

Jeff and Deb Hansen Agriculture Student Learning Center

Event Scheduling Policy

In order to request an event booking, a submittal form found at www.haslc.ag.iastate.edu can be submitted. Event booking requests can also be submitted by completing an identical form and sent by email to haslc@iastate.edu or by calling 515-294-4950. Follow the event timeline on the next page to ensure you meet all deadlines.

Information required for a request:

- Organization/Individual Name
- Phone number and email
- Name of event
- Requested date and time of event
- Expected attendance
- Space(s) requested
- Open to the public?
- May we advertise?

Payment Policy

For new events:

- Down payment is expected at the time of signing a contract, unless otherwise negotiated.
- The event will not be put on the schedule, nor the time and space saved until payment is made.

For returning events:

- At the conclusion of the event, the client should indicate whether or not they are considering returning with the event.
- Bill should be received within 2 weeks after the event. Clients have 30 days to pay the bill they receive from their event.
- Clients have 30 days after receiving the bill to resign a contract and submit 10% down payment to ensure their spot for the next year.

EVENT TIMELINE

Step 1:

Initial Event Inquiry or Request

- You may inquire about renting the facility by:
 - Filling out the online submittal form at haslc.ag.iastate.edu
 - Calling us at 515-294-4950
 - Coming into the office



Step 2:

Event Booking

- Sign contract
- 10% down payment



Step 3:

Meeting 4 Months Prior to Event

- Have a general idea of event
- Bring questions and concerns



Step 4:

Meeting 3 Weeks Prior to Event

- Bring material/ideas for social media
- Get signs and banners approved
- Detailed schedule of event
- Mock-up of your set-up

Step 5:

- Set-Up
 - Up to 12 hours prior to event
- Event
 - Note things that went well
 - Note things that can be improved
- Clean-Up
 - Follow staff instruction
 - You will be given a checklist, if you don't have one, ASK



Step 6:

Meeting 2-3 Weeks Post-Event

- Go over event
- Fill out Follow-Up Sheet with staff
- Recieve bill in the mail



Step 7:

30 Days After Recieving Bill

- Deadline to sign contract for next year's event
- Bill must be paid before signing
- 10% down payment for next year's event
- Note: if contract is not signed, the date will be made available for booking again



If you decide to have the event again the next year, will follow Steps 3-7 again.
If not, you are finished with your event at Step 7.