Host an Event in Rudin Forum Guide

All events hosted by and at NYU Wagner must be for the Wagner community and open to students, faculty, staff, and/or alumni. In addition, events must follow [NYU's Political Participation Policy](https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/political-participation.html). Also, please review our [Guidelines for Wagner-Invited Speaker Invitations](https://wagner.nyu.edu/about/guidelines-speaker-invitations). For questions, reach out to The Office of External Affairs at wagner.events@nyu.edu.

## [Request Rudin Forum for an Event](https://docs.google.com/forms/d/e/1FAIpQLSfiT74bVsV6aXQeweaZSzRtpFpw_C2dQ8jR51Zi-h7ofkHmSw/viewform?usp=sf_link)

* 1. Check the NEW [Wagner-Rudin Forum’s calendar](https://calendar.google.com/calendar?cid=bnl1LmVkdV81Mmh2dW9zY2FwcG5mam4zY2h1MTJ2bjZvb0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t) to see busy/free times.
  2. All requests will be reviewed within two business days.
  3. If your request is approved, you will receive a calendar appointment.
     1. 45 days prior to the event, you will receive a calendar email notification, we recommend to use this reminder to submit the [Event Setup](https://docs.google.com/forms/d/e/1FAIpQLSeh_zDODiAbesyNuCGVGTJzXSZxVINIzHQV-MrwJlx_dHa97w/viewform?usp=sf_link) form.
  4. If your request is denied, you will receive a follow-up email to discuss alternative options.

## [Create Event Registration Page](https://wagner.nyu.edu/node/add/event) (60 Days Before an Event)

* 1. OEA will publish the Web Page and Eventbrite Page within 2 business days.

## Submit [Event Setup](https://docs.google.com/forms/d/e/1FAIpQLSeh_zDODiAbesyNuCGVGTJzXSZxVINIzHQV-MrwJlx_dHa97w/viewform?usp=sf_link) (30-45 Days Before an Event)

* 1. The Office of External Affairs (OEA) will review the request and a copy of your response will be sent to you.
     1. If the Event Setup form is not received within 30 days of your event, OEA will send a final email to remind you to submit the form within 24 hours or else the event is subject to cancellation.
        1. If the event is confirmed, but no Event Setup form request is submitted the event planner will be required to use the previous set-up.
  2. To release your hold or cancel your event, email [wagner.events@nyu.edu](mailto:wagner.events@nyu.edu) (see cancellation policy below).

## Prior to Event

* 1. To invite Dean Glied to speak or attend your event, please complete the [Dean Glied Speaking Request form](https://docs.google.com/forms/d/e/1FAIpQLSeBlCc5EcNRFy9LgIj0JiuwELiH586D7_VFamwTNQ3o8VHVsA/viewform).
  2. Submit [Swag Form](https://docs.google.com/forms/d/e/1FAIpQLSfY1COduNgcTxGx8Kw6vDlBXBvdcnSbg2tMu3wsomJUgk09kw/viewform) to order swag at least two weeks in advance. For custom orders, please submit at least 45 days in advance. Swag fulfillment is subject to availability.
  3. Check out helpful Event Production Materials on the Plan an Event on the [OEA portal](https://wagner.nyu.edu/portal/faculty-staff/restricted/OEA/event-planning).
  4. To serve alcohol at events, you are required to have a licensed bartender with a certificate of insurance on file with the Puck building. Please reach out to [wagner.events@nyu.edu](mailto:wagner.events@nyu.edu) for further details.
  5. Americans with Disabilities (ADA) access to the Puck building is located at 281 Mulberry Street. Direct guests who require ADA access to this entrance for access to the elevator to the 2nd floor, which required an operator to run. The elevator is staffed Monday-Friday, 8am-5pm. Outside of these hours, you will need to coordinate with the Puck Building lobby to ensure an elevator operator is available. If needed, the Puck Building lobby phone number is posted near the freight elevator on all floors in case the elevator operator is not responding to the call button. For accommodation requests including American Sign Language (ASL) interpreters, please complete [Deaf and Hard of Hearing Custom Request](https://bachelor.accessiblelearning.com/NYU/CustomRequest.aspx). If you have any questions, contact the [Moses Center](https://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/university-life/office-of-studentaffairs/student-health-center/moses-center-for-students-with-disabilities.html) at [mosescsd@nyu.edu](mailto:mosescsd@nyu.edu). For live captioning also known as CART (Communication Access Realtime Translation), reach out to [Ai Media](https://www.ai-media.tv/) which was selected as a vendor to provide captioning services for the NYU community.
  6. Lactation room requests at the Puck building should be sent to [wagner.facilities@nyu.edu](mailto:wagner.facilities@nyu.edu).
  7. For recording events in Rudin, please contact Wagner IT at [wagner.pcsupport@nyu.edu](mailto:wagner.pcsupport@nyu.edu) for training. If you’d like your video to be posted to the Wagner website/YouTube channel, please refer to the post-event video recording guidelines below.
  8. To livestream events, please contact OEA and IT to discuss further.

