

Richland Campus Event Planning Procedures

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

*Internal Events: (large gatherings)
<p>1. Complete the Richland Campus Event Planning Worksheet found on the the main page of the myPEAK portal. a. Submit to Kathy Edmiston at: kedmis@pennhighlands.edu</p> <p>Upon Cabinet approval:</p> <p>2. Submit a Spice Works Request for IT and Maintenance needs 3. If refreshments will be served, contact our food service provider at: thomasmcats@atlanticbb.net and submit a PO</p>
Internal Meetings:
<p>1. Complete the online request form at: https://www.pennhighlands.edu/workforce-community/facilities-rental/ or email Kathy Edmiston at kedmis@pennhighlands.edu</p>
*External Events/Meetings:
<p>1. Complete the online request form at: https://www.pennhighlands.edu/workforce-community/facilities-rental/</p> <p>2. Upon approval, contact our food service provider if refreshments will be served</p> <p>3. Additional required documents and relevant information will be sent to the event organizer and any necessary Spice Works requests will be completed by Kathy Edmiston.</p>

- ❖ **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.