

## Procedure for Scheduling Village Events and Gaining Village Sponsorship

1. Contact Sheila Confer, Academic Village Coordinator, [sec10@pitt.edu](mailto:sec10@pitt.edu) or 724-836-9905. Provide a brief description of the event, date, place and time (if available). Sheila will make you aware of any potential conflicts, give you available dates and times and let you know which Director(s) to contact and how. You should make this initial contact **at least** one month before the event when possible. Dates fill quickly so be sure to plan ahead!
2. Contact the appropriate Village Director(s) to obtain Village sponsorship. If you are requesting Village funds for your event, please make that request at this time. **Be sure to include the Village Coordinator on all communications to the Village Directors.** This will insure event placement on the Village calendar and the appropriate transfer of funds if necessary.
  - The Village Directors **will not** offer credit for an event if it conflicts with another major event the Villages are presenting or promoting (ie, La Cultura lectures, plays, outside presenters, etc)
3. **MAKE A ROOM RESERVATION** and any other arrangements. You, your department or club are responsible for all room requests, maintenance and AV requests, Chartwell's requests, flyers, campus calendar postings and other event publicity. If Village funding has been secured for the event, the Village Coordinator will assist with these details but cannot be solely responsible for planning and publicizing your event.
4. **Once you have received confirmation of your room reservation**, provide the Village Coordinator with the confirmed date, time and place and description for the event so that it can be placed on the Village calendar. **This is not the same as the campus calendar** which is accessible from the home page ([www.upg.pitt.edu](http://www.upg.pitt.edu)). Events with a room reservation will automatically go to the campus calendar. If your event does not require a room reservation or you would like more details to be provided on the campus calendar, please contact the appropriate calendar manager. There is a link to the list of calendar managers on the campus calendar page.
5. Provide the Village Coordinator with an electronic version of the flyer for your event so the appropriate Village logos can be inserted. The flyers will be posted on Village bulletin boards in Village Hall, Powers Hall, Smith Hall and Chambers Hall and will also be given to RA s for posting in the residence halls. **Flyers should be provided at least 2 weeks prior to the event.**

### To make room reservations, AV, maintenance, campus calendar and other requests

- Go to <http://upgservices.pitt.edu/>
- Click on the appropriate link and follow the instructions
- If you do not have an EMS account (for making room reservations, you may create one from the EMS page).

### Chartwell's requests

- Food and other refreshments should be coordinated through Janet Shick ([jws22@pitt.edu](mailto:jws22@pitt.edu)).

### Sign in and Sign Out

When possible, a workstudy will be available to handle the sign in/out process. Updated Village Sign In Sheets are available in the rack outside the Village Coordinator's office in Village Hall 102. Copies will be sent to anyone who requests them. Please throw out (in the recycling bins of course) any copies of sign in sheets from previous semesters.

If there is no sign up sheet available for your event, please put out a sheet of paper, have students sign in and out, indicate their Village, and forward it to Sheila in 102 Village Hall.