



2022

ST. CLOUD STATE
UNIVERSITY

Cultural Night Planning Guide



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Hello Cultural Night Planning Committee!

St. Cloud State Atwood Memorial Center is excited to work with you and your event! We have compiled all the information you will need to host your Cultural Night here at Atwood. Confirmation of date & rooms reservation must be made with Dana Randt from Atwood Memorial Center, after the date is selected and confirmed we will sit down and discuss all the items on the list to make sure you are prepared for your event.

You will need to have your recipes to Chartwells Catering **30 days** before event. Before you meet with catering you will need the recipe that you would like to make for the meal printed off and ready to give the catering staff. This is important because they will need to start ordering the ingredients needed for that recipe. In the catering meeting you will discuss paper supplies, chaffer counts, attended needs and anything else important to food and set up. You will also need to set up a meeting with Norm Maish (Executive Chef) to discuss food, please have recipes and food amounts.

Once you have your dates reserved and you have spoken with catering you can focus on planning the other aspects of the event. Atwood Memorial Center has a few guidelines listed below that need to be followed so that the facilities can be maintained without unnecessary expense. Also reach out to DCI to see how they can help you with funding for your event, marketing and how to purchase decoration.

If you have any questions regarding any of the policies or anything not covered by the policies, please contact Dana Randt - Assistant Director of Conferences and Event Services.

Atwood Memorial Union Staff

Assistant Director of Conferences and Event Services
Dana Randt
dana.randt@stcloudstate.edu
320-308-2075

Catering Contacts:

Chartwells Catering
Anna Halloff
catering@stcloudstate.edu

Executive Chef
Norm Maish
norm.maish@compass-usa.com

CULTURAL NIGHT EVENT CHECKLIST



Facility Rental: (Dana Randt - 320-308-2075) dana.randt@stcloudstate.edu

- Review reserved facilities
- Review rehearsal time/space and corresponding tech requests
- Plan decorations – review special event guidelines
- Review cash handling procedures - request a cash box at Info Desk (2 weeks prior to date)
- Technical needs request
- Prepare room diagram - How do you want the room set up?

Food Arrangements: (Chartwells Catering - 320-308-4295) catering@stcloudstate.edu

- Pick recipes that you would like to serve
- Review kitchen use policies
- Schedule a meeting with catering staff for food ordering and logistics
- Schedule a meeting with Chef Norm for food prep: norm.maish@compass-usa.com

Budget and Funding:

- Request funds from the Senate Finance Committee (SFC)
- Reach out to DCI for more information on budget and funding:
 - Tommy Balicky - Director of Campus Involvement: tbbalicky@stcloudstate.edu
- Set up ticketing for your event:
 - Mic Brunner - Associate Director Atwood: mic.brunner@stcloudstate.edu

Promotion of Event:

- Propose event on SCSU event calendar through HuskiesConnect
- Submit request for campus Digital signage
- Printing needs- Copies Plus in AMC
- Reach out to DCI for more information on how you can market and plan your event:
 - Tommy Balicky - Director of Campus Involvement: tbbalicky@stcloudstate.edu

Post Event

- Clean-up and take down decorations
- Pay all bills within 30 days of event
- Meet with Chef on Monday after event regarding unused food
- Collect & pass on event files to next year's committee
- Book space with Atwood Memorial Union for next year's program!!!



DEPARTMENT OF CAMPUS INVOLVEMENT (DCI)

When planning your cultural night, you may want some pointers on how to run your event. DCI can help you set up an event timeline and give you helpful advice on how to best market your event.

They can also help you with requesting funding and buying decorations for your event!

Department of Campus Involvement Contact:

- Tommy Balicky - Director of Campus Involvement tbbalicky@stcloudstate.edu

TICKETING FOR YOUR EVENT:

To Set Up Ticketing Online please contact:

- **Mic Brunner** - Associate Director Atwood Memorial Union
mic.brunner@stcloudstate.edu

