Policies for Carnegie Mellon School of Architecture

Room Reservations

Event Promotions

& Announcements
Introduction

Policies for School of Architecture Room Reservations, Event Promotions & Announcements

Carnegie Mellon School of Architecture (SoA) receives over 250 requests each year for room reservations, event promotions, and announcements. The SoA developed the policies in this document to streamline the process. The staff are here to assist you with reserving rooms, promoting events, and sharing announcements, but we need your help to make this process manageable. By adhering to the standards outlined below, you can help us more effectively coordinate the activities of the SoA and promote all of the great work happening at the school.

Before you begin, please note the SoA’s submissions policies.

Submissions Policies

You must submit your request via the submissions form. The SoA does not accept submissions made by email or phone.

Even if you are still finalizing the details for your event or announcement, please submit as much information as you can as far in advance as you can. The rate of submissions to the SoA varies, therefore the sooner you submit your information the sooner the SoA staff can begin reserving rooms, making necessary plans, and scheduling content.

SoA staff reviews all submissions and reserves the right to reject any that fail to meet our submission criteria, or that we deem inappropriate for sharing with the SoA community. We also reserve the right to edit submissions for length, spelling, language, clarity, and format.

If you have issues submitting your information, need help planning an event or announcement, or have any questions, email the SoA.
Room Reservations

Before you begin, please note the following deadlines for reserving a room. If this room reservation is for an event you want to promote, refer to the event promotions deadlines in the following section. Event promotions require two (2) weeks advance notice.

Room Reservations Deadlines

*Plan ahead at least three (3) days*

To reserve an SoA room, you must submit your request **three (3) business days in advance** so that we can confirm your request **one (1) business day** before you need the room.

It may take **up to two (2) business days** from the time you submit your request for the room reservation to be added to the SoA’s calendars. If you do not receive confirmation of your room reservation **within two (2) business days** of your submission, please call or email the SoA.

If you request a room **less than one (1) business day** before you need it, please call or email the SoA so that we know to look for it. We may be unable to reserve your room in time if you submit your request **less than one (1) business day in advance** or on the same day you need it.

**NOTE:** All SoA rooms are locked when not in use. If you need a key for the room you reserved, you can pick one up from the SoA main office in CFA 201. Contact Carolyn Ristau at crisrtau@andrew.cmu.edu or 412.268.2355 to schedule a pickup time.
Submitting a Room Reservation Request

Use the submissions form to submit an SoA room reservation request, unless you are an instructor who needs a classroom during studio hours (1:30-4:20pm MWF). Use this spreadsheet to request a room for studio. To reserve a room that does not belong to the SoA, use Carnegie Mellon’s room reservation system.

How to Reserve a Room

1. Open the submissions form. First you must enter your name and email address.

2. Indicate if this is a new submission or an update to a previous submission (change in time, location, etc.) by clicking the appropriate button. If you are updating a previous submission, you must describe what's changing in the comments section at the end of the form.

3. Enter a title for your room reservation, such as Faculty Meeting, Make-Up Exam, etc.

4. Enter the preferred date and time of your room reservation.

5. Check the rooms calendar to verify which room(s) are available during your preferred date and time and indicate your preferred room(s) in the form.

6. Submit the form.

Next Steps

- SoA staff will review your room reservation request and reach out to you if there are any scheduling conflicts or other issues.

- We will send you a Google calendar invite to confirm your room reservation.

- Wait for confirmation of your room reservation before notifying attendees or promoting event details.

If this request is for a room reservation only, you're all done! If this room reservation request is for an event you want the SoA to promote, continue on to the next section, “Promote an Event.”
Event Promotions

Before you begin, please note the following event promotions deadlines.

Event Promotions Deadlines

*Plan ahead at least two (2) weeks*

If you want the SoA to promote your event, you must submit the information a minimum of two (2) weeks in advance.

It may take up to two (2) business days from the time you submit your event for it to be added to the SoA’s calendars.

Any event submitted less than three (3) business days in advance will not be posted to the SoA’s calendars or promoted.
Submitting an Event Promotion Request

Use the submissions form to submit an event you want the SoA to promote. If you are hosting an event in an SoA room you must first receive confirmation of your room reservation before promoting the event. The submissions form allows you to submit room reservation and event promotion requests at the same time.

