

## Richland Campus Event Planning Procedures

(Check Richland Campus Building Hours Calendar prior to making a request.)

### \*Internal Events: (large gatherings)

1. Complete the Richland Campus Event Planning Worksheet found on the the main page of the myPEAK portal.  
and Submit to: [eventrequest@pennhighlands.edu](mailto:eventrequest@pennhighlands.edu)

Upon Cabinet approval:

2. Submit a Spice Works Request for IT and Maintenance needs to <https://pennhighlandscs.on.spiceworks.com/portal>.
3. If refreshments will be served, contact a vendor on the catering food provider list at:  
[https://my.pennhighlands.edu/ICS/Portlets/ICS/Handoutportlet/vi ewhandler.ashx?handout\\_id=27043a62-f056-43cc-a13d-5a703fbe479b](https://my.pennhighlands.edu/ICS/Portlets/ICS/Handoutportlet/vi ewhandler.ashx?handout_id=27043a62-f056-43cc-a13d-5a703fbe479b) and submit a PO.

### Internal Meetings:

1. Email [eventrequest@pennhighlands.edu](mailto:eventrequest@pennhighlands.edu) or [saugustine@pennhighlands.edu](mailto:saugustine@pennhighlands.edu)

### \*External Events/Meetings:

1. Complete the online request form at:  
<https://www.pennhighlands.edu/workforce-community/facilities-rental/>
2. Upon approval, contact one of the preferred catering providers if refreshments will be served
3. Additional required documents and relevant information will be sent to the event organizer and any necessary Spice Works requests should be completed at the following link:  
<https://pennhighlandscs.on.spiceworks.com/portal>.

❖ Events and/or large gatherings require Cabinet approval.

- Please plan in advance to allow ample time for the approval process.
- Do not proceed with any arrangements until Cabinet approval has been received.