

## ***How to use the scheduler to reserve a room at the PDC***

<http://www.esc-cc.org/public/Event/eventform.cfm>

In the **Times** field, click **add** then fill out the guest count, date, select building and room and the time list on the right will immediately show the room availability. If the room you want is available proceed to the next step which is selecting the time slot, please be accurate with the time selection. **Start time** should be 30 minutes prior to your registration time. This is not the start time of the presentation or meeting, this is the time I will be opening the building to let **you** in. If your invitation will state that doors open at a certain time, please enter a start time that is 30 minutes prior to that time. This is essential to allow you time to get into the building and get yourself set up at the registration table, greet any presenters or go over any last minute details with me. **End time** is the estimated end time of the meeting, please be as close to your estimated end time as possible, adding more time when you book is better than going over the requested time slot. You are not billed for the time if you go under time, however going over time can create problems with other bookings that may be on the schedule following your meeting as we do have a number of evening meetings we have to accommodate.

If there are multiple instances of the same meeting you can just keep going back and clicking on add to add the additional dates instead of filling out a new form each time.

Please note Room A will seat 84 ppl with the standard set up. Room B will seat 112. Rooms A and B together can accommodate 196. Please be careful to book the right room for your guest count.

**Event Title** is the name of the meeting.

**Contact Name** would be the person that I would contact to discuss the meeting set-up/details. Not the presenter but the PD person in charge of signing for the event, the one who has or knows the details of the meeting. The billing will come attention this person unless other information is given. This is who I will send the room contract to as well.

**Contact Email** would be the e-mail of the person above.

**Sponsoring Agency** is the agency who is hosting the event, paying for the room fees etc.

**Presenter** is the person who is speaking or presenting at the meeting. If unknown, please indicate TBA or TBD or something of that nature as it is a required field.

**Times** are important. **Registration time** is the time the doors open for the guests to come in to register. Make sure this time is 30 minutes after your requested time slot and at least 30 minutes prior to your meeting. If it is a particularly large meeting you may want to allow a little longer to register or make sure you have more than 1 person at the registration table to handle the registrations. **Program start time** is the time the meeting is actually going to start and again it should be at least 30 minutes after registration time. Please be sure you enter the correct information here, this is not program start and end time!

**Room Setup** is where you select the type of room configuration you require. Standard set up is round tables with 7 chairs per table. Room A has 12 tables and Room B has 16 tables. The classroom has 9 classroom style tables with seating for 24. Any change from the standard set up will be billed per hour for set up and tear down.

**Catering** is where you select what type of catering you will be having at your event. Please note filling this in is not ordering your catering!!! This just lets me know that there will be food coming. If you require catering you must contact me for the approved caterer list or to order from Marigold Catering. Catering is not included with the room rental costs and will be billed separate from the caterer you choose. If you would like our beverage service please select 'other' and enter beverage service in the form field. Beverage service is an additional charge and is as follows

**Beverage Service for 100 includes:**

Regular coffee for 75 ppl  
Decaf coffee for 35 ppl  
Tea for 20 people  
Cups, creamers, sugar and stir sticks

**Beverage Service for 50 Guests includes:**

Regular coffee for 35 ppl  
Decaf coffee for 15 ppl  
Tea for 10 people  
Cups, creamers, sugar and stir sticks

**Billing** is the party who is responsible for paying for the room. Name address and phone number. Bills will go Attn to the Contact Name.

**Submitted by** is you. The person making the request for the room.

**Special Notes** is where you would add any information that is important or relevant to the meeting, or anything that I need to know additionally. If you would like to have a PO or other reference number on your invoice please add that in this area.

Click on **Submit** and your room is now on hold for you.

Once the room request is received you will be sent a room contract outlining the costs and details of any services you have requested including the administration fee. Please sign page 1 of this contract and send back immediately. This confirms your room rental. Your room reservation is held for 5 days; you must sign and send the contract back in order for the room to go to the confirmed stage. Once the contract is received you will get an auto notification that the room is in the confirmed stage.

If you need to cancel the room, you **must** fill out and fax or email page 3 of the contract. There is a room cancellation fee of \$50.00 per room if cancelled less than 5 business days prior to the event and a 3 hour administration fee charge. 'No shows' and cancellations on the day of the event will be billed for the full room rental fee and full administrative fee for hours quoted.

**Guest Count:** If you are taking pre-registrations either online or by phone, please contact me on the date that your registration closes to discuss final guest count. If you reserve more space than you need and don't let us know within 5 business days of the event, you will be charged the cancellation fee for rooms not used, if you don't let us know until the day of the event, you will be charged for all rooms reserved.

**Internet Use:** We can provide limited tech support for internet use, however if you are holding an event which requires the guests to use the internet, please let your guests know that their laptops must be updated including current software for their wireless adapters and OS updates. We make available the wireless access code to guests who ask for it, if you do not want your guests to have internet access for your event please make sure you let us know so that we do not give it out for that particular session.