How to Submit an Event

1. Open the submissions form. First you must enter your name and email address.

2. Indicate if this is a new submission or an update to a previous submission (change in time, location, etc.) by clicking the appropriate button. If you are updating a previous submission, you must describe what's changing in the comments section at the end of the form.

3. Enter a title for your event, such as General Body Meeting, Networking Event, etc.

4. Enter the date, time, and location of your event.

5. Select where you would like the SoA to promote your event: SoA calendars, weekly newsletter(s), website news page, and/or social media. The SoA reserves the right to promote your event only on the channels we deem appropriate.

6. Upload files of any images we should use when promoting your event.

7. Include links to any RSVP forms, websites, and/or social media accounts we should use when promoting your event.

8. Submit the form.

Next Steps

- SoA staff will review your event submission and reach out to you if there are any scheduling conflicts or other issues.
Announcements

Before you begin, please note the following announcements deadlines.

Announcements Deadlines

*Plan ahead at least one (1) to two (2) weeks*

If your announcement is time sensitive, please notify us by submitting as much information as you can via the submission form a **minimum of two (2) weeks in advance** of when you would like us to post the announcement.

For all other announcements, allow **one (1) week** from the date you submit your announcement until it is posted by the SoA.

Even if you don't yet know the exact details of your announcement, for instance if you've been nominated for an award but won't know if you’ve won until the day of the ceremony, please **notify us as far in advance** as you can via the submission form. This way we can begin preparing the announcement and be ready to post it in a timely manner.
Submitting an Announcement

Use the submissions form to submit an announcement you want the SoA to share.

How to Submit an Announcement

1. Open the submissions form. First you must enter your name and email address.
2. Indicate if this is a new submission or an update to a previous submission (change in details, etc.) by clicking the appropriate button. If you are updating a previous submission, you must describe what's changing in the comments section at the end of the form.
3. Enter a title for your announcement.
4. Enter a description of your announcement. Include as much detail as you can, such as the names of people involved, relevant organizations, links to more information, etc.
5. Select where you would like the SoA to share your announcement: SoA weekly newsletter(s), website news page, and/or social media. The SoA reserves the right to share your announcement only on the channels we deem appropriate.
6. Upload files of any images we should use when sharing your announcement.
7. Include links to any websites and/or social media accounts we should use when sharing your announcement.
8. Submit the form.

Next Steps

- SoA staff will review your announcement submission and reach out to you with any questions.
Communications

When you submit your event or announcement, you can select where you would like the SoA to share the information. Your options include the SoA's weekly newsletters and social media channels.

Weekly Newsletters

*Submit final details at least two (2) days in advance*

The *Faculty & Staff Newsletter* is sent at 10:00am on Thursdays during the fall and spring semesters. You must submit final details by **Tuesday at 10:00am** to include your event or announcement in that week's newsletter.

The *All Audiences Newsletter* is sent to students, faculty, staff, and friends of the SoA at 12:00pm on Fridays during the fall and spring semesters. You must submit final details by **Wednesday at 12:00pm** to include your event or announcement in that week's newsletter.

**NOTE:** Event promotions and announcements deadlines outlined in the previous sections of this document still apply.

Social Media

The SoA shares events and announcements at our social media accounts on [Facebook](#), [Twitter](#), and [Instagram](#). You can connect with us at @cmusoa on each of these platforms.

When submitting your event or announcement, include links to your social media accounts so that we can include them in our communications.

**NOTE:** The SoA reserves the right to share your event or announcement only on the channels we deem appropriate.
Additional Services

Technology Requests

SoA TV carts are available for your use. They are located throughout the MMCH and CFA buildings on a first-come, first-served basis.

For all other equipment needs, such as microphones, speakers, and projectors, use the CMU Library’s Technology Lending system.

Catering Orders

Plan ahead at least one (1) week

Order catering for your meeting or event a minimum of one (1) week in advance.

If you have questions about submitting a tax-exempt catering order, contact Carolyn Ristau at cristau@andrew.cmu.edu or 412.268.2355.

Please arrange for your own plates, cups, cutlery, and napkins if your caterer does not provide them, or if you are bringing in your own food and drinks. The SoA does not supply these items.

Facilities Management Services

Plan ahead at least one (1) week

Submit a service request to CMU Facilities Management Services (FMS) if you need housekeeping/cleaning, trash receptacles, etc. for your meeting or event.

Submit your FMS service request a minimum of three (3) business days in advance of your meeting or event. If you need SoA staff to assist you with your request, you must notify us a minimum of one (1) week in advance.