

Events 101: Navigating Events at TRSM

Breaking down the logistics of booking, planning, and executing an event here at the Ted Rogers School.



The Special Events Team





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Agenda for today

EVENT PROCESS

How to book
space at TRSM

RESOURCES

Event resources
available to
student group

TIPS & TRICKS

Best practices
for events

Event Process Summary

Step 01

Initial Request for Space

Email trs.events@torontomu.ca

Please include the following:

- Contact Name and Position
- Name of Student Group
- Contact Information
- Event details (date, time, number of people, format, what space you want)



Step 02

Coordinate

Communicate with us and finalize the following:

- Event Itinerary
- Event Set-up requirements and Floor plans (Submit this 12 business days in advance!)
- AV requirements
- Final list/numbers of people
- Catering requirements



<https://torontomettrs.catertrax.com/>

Event Process Summary

Step 03

ExploreTMU

After confirming a space for your event with our team, upload event details on to ExploreTMU and to receive approval.

Without approval, ALL secured space will be RELEASED.



Step 04

Update & Finalize

Have any changes or updates on your event, let us know:

- Event itinerary
- Final list of attendees & speakers
- Catering Menu

Please keep in mind that event set-up should be submitted 12 business days prior to the event date.



Step 1

Requesting Space






Request **WAY** in Advance

There are a lot of people who want to book spaces for their events. We book on a first-come-first serve basis.

Send your requests 2-3 months prior to your desired event date.

eg. You want to book space for an event in October, send your requests by July







**Prepare
to be
FLEXIBLE**

Have 2-3 spaces in mind and list them by preference when emailing us.

There is no guarantee that you will get your first pick so it is best to have alternative spaces.

eg. Preference #1 Commons, Preference #2, CPA Lounge, Preference #3 TRS classroom





**Classes
come
FIRST**

If you are thinking of booking a classroom for your event, keep in mind that most classrooms are reserved for classes.

Even if you book 2-3 months in advance, there is no guarantee you will get the room reserved as classes are top priority.

TIP: Classrooms are generally easier to book after 6 p.m.





Email Template to Book with Us



To **trs.events@torontomu.ca**

Subject **Student Group: Event Name**

Indicate who you are (Name, Student Group, Position)

Then state

- Event Name
- Date of event + alternate dates
- Expected number of attendees
- Time preference (include time for set-up and take-down)
- Room preferences (include 2-3 preferred spaces)
- Complex event? - include event outline

SEND



What are the Costs to Hosting an Event?

As a student group at TMU, there are **NO CHARGES** for space bookings.

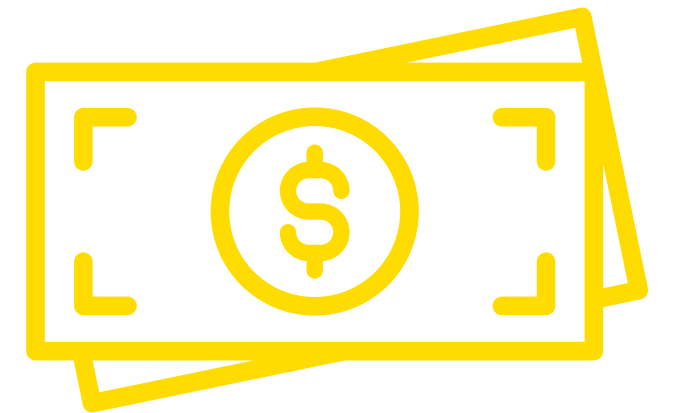
However, the following costs may be applicable:

① Catering

① Security

① Porters

① Furniture Rentals



Step 2

Coordinating





Setup Submission Deadline

DUE 12 BUSINESS DAYS BEFORE EVENT DATE

FINAL event set-up requirements - furniture & floorplan

Event Time - Different from Booking Time

FINAL guest count - attendees, staff and speakers



If set-up requirements/information is not received before the deadline, you will have to use the space "AS IS"

TRSM Capacity Chart

TED ROGERS SCHOOL OF MANAGEMENT	RECEP.	BOARD ROOM	HOLLOW SQUARE	U-SHAPE	ROUNDS OF 10	ROUNDS OF 8	ROUNDS OF 6	THEATRE
CPA LOUNGE (1-003)	75	28	32	28	50	64	48	70
TRSM COMMONS (1-148 + 1-150)	160	44	56	48	150	152	114	150
TRSM NORTH COMMONS (1-148)	82	36	32	32	50	64	48	72
TRSM SOUTH COMMONS (1-150)	72	28	48	28	40	56	42	62

Room capacities decrease with additional furniture & custom setups (i.e. buffets, staging, podiums, etc.). Please ensure you pick the room appropriate for your event size.



