



**CHRISTINE E. LYNN
COLLEGE OF NURSING**
Florida Atlantic University

Christine E. Lynn
College of Nursing
Event Planning Policy

Subject: Christine E. Lynn College of Nursing Event Planning Policy	Effective Date: 8/19/19
	Responsible Party: Dean, College of Nursing

Purpose: The purpose of this policy is to set guidelines for requesting of space, placing catering requests, process for approval, and appropriate charging for event in the Christine E. Lynn College of Nursing. Students, faculty, and staff are required to abide by all University codes of conduct and standards of guidelines. Use of the building is a privilege that may be revoked by failure to abide by college or University regulations. [FAU Use of University Policies](#)

I. Scheduling Space Use

A. **Academic Use Facilities (classrooms, labs, and studios)**

- i. All groups scheduling academic space for non-instructional purposes must coordinate use through the appropriate person(s). All non-instructional use of space must be posted to the CON Calendar.

B. **Designated Use Facilities (Multi-Story Glass Atrium, "T'ai" Chi Garden, Labyrinth, Yoga Studio, Holistic Space, and Christine E. Lynn Center for Caring)**

- i. Managed by the Executive Secretary, Associate Director of Academic Programs, and/or Directors for Institute for Intentional Health. These persons may schedule use in Designated Use Facilities. The Executive Secretary or Associate Director of Academic Programs is responsible for notifying the appropriate units events that may impact safety, welfare, or customary operations of the University. Offices that may require such notice include but are not limited to: Office of Space Utilization and Analysis (OSUA), University Police Department (UPD), Parking and Transportation Services, Environmental Health and Safety (EHS), and Physical Plant. Requests to use specific areas of the building will be subject to whatever conditions have been determined to be necessary for that space. Any changes to your event should be communicated as soon as possible. Organizer of event must receive permission at minimum 2 weeks prior to your event. Please note Auditorium can only be booked through Executive Secretary.



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C. Event Planning Form

- i. Complete [Event Planning Form](#)
- ii. Specific details will be needed for the event.
- iii. Name of event, start and end time of event, number of guests, any set up time/breakdown needed prior to or at the closing, and parking needed, any special notes must be included in the request.
- iv. Work order to be filled out by Associate Director of Academic Programs so please be as detailed as possible, include the number of tables and chairs you will need. Be available to meet with Facilities crew member if you prefer a specific set-up. Tables/chairs set-up services are provided Monday thru Friday between 8:00 AM - 2:30 PM.

D. Parking

- i. All visitors require a parking pass. Please see the visitor parking guidelines for more detailed information: <https://www.fau.edu/parking/permits.php>. Courtesy parking permits for visitors are available and subject to approval. Please make special parking arrangements for your guests with Executive Secretary prior to event.

II. Catering Request

- A. Please fill out form titled [Event Planning Form](#). There are choices for breakfast and lunch. Any other requests will need to be planned with the Executive Secretary and Associate Director of Academic Programs.

Dr. Edwards Associate Dean & Professor, Academic Programs, Dr. George, Dean or Louisa Kelly, Business Manager must approve all Catering requests. The Executive Secretary will place the order through Chartwells after approval. Food and alcohol must be served in accordance to the existing university policies. [FAU Use of University Policies](#)

- B. Post-event: Once your event has concluded, send agenda and sign-in sheet to Executive Secretary and/or Associate Director of Academic Programs if food catered by Chartwells. If food left over, bring to the Faculty Lounge and package up. Send email out to NurFaculty and NurStaff letting them know there is food. Clean up all event-related materials and return any borrowed items to appropriate sources.

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Event Planning Form

Event Name*: _____ Event Date*: _____

Set Up Time*: _____ # of Guests*: _____

Event End Time: _____ Guests Arrival Time: _____

Contact Name*: _____ Phone*: _____

Purpose of Event*: _____ E-Mail*: _____

Set Up Location of Event

Building: _____ Room Name or # _____

<p style="text-align: center;">Food & Beverage Order (See Pages 2 & 3 for Menu Choices)</p>	<p style="text-align: center;">Special Instructions (Set Up Information)</p>
<p style="text-align: center;">Office Use Only</p> <p>Date Received: _____</p> <p>Date Ordered: _____</p> <p>Date Completed: _____</p> <p>Approved by: _____ (Dean or Associate Dean or Business Manager)</p>	<p style="text-align: center;">Billing Information</p> <p>Tag #: _____</p> <p>Sent to Business Manager: _____</p> <p>Date Completed: _____</p> <p>Agenda and Attendance Record Sent : _____</p>

*** Required (if not filled in will be returned)**

Please make sure to fill this out and return to Valentine Etienne (etiennev@health.fau.edu) or Debbie Campbell (dcampbell@health.fau.edu). **If this form is not filled out for events your catering may not be ordered.**

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Breakfast Options – please write in choice under Food & Beverage section of Catering Form

Express Breakfast

- Fresh assorted baked breakfast goods
- Assorted bagels with cream cheese, jelly and butter
- Iced water
- Freshly brewed regular and decaf coffee
- Assorted herbal teas
- Half and half, lemon wedges and assorted sweeteners

Continental Breakfast

- Fresh assorted baked breakfast goods
- Assorted bagels with cream cheese, jelly and butter
- Seasonal diced fresh fruit
- Fresh orange juice
- Iced water
- Freshly brewed regular and decaf coffee
- Assorted herbal teas
- Half and half, lemon wedges and assorted sweeteners

The Owls Breakfast (Dean's Approval Required)

- Fresh assorted baked breakfast goods
- Assorted bagels with cream cheese, jelly and butter
- Seasonal diced fresh fruit
- Choice of steel cut oatmeal or yogurts and granola
- Fresh orange juice
- Iced water
- Freshly brewed regular and decaf coffee
- Assorted herbal teas
- Half and half, lemon wedges and assorted sweeteners

Breakfast Ala Carte Items

- Bacon
- Scrambled Eggs
- Seasoned Breakfast Potatoes
- Cage Free Hard Boiled Eggs

****If a special menu is wanted please email Valentine or Debbie to set up time to meet to create menu for approval from Dean and Chef at Chartwells****

Lunch Options - please write in choice under Food & Beverage section of Catering Form

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Express Sandwich Lunch

All sandwiches served on chef's selection of fresh bread with lettuce & tomato, cookie, chips, fresh whole fruit, Coca-Cola products and condiments.

Please indicate sandwich choices (quantity of each in the space in front of type)

- Smoked turkey and provolone cheese
- Ham and Swiss cheese
- Roast beef and cheddar cheese
- Fresh vegetable wrap
- Tuna salad
- Egg salad
- Chicken salad
- Caprese sandwich

Build Your Own Classic Sandwich Buffet

- Variety of breads
- Assorted deli meats
- Assorted cheese tray
- Sliced tomatoes, lettuce, onions and pickles
- Individual bags of chips, couscous salad, cookies
- Coca cola products.

Express Salad Buffet

- Lettuce and spinach
- Seasonal assortment of vegetable toppings to include tomatoes, onions, peppers, jalapenos, cheddar cheese, mushrooms, croutons and bacon bits
- Grilled chicken platter
- Two dressing selections
- Rolls and butter
- Cookies
- Coca Cola products

Sides (please include request with sandwiches if desired)

- Fresh Fruit Salad
- Mixed Garden Salad

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