

Campus Event Setup Request Procedure

1. Purpose

This document establishes standardized lead times and procedures for requesting event setups on campus. The goal is to ensure adequate planning, staffing, and resource availability while supporting timely, well-coordinated planning for every event.

2. Scope

This document applies to all campus departments, programs, and external groups requesting tables, chairs, staging, or other setup support from the Facilities Management Department.

3. Procedure Overview

Event setup requests must be submitted within the required lead-time window based on event size. Requests submitted too early may be marked as tentative until confirmed, and late requests may be denied depending on staffing and resource availability.

4. Required Lead Times

Event Size	Required Lead Time	Notes
Small Events (10–50 participants)	7 days	Minor layout changes allowed.
Medium Events (50–200 participants)	14 days	Final counts/layout due 7 days prior.
Large Events (200+ participants)	30 days	Final counts/layout due 14 days prior.

5. Early Requests

Requests submitted more than 30 days before the event may be accepted as tentative. Dates, attendance, and layouts often change significantly, and early submissions may require resubmission or confirmation within the official lead-time window.

6. Late Requests

Requests submitted fewer than 3 business days before the event may not be approved. Approval will depend on staffing levels, equipment availability, and existing scheduled events. Late requests that cannot be accommodated will be returned to the requestor.

7. Final Layout and Count Deadlines

All final layouts and table/chair counts must be confirmed by the deadlines listed in the lead-time table. Changes after these deadlines may not be guaranteed.

8. Day-of-Event Change Freeze

No changes to setup layouts, table and chair counts, equipment requests, or room configurations will be accepted within 3 hours of the scheduled event start time. This hard

stop is necessary to allow Facilities Management staff sufficient time to complete setup, conduct final walk-throughs, and address any operational needs without disruption.

Any request for changes submitted after the 3-hour freeze window has begun may not be accepted. Requestors who anticipate the need for day-of adjustments should communicate those needs to Facilities Management no later than the start of the freeze period. Exceptions may not be honored.

9. How to Submit a Request

All event setup requests must be submitted through the FAMIS work request system. FAMIS can be accessed from the MyCCP page and Employee Services tab. Each request must include the following information:

- Event date, start time, and end time
- Event location
- Requestor's name, department, and contact information
- Number of tables and chairs required
- Day-of contact name and phone number

If you have a room layout, please attach it to your submission — an illustrated floor plan works best, as it helps Facilities Management staff position furniture and equipment exactly as you need it. To attach your layout, click the request ID number to return to the request screen, scroll down to the attachment section, and upload your file.

To help us prepare for your event, please make sure your request includes accurate details, is submitted on time, and that any final confirmations are provided by the stated deadline. Once submitted, Facilities Management will review your request, coordinate staffing, prepare all required equipment, and complete the setup as approved.

10. Contact Information

For questions regarding event setup requests or this Procedure, please contact the Facilities Management Department at 215-751-8190, or email facilitiesmgmt@ccp.edu.