External Catering

PLEASE NOTE THE FOLLOWING:

Approval:

If you wish to order external catering, please contact the TRSM Culinary & Catering department directly to receive approval for external catering

Use a Reputable Restaurant:

Your student group is held responsible if your guests have issues with the food present at your event.

Special Pricing for Students:

If pricing/budget is a concern consider the TRSM Culinary & Catering Department's Student Association Menu (S.A.M).

1
We will send you a logistics reminder email to the student group member who is listed as our point of contact under the event reservation

 PLEASE KEEP IN MIND



To Student Group Rep

Subject PLEASE KEEP THIS IN MIND

Have only **ONE** point of contact for your event to reduce the chances of miscommunication

If you are passing this event over to another group member, please communicate this with us, and have them CC'd in the email.

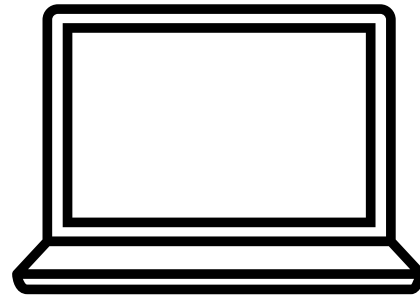
Best,
Events Team

SEND



TRSM Technology

Help Desk



Email: bizhelp@torontomu.ca

Phone: 416-979-5000 ext. 557455

Location: TRS 1-154

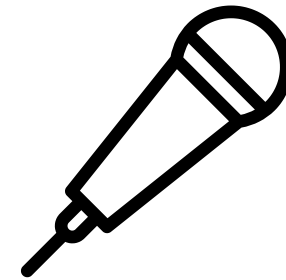
Short-term rentals

- Laptops & Chargers
- Adapters

Service

- Assist in AV trouble-shooting

Media Services



Email: avhelp@torontomu.ca

Phone: 416-979-5000 ext. 554444

Location: KHE 227

Short-term rentals

- Microphone
- Projectors

Great student services outside of
events!

Deliveries & The Loading Dock

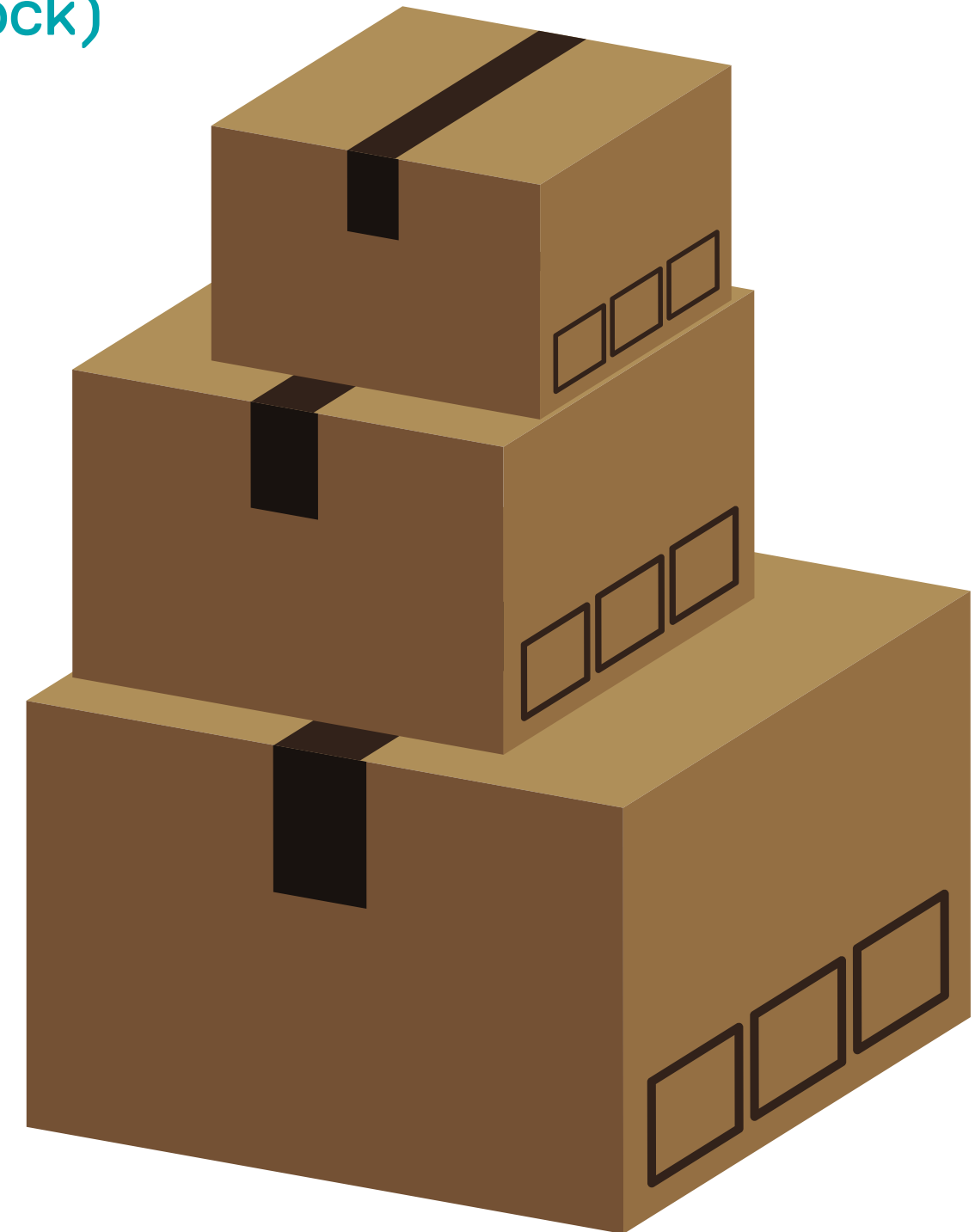
Location: 491 Bay Street (Toronto Eaton Centre Loading Dock)