SPECIAL EVENT GUIDELINES



- The scissor lift and 14-foot ladder are to be used only by qualified SCSU staff or student techs. Students may use any Atwood ladder that can be used to reach up to ten feet.
- No painting or gluing of any kind is permitted in any room except the designated workroom or load dock area. All painting and gluing for decorations is to be done in the workroom located on the lower level adjacent to the studio. Charges will be billed to any group responsible for damage caused by use of paint or glue.
- Blue 3M tape or masking tape can be used for hanging decorations. No duct tape or packing tape is to be used because the residue that the tape leaves is very time consuming to remove. Any tape used must be removed. This includes tape use on the tables.
- Nothing can be taped to the light colored wood in the ballroom.
- Groups are encouraged to hang posters or banners from the hooks that were installed along the front and back wall of the ballroom. There is also a hook installed in the center of the ballroom that can be used to hang decorations.
- A 20' bar over the stage is available to hang banners as a stage backdrop. Decorations should not be pinned to the stage curtain. The ballroom curtain is approximately 42' wide and 15' high.
- No staples, screws or eyebolts can be driven into the walls or staging. Anything to be permanently attached to the walls or ceiling needs to be approved in advance by the Atwood Director. Approval will be noted on the reservation confirmation.
- The use of water in the ballroom requires prior approval and needs to be included on the reservation confirmation.
- All decorations are to be removed at the end of the event unless special arrangements are made. This includes tape used to secure tablecloths to the dining tables.
- Candles can be used if they are enclosed in a fireproof housing such as a glass globe. The flame must be below the height of the housing.
- The use of Mylar confetti is discouraged because of the difficulty with removing it.
- No furnishings in Atwood are to be moved without prior approval from one of the Atwood Directors. Approval needs to be noted on the room request confirmation.
- No latex balloons allowed in public hallways and staircases.



Staging

- The staging comes in 6' x 8' sections 32" high. It allows for flexible setups, but it is too heavy to be moved safely except by Atwood staff.
- 16 sections of 32" high stage and 8 sections of 18" staging are available.
- Safety is our primary concern. Never plan to perform or stand on top of tables.
- Always think safety first. No event is important enough to get hurt.
- Nothing should be placed on the floor that might increase the risk for anyone to slip or fall.

Room Setups

- Fire codes are established for all participants' safety. Codes require certain width aisles and clear egress from the ballroom. Have your diagram approved through the CSO staff prior to an event and do not add tables or chairs without working through either CSO staff or a Building Manager.
- Avoid placing electrical cords in high traffic areas.
- The ballroom can handle up to 600 participants at tables, but it requires advance planning and sacrificing stage size. Work with CSO to determine your maximum seating and **DO NOT SELL MORE TICKETS** than your seating can handle. No one wants unhappy attendees, but last minute sales beyond capacity do not justify sacrificing everyone's safety. Because it is hard to fill all tables to capacity, it is best to figure on 90% occupancy.

Technical Issues

- Keep it simple. Complex setups requiring extensive mic switches and lots of wireless mics can create frequency interference and potential technical challenges.
- Involve your technician in all levels of planning the event's technical needs.

Special Effects & Spiritual Burning

- Spiritual burning of certain substances is allowed in certain circumstances. Review the policy with CSO at least one week before the event.
- Pyrotechnic devices are not allowed.
- Keep in mind that any fire alarm will trigger an immediate and mandatory evacuation. It is best to avoid the possibility rather than push the limits of the system.



Rehearsals

- Two rehearsals can be scheduled well in advance. Additional rehearsals can be made 2-7 days before the space is needed. The Studio and Rehearsal Room are able to be booked out further than 7 days in advance though. See rehearsal guidelines.

Miscellaneous

- Animals other than Seeing Eye dogs are not allowed in the building without special arrangements.
- Decorations of any kind should not be placed on the handrails. The handrails are installed for safety purposes and must be kept clear for use.
- Exits cannot be blocked for any reason.
- Decorations in the doorways may make it impossible to lock the ballroom to secure your space. Decorations cannot restrict any exit path.
- Volunteers are not allowed in the technician booths without technical supervision.
- Temporary storage space can be reserved for up to one week. The storage space near the entrance of the ballroom can be reserved for decoration storage. Items will be discarded if not removed once the reserved time has expired.

Reserving a Cash Box

Provide these details at the Information Desk in Atwood Memorial Center:

- Organization/Group name
- Your name
- Phone number
- Date cashbox is requested
- Pickup time
- Return cashbox date
- List of people that can pick up the box

VENUE QUESTIONS

Event Date: _____

Please fill out Venue questions prior to meeting with Atwood Staff to fully maximize meeting.

