

Richland Campus Event Planning Procedures

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

*Internal Events: (large gatherings)
<ol style="list-style-type: none"> 1. Complete the Richland Campus Event Planning Worksheet found on the the main page of the myPEAK portal. <ol style="list-style-type: none"> a. Submit to: eventrequest@pennhighlands.edu <p>Upon Cabinet approval:</p> <ol style="list-style-type: none"> 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
Internal Meetings:
<ol style="list-style-type: none"> 1. Email eventrequest@pennhighlands.edu or your Administrative Assistant
*External Events/Meetings:
<ol style="list-style-type: none"> 1. Complete the online request form at: https://www.pennhighlands.edu/workforce-community/facilities-rental/ 2. Upon approval, contact our food service provider 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 will be completed by the Admin Assistant to Administrative Operations.

- ❖ **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.