Please Note

- Come to the Special Events Office to sign out a Contractor Card in order to access the Freight Elevator/Loading Dock
- Have the delivery person call you directly from the internal phone located on the left hand side of the elevator entry way (Dial 9 for external calls)

Warning:

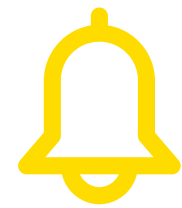
- You are responsible for receiving your deliveries, Special Events does not coordinate or receive packages on your behalf
- If the Contract Card is not returned, you will incur a \$35.00 replacement fee
- You must bring your own cart to pick up your deliveries



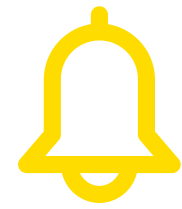
Golden Rules when Emailing



All emails should be sent to
trs.events@torontomu.ca



Email us with your
[@torontomu.ca](https://twitter.com/torontomu) emails only



If you spoke to someone on
our team about your booking,
[stick to that same contact](#)

Step 3

ExploreTMU





ExploreTMU Approval

After you have booked your space with our team, you need to submit your event to ExploreTMU to get your risk assessment approval.

Your event will be placed on tentative hold until you receive an approval

Weekly meetings or series bookings of events with the same information?
Submit all at once to save time!

Please note that ExploreTMU is an external network and is not controlled by our Event Team.



Step 4

Update & Finalize



To TRS Special Events

Subject EVENT UPDATES

Please inform us of any changes required for the event:

- Setup changes
- Event name change
- Event time change
- Cancellation

SEND



Additional Resources



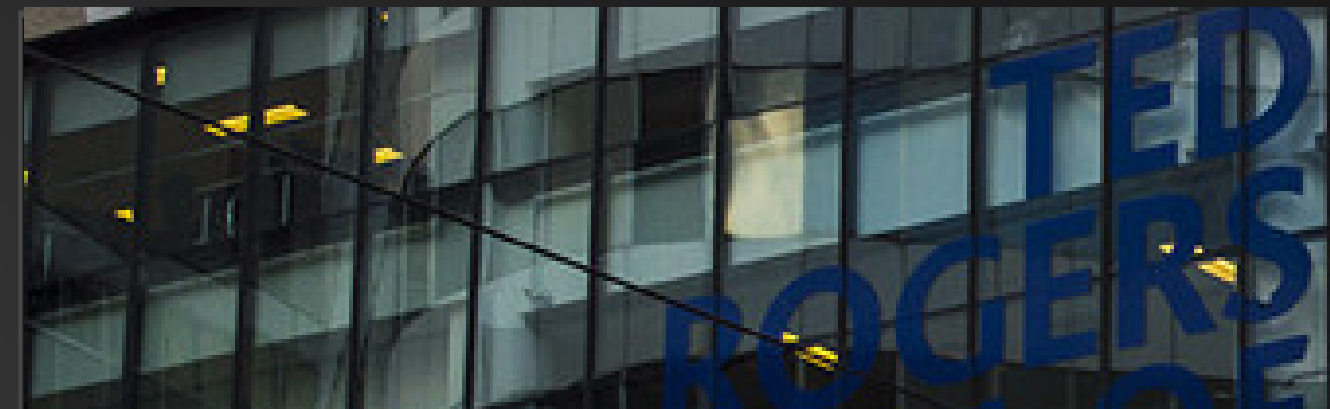
Digital Wayfinder

You can have your event displayed on our digital wayfinders!