Event Name: _____

Event Space Reserved: _____

Expected Number of Guests: _____

Doors Open Time: _____

Event Start Time: _____

Event End Time: _____

Dinner Time: _____

How do you want the room set up? _____

Schedule: _____

Please note what you will need for your event:

- _____ Projector
- _____ Screen
- _____ Handheld Microphone
- _____ Lapel Microphone
- _____ Lighting
- _____ Stage - What setup? _____
- _____ Podium
- _____ Walkie Talkies

Dates Reserved in EMS:

How many AV Techs would you like? _____ Which Days? _____

*There will be a charge for an AV Tech for use of the space and any tech needs. (\$12.00 per hour)

Please list two contact for event:

Name: _____ Phone: _____

Name: _____ Phone: _____

CATERING YOUR EVENT



When planning your cultural night, you will need to set up the following meetings at least 30 days prior to your event:

- **Anna Halloff** - Catering Director, catering@stcloudstate.edu – discuss logistics of your event, catering attendant support, paper products needed, cleanup policies.
- **Norm Maish** - Executive Chef, norm.maish@compass-usa.com – discuss menus, recipes, ingredient costs, use of Garvey kitchen, kitchen expectations/safety policies.

Please have the following details ready:(fill out form below)

- Event location (is the performance and dinner in the same room?)
- Expected number of guests
- Setup Time
- Doors Open Time
- Event Start Time (are you serving food first, or doing the performance first)
- Dinner time (if different from the Event Start Time)
- End Time

While you are welcome to provide you own paper products (plates, napkins, silverware, cups), Chartwells is happy to provide these items at-cost to you. Please notify us at least one week prior to your event with amounts you would like to order. This ensures that everything will come in on-time.

Pricing is as follows (please note this is subject to changed based on current distributor pricing):

- 9" Black Plastic Plates (case of 400)
- 6" Black Plastic Plates (case of 1,000)
- Disposable Bowls
- Plastic 8oz Cups (case of 500)
- Cutlery Kits (includes knife, fork, spoon, napkin)
- Black Plastic Forks (case of 1,000)
- Black Plastic Spoons (case of 1,000)
- Black Plastic Knives (case of 1,000)
- Paper Dinner Napkins
- Foil Pans (to use as steam pans in the warming chafers)
- Sterno Fuel Cans (2 per chafer)
- Tablecloths (choose from black or white): \$2.50 each
- Linen Napkins (choose from black, red, or white. Specialty colors available with 2 weeks' notice): \$1.00 each

Garvey Kitchen Use: Kitchen use for prep day is from 4pm – 8 pm. Hours for use on event day are 9am – 9pm. Reservations for kitchen use must go through Chef Norm. A complete checklist for kitchen procedures will be available upon meeting with Chef in your initial meeting.

CATERING GUIDELINES



Budget: Know your food budget before meeting with the Chartwells Catering staff to discuss food and serving items.

Catering Expense Authorization Form: Complete the Student Organization Catering Expense Authorization Form. All information on the form is pertinent to the event, and is required to move forward with purchasing food and items for serving from Chartwells. Please contact the Catering Office by e-mailing Anna Halloff at catering@stcloudstate.edu to set up a meeting to discuss your catering options through Chartwells.

Meeting with the Chartwells Chef: Meet with our Executive Chef Norm Maish at least 2 weeks prior to your event. Chef Norm may be reached at norm.maish@compass-usa.com. Please have a list of food items you would like to produce in our Garvey Kitchen for your event sent to Chef Norm prior to meeting include recipes. Items that will also be discussed in the Chef meeting:

- List of Student Workers (assisting in the preparation of food product for Cultural Night)
- Kitchen Procedures
- Cleaning Standards

Placing Your Food Order: Chef Norm will order your food products through our supplier. Check your recipes and make sure you have quantities that are needed for each product.

Linens: If you wish to rent linens for your event, contact our Catering office to place this order 2 weeks in advance of your event. Rental prices for tablecloths are \$2.50 each, and linen napkins are \$1.00 per napkin.

Catering Staff: Catering staff will be available to assist your group with set up of the food areas, moving of food from the Garvey Kitchen to the Atwood service location. These Catering Attendants are available for a fee of \$18.00 per hour, with a minimum of 4 hours per attendant. Please discuss your catering attendant needs with the Catering Office 2 weeks prior to your event.

