

# OUTDOOR EVENT GUIDE



Office of Student Leadership  
Development  
College of William & Mary

## Timeline

### At Least 10 Business Days Before your Event

- Apply for a permit for inspection of an amusement device or tent.
- Apply for furniture through the Facilities Management Event Service Request.
- Apply for power through the Facilities Management Event Service Request.
- Apply for an Open Burn Permit.

### Three to Five Business Days Before your Event

- Assess the weather for your event date.
- Contact vendors with regard to their cancellation policy in the event of rain.

### Day of Event

- Check to make sure all equipment/vendors are setup and ready for your event.
- Enjoy your event!
- Clean up any trash/setup after your event.

### After your Event

- Assess how the location (rain and shine) worked and didn't work for your event.
- Pay any bills for rentals.
- Leave notes about your event for your organization, especially if it is an annual event.
- Make sure to thank those who helped!

## Furniture

- Recognized Student Organizations can rent furniture and other supplies from Facilities Management for outdoor events.
- Requests can be submitted through the [Facilities Management Event Service Request](#).
- Furniture can be picked up from and returned to Facilities Management, or for an additional fee, furniture can be delivered.
- Contact Scheduling for prices.
- Student Organizations will be billed after the event.
- Don't forget your trash cans!

## Staking

- Off-site vendors are required to notify Miss Utility before installation of any stakes or electrical system three business days before the event.
- 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.

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## Audio Visual Needs

- AV forms can be found on the Sadler Center website. <https://www.wm.edu/offices/sadlerandcampuscenters/eventsandmeetings/index.php>
- Requests must be submitted at least **ten business days prior** to the event.
- Contact Sadler Center staff at 757-221-3433. you need additional help.

## Tents and Inflatables

- Permits are required for tents with areas greater than 900 square feet, OR any tent with more than 50 occupants OR any tent located less than 20 feet from buildings and/or property lines.
- Permits are required for all Platforms greater than 4 inches in height.
- Permits are required for all Amusement Devices.
- Permits must be submitted at least **ten business days prior** to the event.
- <http://www.wm.edu/offices/facilities/directives/Dir510Attachment.pdf>

## Fire Permits

- An open flame is defined as a campfire, fire pit, candles or grill. These open flames are permitted at the following locations:
  - Jamestown Field
  - Sorority Field
  - Sunken Garden
  - Yates Field
- Open Flame is not permitted on the Crim Dell Meadow or Briggs Amphitheater at Lake Matoaka with the exception of grills with lids. Permits are still needed for those grills.
- Open Flame Permit and Training needed at least **seven business days prior** to the event.
- <https://www.wm.edu/offices/facilities/departments-directors/ehs/firesafety/open-flame/index.php>

## Electricity and Power

- The following outdoor spaces have basic power. Work with Scheduling for details.
  - Sunken Garden
    - One box on Crim Dell end
    - One box on Wren end
  - Lamp post opposite James Blair Hall
  - Crim Dell Meadow
    - Three double plugs near large tree
  - Briggs Amphitheater at Lake Matoaka
  - Crim Dell Amphitheater
- The following outdoor spaces do NOT have power, and if power is needed a generator will need to be rented from an off-site vendor.
  - Jamestown Field
  - Yates Field
  - Sorority Field
- All electrical cords and equipment will need to be inspected before use.