Event Name | Time | Location



You can also display an ad on these screens to promote your event!



Happening Today

Event Name -

As advertised to attendees

Event Time -

As advertised to attendees

Event Location -

Where you want attendees to go

Email this information to -

trs.events@torontomu.ca

Audio & Visual (AV) Kits

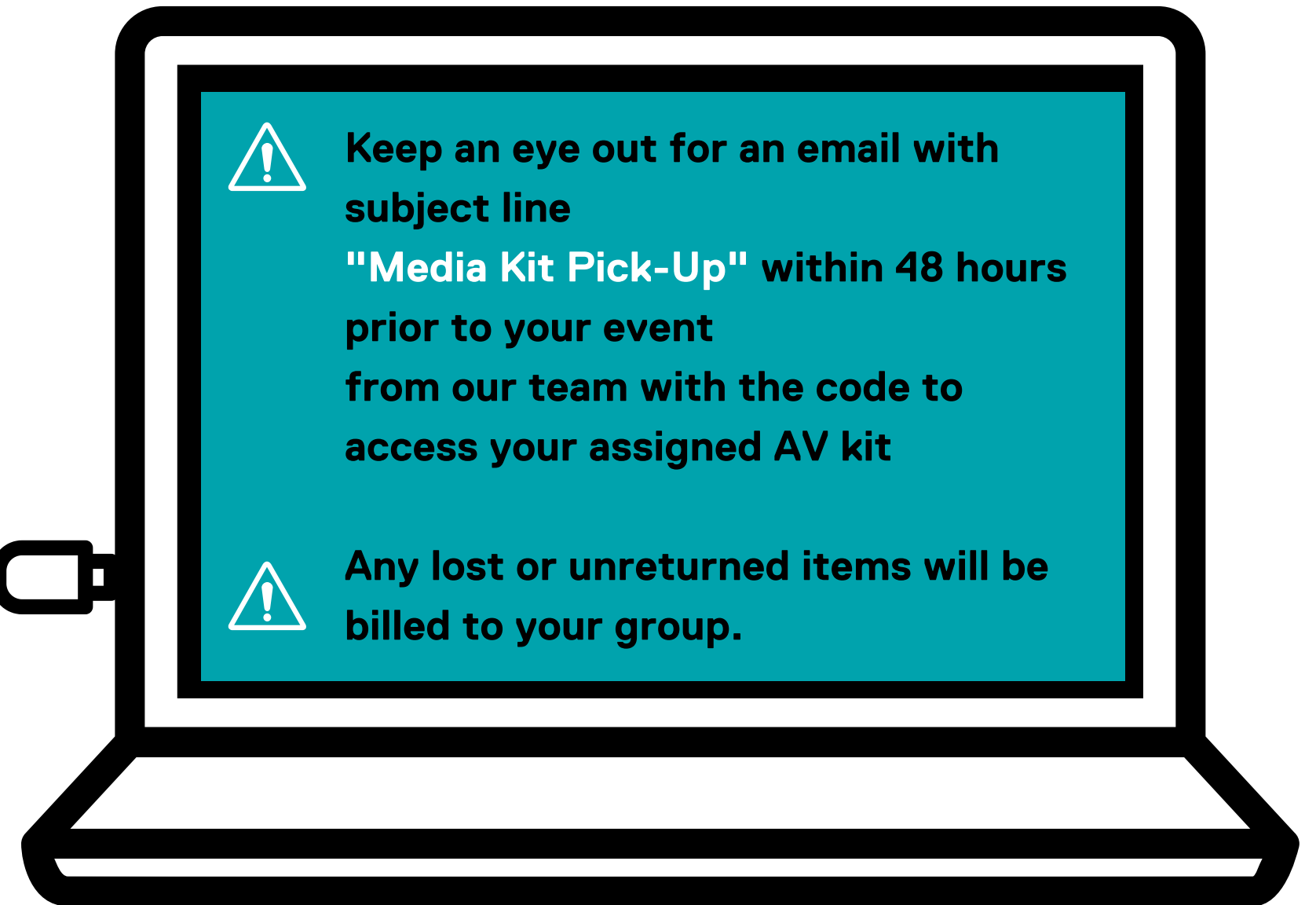
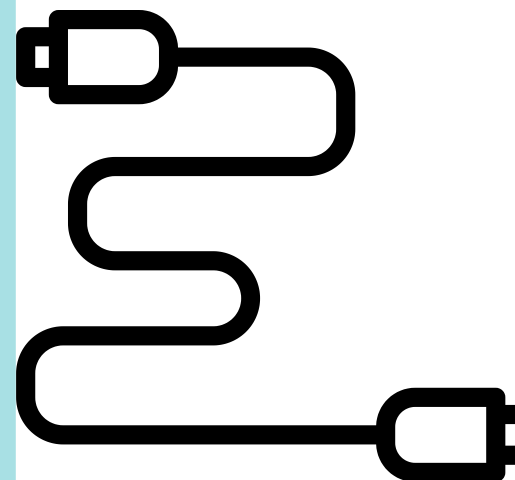
Both TRSM Commons and CPA Lounge have built-in A/V capabilities with a projector screen in each room

