

Trinity College  
Student Leadership Training  
*Finance and Campus Operations*  
September 9, 2022

# Online Scheduling and Campus Services Requests



**Web App**

**[reservations.trincoll.edu](https://reservations.trincoll.edu)**

*Note: links available in this presentation under Links at this site*

*Reservation template to use:*

*Space/Support Services Requests - Student Leaders*

*(an email will be sent from S.A.I.L. when the template is ready)*

**[Fall COVID Gathering Guidance](#)**

# College Calendar Planning Process

## Dates to Consider:

Academic

College Holidays

Misc.

Bantam Network

Spiritual and Religious Life

Heritage/History Months

Priority events and programs of interest

Fall events

*Homecoming Weekend: September 23-24, 2022*

*Family Weekend: October 21-22, 2022*

# Planning Timeline - Important

## At least 2 months

- **City and State Permits Proposed for Discussion**  
*(e.g. tents, electrical, street closures, fireworks, certain events)*
- **Larger Scale Events must be Submitted to EMS; Meeting scheduled with Events and Campus Operations and other campus support departments as applicable**

## At least 1 month

- **Contract and Check Requests Submitted**  
Your group S.A.I.L. liaison will work on your behalf with Procurement, Business Services, and Accounting Services in order for all necessary paperwork to be approved and processed appropriately. Students leaders do not work directly with the Finance team.

Each Check request will need a W-8/W-9 if either we haven't paid the vendor before or if the vendor has a change of address.

Vendors should never be paid via credit card for performances, consulting, and/or stipends. These have to be paid via Accounts Payable to be recorded as taxable income and to also see if Connecticut Entertainment Taxes need to be calculated.

# Planning Timeline - Important

**At least 1 month  
Cont.**

*Please note: the 1 month is from the contract due date and/or invoice due date not the event date. Events and Campus Operations reviews all contracts in ensure all requirements and riders can be met.*