## Day of Event

* 1. Event planners are required to check their room set-up one hour before the event.
     1. If the room is not set-up as requested, please alert the Front Desk to call NYU Facilities and Construction Management (FCM) to request a porter to make changes to the room set-up. Note: FCM porters are unavailable after 3pm on weekdays.
     2. If there are slight changes, please feel free to rearrange the set-up.
     3. Mics and clickers can be checked out at the Front Desk.
     4. Follow the [Smartboard Guide](https://wagner.nyu.edu/portal/faculty-staff/restricted/information-technology/audio-visual-support). If you need AV assistance, please contact Wagner IT at [wagner.pcsupport@nyu.edu](mailto:wagner.pcsupport@nyu.edu).
  2. [Event signage](https://wagner.nyu.edu/portal/faculty-staff/restricted/OEA/templates) can be displayed in the stands located by the lobby stairwell (left of the TV).
  3. Food and beverages can be chilled on the day of the event in the Wagner café fridge. Please label everything clearly.
  4. If there are any deliveries or catering, notify the front desk. The event planner is responsible for accepting all deliveries and overseeing catering set-up.
  5. Provide a printed copy of the guest list to the security desk downstairs in the Puck building.
  6. Use the [EventBrite organizer app](https://www.eventbrite.com/support/articles/en_US/Multi_Group_How_To/how-to-use-the-eventbrite-organizer-app-for-android?lg=en_US) to check guests in.
  7. If there is an emergency, please follow the emergency procedure below.

## Post Event

* 1. Take any materials and clean up anything left behind.
  2. Return all tech items to the Front Desk.
  3. Return signage stands to the lobby stairwell (left of the TV).
  4. Consider submitting a post-event summary and photo for the Wagner website and social media channels via [wagner.communications@nyu.edu](mailto:wagner.communications@nyu.edu).
  5. To submit a video recording to be posted on the Wagner website/YouTube channel, **please email the video file, a final closed caption file (see below), and the title and date of the event to** [**wagner.communications@nyu.edu**](mailto:wagner.communications@nyu.edu)**.** 
     1. Please also note whether the video is intended for the general public or for a specific group of people (i.e. a class or an internal group).
     2. To comply with NYU’s accessibility policy, each video must be captioned. There are two ways to caption videos:
        1. **External Video Captioning**: NYU TV recommends [rev.com](http://rev.com/). They charge $1/per minute of content. This is the quickest, easiest, and most accurate captioning option.
        2. **Internal Video Captioning**: For internal video captioning, you can upload an [.srt file](https://blog.hubspot.com/marketing/srt-file) in Notepad or TextEdit. OEA can send a computer-generated caption file that you will need to review and manually edit for accuracy before submitting with your video.
  6. OEA has discretion of posting final videos on the Wagner website/YouTube channel.

## Emergency procedure

* In the event of a medical emergency, please notify the Front Desk staff immediately so they may contact 911 and NYU Public Safety (212.998.2222). Emergency personnel will instruct you on what action(s) to take, if any.
* Please notify the Front Desk if you encounter any unruly guests, or if you feel threatened or unsafe. Front Desk staff can contact NYU Public Safety on your behalf.
* For facilities-related emergencies (plumbing, electrical, etc.), please notify the Front Desk. If Front Desk staff is not available, contact the FCM Helpdesk at 212.998.1001 (available seven days a week from 8am-8pm). During FCM Helpdesk off-hours, contact the Puck Building lobby staff (212.334.9672).
* Be advised that all numbers are private and for emergency use only. They are not to be disclosed to the public.

## Cancellation Policy

In the event of a cancellation, written notification is required 30 days or more prior to the event in order to avoid any/all charges. If the cancellation occurs less than 30 days prior to the event, a flat rate of $100 will be charged. In an emergency, if the University closes, the event will be canceled and the fee does not apply.

## Non-business hour requests

We recommend hosting events during business hours, but we understand certain events must occur during non-business hours. To discuss further, speak with OEA. If your event has been approved and requires a set-up during non-business hours, the following fees may occur:

* **Porter**, minimum of four hours, estimated cost is $275 ($69/hour).
* **Elevator operator**, minimum of four hours, estimate cost is $135 ($33/hour).
* **Front desk**, minimum of two hours, estimated cost is $50 ($25/hour).

## Consultation

The Office of External Affairs is available to provide consultation on event planning. Please contact [wagner.events@nyu.edu](mailto:wagner.events@nyu.edu) to set-up a consultation meeting.