What's Included

- 1 VGA Cable
- 1 HDMI Cable
- 1 Corded Microphone
- 1 Microphone Wire
- 1 Clicker with USB attachment
- 1 Extension Cord
- 1 Projector Remote

What's NOT Included

- PC Laptop or Macbook
- Adaptors to connect your laptop
- Additional microphones and microphone wires



TRS Special Events Website

On our website, you can more information on:

- Venue capacity
- Gallery (Photos of space)
- Event resources
- Summary of this presentation!



Tips & Tricks



Tips & Tricks for Hosting an Event



Set up a "Pre-Event" Run-Through

- Discuss member/volunteer roles and responsibilities
- Do a walk-through of the event space with your team and volunteers
- When recruiting more volunteers, have more than needed as people will drop out



Assign people to your set-up and clean-up team



Create an itinerary/manual for your events

- Include a breakout of times
- Detailed floor plans
- Role responsibilities



Talk to your faculty advisor for your event



WE ARE HERE TO HELP!!!

- Special Events team is happy to meet with you to provide any assistance we can
- Send us an email or drop by our office and we will do our best to schedule a sit down

Main **TMU Campus**





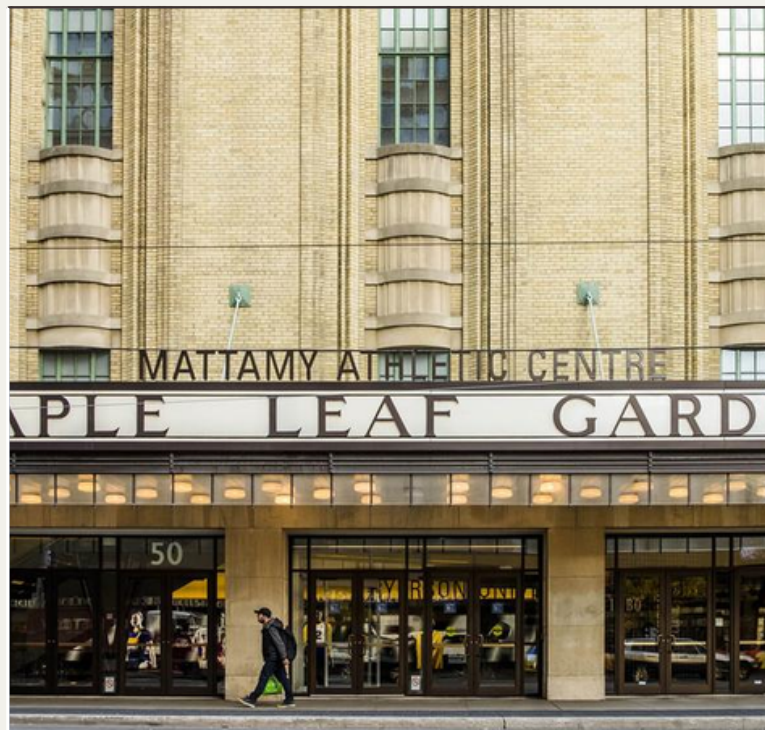
Sears Atrium



**Commons
Conference Room**



Oakham House



**Mattamy
Athletic Centre**



ILLC

**We can direct you to
the right point of
contacts!**

Thank you!

Any Questions?

**Toronto
Metropolitan
University**

**Ted Rogers
School of
Management**

Special Events & Property Management