



Events Roundtable

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Topics

» Cost recovery

» Event Management

» Community Use of Schools

Cost Recovery

» Cost Evaluation

- » What do you charge for?
- » How do you determine these costs?
- » When were they last reviewed?

» When to invoice

- » Before or after the event?
- » Pros and Cons?

» Waiving fees

- » Who determines what fees are waived?
- » Are you tracking waived fees?

Event Management

» Working with other departments

- » Who is in the approval process?
- » How do you manage Performing Arts? Athletics?

» Risk management

- » What presence do you have at after hours events? Security? Staff?
- » What kind of events do you allow?
- » Insurance requirements?

» Event communication

- » How do you communicate needs?
- » HVAC, Food Service, Custodial, IT/AV, Security

Community Use of Schools

» Risk management

- » Who do you let in your schools?
- » Any restricted spaces?
- » Terms of use agreements?

» Joint use agreements

- » Local government, YMCAs, before/after school programs

» Internal vs external use

- » Who determines the group type?
- » Who has priority of use?



DON'T FORGET!

IN THE APP:

SESSION SURVEYS
& LIVE POLLS