### Event Standards

#### Tabling and Event Promotion

The primary method of event promotion in the Global Hub will be digital signage. Digital signage displays are mounted in the following locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Owner</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbot Pavilion Kiosk</td>
<td>Facilities</td>
<td>Display current event logistics</td>
</tr>
<tr>
<td>Coffee Shop</td>
<td>Student Life Operations</td>
<td>Display event schedule, live stream news, and promote community events.</td>
</tr>
<tr>
<td>Student Experience Suite</td>
<td>Student Life Operations</td>
<td>Display event schedule and promote events and resources for students.</td>
</tr>
<tr>
<td>Career Management Center</td>
<td>CMC Operations</td>
<td>Promote career-related events and resources and welcome employer visitors or speakers.</td>
</tr>
<tr>
<td>Academic Departments</td>
<td>Department Managers</td>
<td>Promote faculty events and welcome visitors to Kellogg.</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>Student Life Operations</td>
<td>Display event schedule and promote events and resources for students.</td>
</tr>
<tr>
<td>KIS</td>
<td>KIS</td>
<td>Display event schedule and promote technology tips and resources for students, faculty and staff.</td>
</tr>
</tbody>
</table>
Additionally, Kellogg event promotion may occur in the following ways:

- **Flyers.** Approved flyers may be posted only on the display racks outside the coffee shop and in the restrooms on the lower level, first and second floors (L066, L068, 1403, 1405, 2422, 2432).
- **Posters.** Approved posters may be displayed on easels provided by Facilities and only in designated spaces approved by Facilities.
- **Banners.** Approved pop-up banners may be displayed in designated spaces approved by Facilities. Banners may also be hung from the interior bridges, as approved by Facilities.

The following rules apply to all forms of promotion:

- Promotional materials may not be affixed to any part of the building (including the bathroom walls/stall doors, office or room doors, exterior walls, lockers, or mailboxes) using adhesive materials.
- Facilities must approve and execute all requests to hang promotional materials from the interior bridges or in the vestibule.
- Student Life must approve the content, format, and display location of all promotional materials created by student groups and clubs.

Tabling may occur as a form of event promotion or student engagement pursuant to the following guidelines:

- Tabling may occur during the hours of 12pm-1:30pm.
- Up to seven tables will be set up on the east side of Collaboration Plaza and allocated as follows:
  - 3 tables belong to the Career Management Center for recruiters.
    - Employers must reserve these tables through CMC.
  - 3 tables belong to Student Life for student organizations.
    - Students must reserve these tables through the front desk in the Student Experience Suite.
  - 1 table belongs to Degree Operations for student engagement by Academic Services, Global Programs, and Student Life.

**Technology Requests**

All requests for technology must be entered in RES. KIS will respond to all technology requests.
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Standard Collaboration Plaza Layout A

- Up to 450 Chairs added
- Stage with stairs
- Podium
- Full Furniture move
- Coat Check optional

**Furniture Removal**
A full furniture removal must be approved two weeks prior to event. The move will be completed by Reebie movers at an additional cost.
Standard Collaboration Plaza Layout B

- Up to 300 Chairs added
- Stage with stairs
- Podium
- Full Furniture move
- Coat Check optional

**Furniture Removal**
A full furniture removal must be approved two weeks prior to event. The move will be completed by Reebie movers at an additional cost.
**South Orientation Theater Set-up 342 seats**
- Retractable seating
- 123 chairs added
- Stage

**East Orientation Theater Set-up 332 seats**
- 332 chairs added
- Stage

**North Orientation Dining Set-up 192 seats**
- 24 round tables
- 8 chairs per table
- Stage

**South Orientation Dining Set-up 200 seats**
- 25 round tables
- 8 chairs per table
- Stage
White Auditorium Reception Layout

- (4) 8ft tables for 2 Bar
- (8) Highboy
- (4) 8ft tables for food
- Stage
French Quarter Reception Layout

- (2) 8ft tables for 1 Bar
- (2) 8ft tables for food
- (8) Highboys
- Local move of 3 sets of purple chairs
- Reception cannot go past the north or west bridge

Furniture Move
A local furniture move of must be approved two weeks prior to event. The move will be completed by the Global Hub facilities team.
• (2) 8ft tables for 1 Bar
• (5) Highboys
• Food can be set on the 2 high tables
• No Furniture moved

**Furniture Move**
Faculty Summit furniture cannot be moved except specific tables and chairs with approval two weeks prior to event. The move will be completed by the Global Hub facilities team.
Seminar Room Reception Layout

- 2) 8ft tables for 1 Bar
- (6) Highboys
- (2) 8ft tables for food

Furniture Move
A separate room must be reserved in order to remove all tables and chairs in room. The move will be completed by the Global Hub facilities team. If separate room is not available all tables and chairs will be stacked on the outer walls of the seminar rooms.
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Standard Flat Classroom Layout

2nd Floor
2100 Wing

Pods of 4

Lecture Rows

Lower Level

List of Classrooms
- 2110
- 2120
- U + 2
- L070

Pods of 4 – seats 48
U + 2 – seats 50
Lecture Rows – Seats 48
List of Divisible Classrooms
- 2410A, 2410B
- 2420A, 2420B
- 2430A, 2430B

Multiple Setups - 24 seats on each side with a total of 48 seats
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Standard Flat Classroom Layout cont.

1420/1430

1st Floor
1400 Wing

Pods of 6 - 72 seats on each side with a total of 144

Pods of 4 - 60 seats on each side with a total of 120 seats

Lecture Rows - 60 seats on each side with a total of 120 seats

Triple U - 60 seats on each side with a total of 120 seats

Lecture Rows – 120 seats with a stage
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Standard Tiered Classroom Layout

1st Floor
1100 Wing

Lower Level
L100 Wing

List of 1st Floor Tiered Classrooms
1110
1120
1130

List of Lower Level Tiered Classrooms
L110
L120
L130

Lecture Style Configuration