**Guidelines for Outdoor Event Planning**

**BE INFORMED, UNDERSTAND THE DETAILS, AND MAKE A PLAN**

**Outdoor Event Planning Checklist**

- Reserve the outdoor space and a rain date or location at the Scheduling Office
- Request tables, chairs, stage, etc. by submitting a Work Order request form to the Scheduling Office
- Submit a Permit Request form to the Code Review Team for any temporary structures (tent, stage, or amusement device)
- Submit an Open Burn Permit request form to Fire Safety for any open flames.
- Consider electricity needs and sources (see information inside)

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**Burn Permits/Open Flame**

An open flame is defined as a bonfire, campfire, fire pit, or candles. They are permitted with a burn permit at the following locations:

- Fraternity Field
- Jamestown Field
- Sorority Field
- Sunken Garden
- Yates Field

Due to heavy foliage, no open flame is permitted on the Crim Dell Meadow or Lake Matoaka Amphitheater. Only closed grills (grills with lids) are permitted.

For more information on fire safety and to apply for a burn permit refer to the following link.

https://www.wm.edu/offices/facilities/services/safety/firesafety/openburn/index.php

Questions? Contact Brad Meirs, (757)645-8657, btmeirs@wm.edu.

Application must be submitted 10 days prior to event.

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**Things to remember**

- Don’t forget to reserve a rain date or location! The Scheduling Office can reserve additional space for you. Don’t let bad weather stop you from making your event shine.
- You must allow **10** days prior to your event to obtain a permit for a structure (stage, tent etc).
- Tables, chairs, trashcans can be rented by submitting a Work Order Request Form at the Scheduling office.
- For outdoor audio needs contact Jeff Herrick, 221 2404 or [http://sadlercenter.wm.edu/campus-av-request/](http://sadlercenter.wm.edu/campus-av-request/)

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**William & Mary**

Chartered 1693

Office of Student Leadership Development
Campus Center 203
757-221-3300
leadership@wm.edu
www.wm.edu/leadership
Furniture/Outdoor Events

How do I request tables, chairs, stage, etc. for my outdoor event?

Recognized Student Organizations can rent furniture etc. from Facilities Management for outdoor events by submitting a Work Order request form to Scheduling Office.

What is available for rent and how much does it cost? Can my order be delivered?

A list of items available for rent is noted on the backside of the Work Order request form. Please note minimum delivery/return charge should you need your items delivered. Pick-up and drop-off times are noted as well if you intend to transport your items.

How far in advance should I submit my work order to the Scheduling office?

Work orders MUST be submitted 10 days (Mon–Fri), prior to your event.

How do I pay for the rentals?

Student organizations will receive an invoice from the Office of Student Leadership Development for all charges generated from the Work Order. It is your responsibility to submit payment upon receipt of invoice. If you have funding from the Student Assembly please provide index number (see Anita Forrest).

Temporary Structures

TENTS, STAGES, AMUSEMENT DEVICES, AND STAKING

- A permit and/or inspection is required by the Code Review Team for all tents, stages, and amusement devices.
- To request a permit and inspection please refer to Directive 510 found on the Facility Management website. [http://www.wm.edu/offices/facilities/directives/dir510.pdf](http://www.wm.edu/offices/facilities/directives/dir510.pdf)
- This must be done at least 10 days prior to your event.
- Off site vendors (e.g. Teeny Tiny Farms) are required to notify Miss Utility before installation of any stakes or electrical system. This should be done at least 3 days prior to event. It is the responsibility of the student organization to inform the off site vendor, of this responsibility.
- Student Organizations erecting any temporary structure or signage requiring stakes or rods driven into the ground must call Miss Utility Hotline at 1-800-552-7001 and have all underground utilities marked in the vicinity of the proposed structure or stakes. This should be done at least 3 days prior to event.

Electricity and Power

The following outdoor spaces have basic power:

- Sunken Garden (power boxes near Crim Dell end and Wren end).
- Crim Dell Meadow (three double plugs near large tree)
- Matoaka Amphitheater
- Lamp post opposite James Blair Hall
- Crim Dell Amphitheater (upon request through a work order)

Fields listed below do not have power available:

- Jamestown Field
- Fraternity Field
- Yates Field
- Sorority Field

Student organizations that require electricity on the above fields will need to rent a generator from off site vendor (Williamsburg Event rentals). All electrical cords and equipment will need to be inspected before use. For further information please contact Mike Marrs at 221-5294 or jmmarr@wm.edu.