

EVENT PLANNING **FOR FALL '20**

CHECK ROOM AVAILABILITY

Access the public folders in Outlook to check if the space you need for the event is free. In the left pane click

Folder List → Public Folders → All Public Folders → Rooms Schedule → select respective building (MB, ABF or BAC)

COMPLETE FORM

For events with **less than 10 participants**, fill out the **Reservation Request** form.

For events with **more than 10 participants**, fill out the **Student Event Approval** form and seek permission from the Health Center, Dean of Students and President.

RESERVE A ROOM

Send the appropriate completed form to

MB Stoyan Stoyanov sstoyanov@aubg.edu	BAC Stefka Atanasova stefy@aubg.edu	ABF & LAWNS Events Office events@aubg.edu	SPORTS HALL Yasen Nedelchev jason@aubg.edu
--	--	--	---

OTHER ARRANGEMENTS

Contact the following offices for support

SECURITY

Contact Atanas Urdev at aurdev@aubg.edu for events involving external guests at least a week before the event.

FACILITIES

Contact the Facilities Office at facilities@aubg.edu for special room arrangements at least a week before the event.

MARKETING

Contact OCM at marketing@aubg.edu to promote your event through internal channels.