Your Catering BEO: This is short for Banquet Event Order form. On this form you will find all the agreed upon pricing for your food products, service products (plates, napkins, cups, etc.) and your catering attendants and Garvey kitchen cleaning staff that you have requested. This BEO will be emailed to you and your advisor and a confirmation email needs to be returned 3 business days prior to your event to the Catering email account (catering@stcloudstate.edu). By confirming the BEO, you and your advisor have agreed to the terms for your event through Chartwells

**Catering Attendant Fee:**

We do require that at least one catering attendant is present during your event, until food/equipment has been cleaned up and put away. We recommend scheduling the attendant at least one hour prior to your doors open time so they can assist your volunteers with setup (providing necessary equipment, paper goods, serving utensils) before guests arrive.

Please note that your volunteers are primarily responsible for setting up and running your event, and the catering attendant is available to get needed items, assist, and answer questions (i.e. where to take the trash or where can I plug in the hot box?). At the end of your event, your group is primarily responsible for cleanup. The catering attendant will help with collecting and cleaning serving items, however you do need to have volunteers to clean/put away hotboxes, wash any drink containers (if you made your own beverages), take out trash, collect linens, and clean up any spills/messes.

Cleaning on Prep Day and Event Day: Organizations utilizing the kitchen are expected to clean up after themselves each day. Only a total of 6 people will be allowed to be in the kitchen at a time.

Clean-up Fee:

As mentioned above, your group is primarily responsible for setup and cleanup. If there are items to clean up after your group leaves, you will be assessed a cleanup fee. Our current cleanup fee is \$25.00 per hour.

Kitchen Requirements:

- All personal coming to Prep/Cook must be in Closed-Toed Shoes, Pants, Shirt and Face Mask.
- Valid ID's: All students need to provide a valid Husky ID to the Chef upon signing in to the kitchen
- All personal coming to Prep/Cook must be here to check in at 3PM of Prep Day. Chef will meet everyone at 3PM outside of the Atwood Kitchen Everyone coming to the kitchen will have to have Temperature and Wellness Checks before being able to Prep/Cook.
- All personal will have to go through Safety Training, and Kitchen Training. This will include Hand Washing, Knife Safety, Social Distancing, Dish Washing, and Kitchen Equipment Overview.
- First Prep Day Times: 3PM Safety (Meeting outside of the Atwood Kitchen), can work in the kitchen until 7:30PM must have everything cleaned and put away and be heading out at that time.
- Day of Event Cooking: 9AM-4PM.
- Kitchen must be cleaned and trash/cardboard taken out before leaving both days.
- All personal using the kitchen are not to go upstairs into Garvey.
- Post event follow up with Chef Norm on Monday after your event to discuss any pending charges for cleaning, unused food items, and any additional questions or concerns you may have.

CATERING QUESTIONS

Please fill out catering questions prior to meeting with catering to fully maximize meeting.

Event Name: _____

Event Location: _____

Expected Number of Guests: _____

Setup Time: _____

Doors Open Time: _____

Event Start Time: _____

Are you serving food first, or doing the performance first? _____

Dinner Time: _____

End Time: _____

Event Contact: _____ Phone: _____

Please notify us at least one week prior to your event with amounts you would like to order. This ensures that everything will come in on-time. Pricing is as follows

_____ 9" Black Plastic Plates (case of 400)

_____ 6" Black Plastic Plates (case of 1,000)

_____ Disposable Bowls

_____ Plastic 8oz Cups (case of 500)

_____ Cutlery Kits (includes knife, fork, spoon, napkin)

_____ Black Plastic Forks (case of 1,000)

_____ Black Plastic Spoons (case of 1,000)

_____ Black Plastic Knives (case of 1,000)

_____ Paper Dinner Napkins

_____ Foil Pans (to use as steam pans in the warming chafers)

_____ Sterno Fuel Cans (2 per chafer)

_____ Tablecloths (choose from black or white): \$2.50 each

_____ Linen Napkins (choose from black, red, or white. Specialty colors available with 2 weeks' notice): \$1.00 each

MEAL PREP KITCHEN QUESTIONS

Please fill out meal prep questions prior to meeting with the Executive Chef to fully maximize meeting. First prep day and day of event cooking will only be able to have 6 people in the Kitchen Prepping/Cooking for the Event. Please fill out information below.

Event Name: _____

Expected Number of Guests: _____

Food Amount: _____

Dinner Time: _____

What is the Recipe for Event: _____

**Please attach Printed copy of Recipe*

Please list the 6 people who will be prepping the food.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Please list two contact for event:

Name: _____ Phone: _____

Name: _____ Phone: _____