and prioritised by the Buildings Office and it's imperative that any late additions to a set up be directed to facilities@nuigalway.ie, ext. 3517.

Electricians

You may require additional power outlets in places where they are not situated. Our electricians can run temporary supplies in but will require notice to plan out such possibilities. Requests for this service can be detailed in the same document as all other event requirements to ensure one definitive overview is circulated.

Security

Security is provided by in house staff during the day/evening and a contract firm for nights and weekends. Security services include opening and closing of buildings, foot and van patrols of the campus, the operation of CCTV systems, access control systems, traffic control for events and issuing keys.

Security have access to the Buildings Office Watch Report which details all room bookings. They are responsible for ensuring the appropriate venues are open and are assisted in this regard by our area based building attendants.

It is important to note that security will not be in a position to arrange an alternative venue due to an increased capacity. They follow the Watch Report carefully and this governs their initial approach to events.

They can be contacted on 2198 or 3333 for emergencies and are supervised by Gerry Nolan on 2378.

Signage

The Buildings Office have a number of fixed and temporary stands for directional signs. These can be placed strategically to direct guests from the appropriate entrance of the campus to the relevant building where the event is occurring. However, it is vital that when invites go out guests are instructed to enter campus via the closest entrance point to that building, this can avoid a lot of confusion and negative feedback. For example if your conference is in the Áras Moyola building and guests are not familiar with the campus infrastructure they may instinctively head for the main University road entrance to the campus only to find they have to exit the campus on Newcastle road and re-enter North campus beside the Cairnes building. [Campus map](#).

Where necessary, please provide adequate number of A4 portrait, laminated signs, detailing the name, date and location (room number and building name) of the event. All signage must be received in the Buildings Office (marked for the attention of Naomh Cassidy) at least **48 hours** in advance of the event.

Parking

For large conferences taking place out of term a batch of conference permits can be obtained for guests. In this instance you should contact the Conference and Catering Office and they will liaise with the Buildings Office to arrange it. There is usually a map provided with the permit showing guests which car park areas have been reserved for that Conference or event.

Alternatively we should be realistic and avoid on campus parking.