



Special Event Planning Responsibilities

Thank you for choosing to host your event at Claremont Graduate University. The event host is responsible for the planning, coordination, and execution of all aspects of the event from start to finish. This includes ensuring that all required reservations, service requests, approvals, and logistical arrangements are completed in advance of the event date.

Event Planning Requirements

To host an event on campus, the following steps must be completed:

Space Reservation

An EMS reservation must be submitted and approved for all campus event spaces prior to the event.

Equipment Requests

Any equipment needs, including tables, chairs, podiums, staging, or other setup requirements, must be requested through a Keystone work order. Requests should be submitted as early as possible to ensure availability and proper event support.

Linen Requests

If linens are required, an AirSlate request must be submitted. Please note that linen services may incur additional charges.

Catering

All catering services must be arranged through Hagelbarger's Café. Event organizers should contact the catering team directly to discuss menu options, service needs, and event details.

Certificates of Insurance (COI)

Certificates of Insurance (COIs) are required for all outside vendors, contractors, performers, service providers, and organizations conducting business or providing services on university property. Approved COIs must be received prior to the event start date.

Event Host Responsibilities

The event host serves as the primary point of contact and is responsible for:

- Coordinating all event logistics and planning.
- Ensuring all required reservations and service requests are submitted.
- Communicating event details to attendees, vendors, and service providers.
- Managing event setup, execution, and breakdown.
- Ensuring compliance with university policies and procedures.
- Being available during the event to address questions or issues that may arise.

The Events and Operations Office is available to provide guidance regarding university procedures and available resources; however, the overall planning and management of the event remains the responsibility of the event host.

Early planning is strongly encouraged to ensure space availability and successful event execution.

