



## Event Planning: Guide to Campus Services

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### Campus Conference & Event Services | Planning & Scheduling Advice

CCES can assist in scheduling your event and provide advice and guidance for larger events.

For scheduling questions, please contact [scheduler@risd.edu](mailto:scheduler@risd.edu)

For event planning questions, please contact [conference@risd.edu](mailto:conference@risd.edu)

Please use the [Event Planning Checklist](#) when planning your event!

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### Facilities | Set-Up, Breakdown, Custodial

A work order must be placed to secure any services from RISD Facilities. This includes event set up, breakdown, custodial service for your event.

**To secure facilities service Work Orders must be submitted at [workorders.risd.edu](http://workorders.risd.edu)**

Please put in work orders at least 7-10 days in advance. If you have questions or need to update a work order email [Facilities@risd.edu](mailto:Facilities@risd.edu) or call **401-454-6484**.

If you are planning an installation, please fill out the [Installation Site Permit](#).

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### Media Resources | Audio Visual

To request Audio/Visual assistance, training, or advice from RISD Media Resources please email [risdmrc@risd.edu](mailto:risdmrc@risd.edu) at least 10 days in advance. Events may be recorded or live streamed with proper notice. Please have any speakers sign this [release](#).

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### RISD Caters | Food & Beverage

Orders for RISD Caters can be placed on [CaterTrax](#).

Please place orders as far in advance as possible. Final Details are due 10 days in advance of your event.

If you will be having alcohol at your event, please fill out and submit the [Alcohol Form](#) to RISD Caters at [catering@risd.edu](mailto:catering@risd.edu) & Public Safety at [pubsafe@risd.edu](mailto:pubsafe@risd.edu).



### **Public Safety | Event Safety & Security**

RISD Public Safety is on campus 24/7 keeping the community safe.

If you are having a large event and would like to request a Public Safety, Providence Police, or Providence Fire detail, please fill out the [Detail Request Form](#) and submit to Public Safety [pubsafe@risd.edu](mailto:pubsafe@risd.edu).

If you will be having alcohol at your event, please fill out and submit the [Alcohol Form](#) to RISD Caterers at [catering@risd.edu](mailto:catering@risd.edu) & Public Safety [pubsafe@risd.edu](mailto:pubsafe@risd.edu).

*Please note, a detail may be assigned to any event that Public Safety deems necessary.*

If you are planning an installation, please fill out the [Installation Site Permit](#).

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### **Card Services | Building Access**

If you have non-RISD Guests attending your event, please reach out to RISD Card Services at [cardservices@risd.edu](mailto:cardservices@risd.edu) to discuss access options!

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### **Disability Support Services | Accessibility & Inclusivity**

RISD Disability Support Services [disabilitysupportservices@risd.edu](mailto:disabilitysupportservices@risd.edu) can provide resources to create a more accessible event and contact information for ASL Interpreters.

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### **Outside Vendors**

Find a link to RISD Conference & Event Services partner vendors [here](#).

Please be sure to share [RISD's Minimum Insurance Requirements](#) with all vendors.