**At least 10 days**

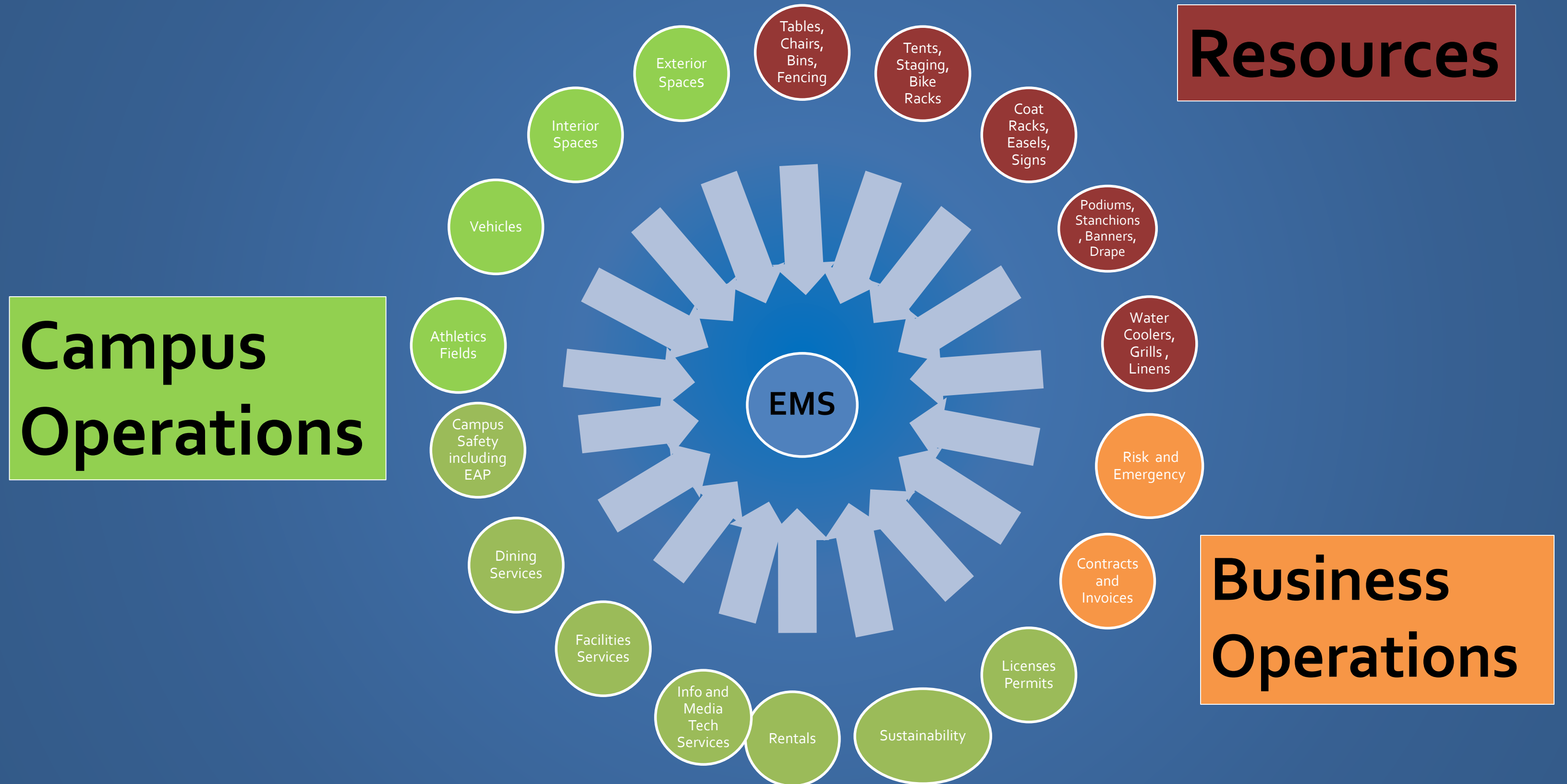
- **Space and Campus Services Requests Submitted to EMS**

**At least 7 days**

- **All Details for the Space and Campus Services Requests Submitted to EMS must be Finalized**



# Logical Planning Process



# Chartwells Catering

Tayleur Little | [Tayleur.Little@compass-usa.com](mailto:Tayleur.Little@compass-usa.com)

*Offering the following styles of service—self-serve buffet/reception, served sit down, “Bantams on the Fly” delivery and pick up service.*

## Catering Menu

- Food trucks and beer/wine service (college facilities) must be coordinated through Chartwells.
- Larger gatherings with food are strongly encouraged to contract with Chartwells Dining Services.
- Due to procurement challenges, a lead time of 10 days (30 days for food trucks) on all catering orders is required.

*Note: Grab-n-go is the recommended style of service from external caterers (e.g. The Kitchen, First and Last Restaurant) or self-catering (e.g. BJ's, Stop and Shop). No staffing allowed on campus.*

# Sustainability

Hayley Berliner, Sustainability Coordinator | [hayley.berliner@trincoll.edu](mailto:hayley.berliner@trincoll.edu)



**Coming Soon**  
Green Events Guide  
Composting

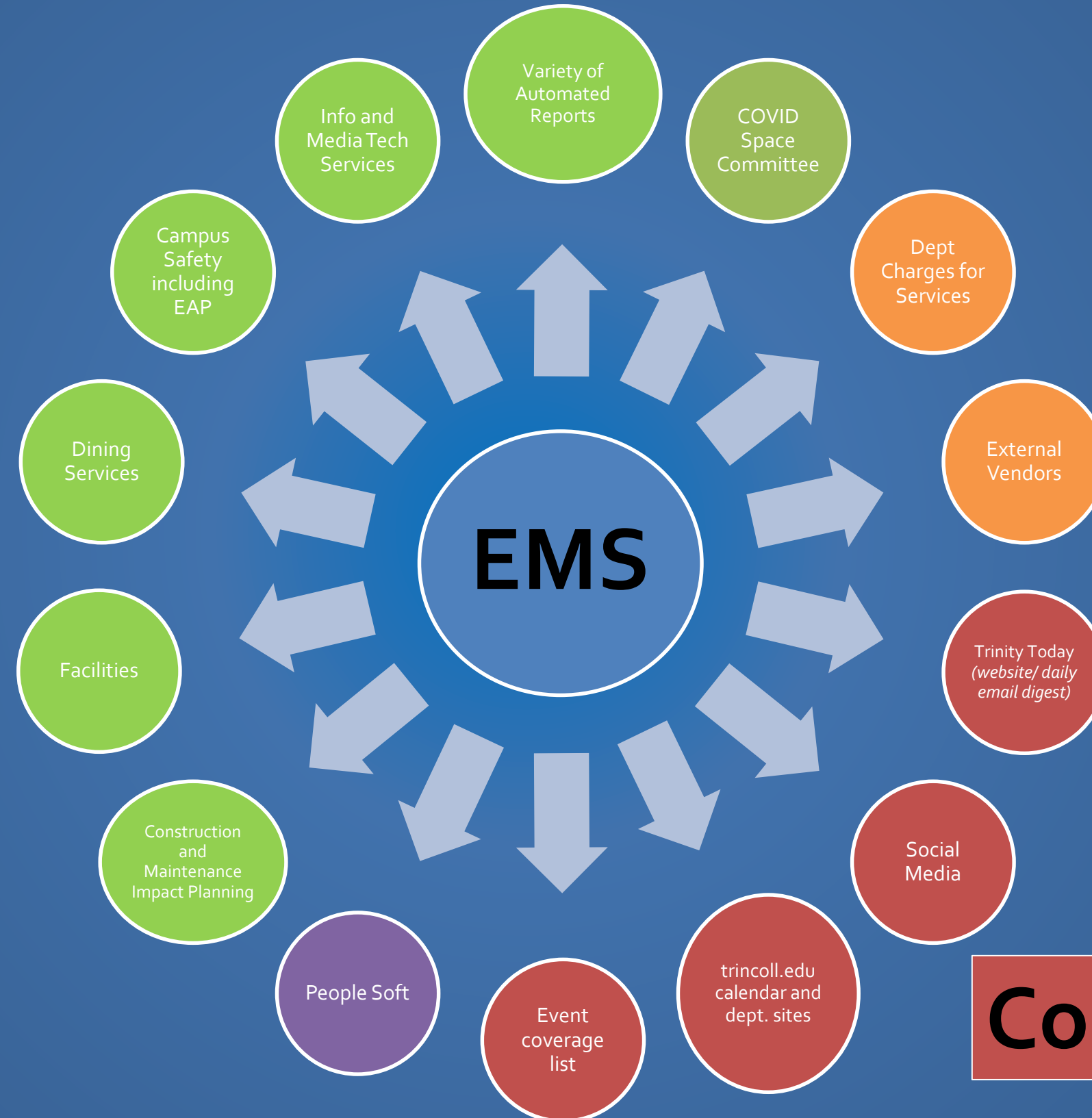
*@ Mather Dining Hall, Crescent St. Townhouses, and Events*



# Dissemination of Information

**Campus  
Operations**

**Business  
Operations**



**Academic  
Operations**

**Communications**

# Events and Campus Operations Contacts

## [Megan Fitzsimmons](#)

*Director including Event and Campus Operations, Post Office, and Sustainability*

## [Christina Bolio](#)

*Liaison for:  
Advancement  
Campus and Student Life  
Diversity, Equity, and Inclusion  
President's Office*

*Note: your main point of contact for planning your events is your group's S.A.I.L. liaison. For large scaler events, a meeting will be scheduled to review needs and timelines.*