Guidelines and Procedures for Special Events
(Revised March 2013)

Special Events
Special events could include department graduation programs and/or award ceremonies, pinning ceremonies, etc. The Marketing and Communications director will work with the contacting or responsible person for the special event to prepare the printed invitation and printed program, ensure the planners have invited the president if his attendance or participation is desired and have detailed the President’s role in the event, and publicize the event or seek media coverage as appropriate.

Funds for special events will come from the requesting area’s department funds and division funds or from other college sources (such as student recognition or student activity funds) as approved by the department head and division head or appropriate employee responsible for the funding source. Funds for special event food and drink items will come from the division head’s discretionary funds as approved by the division head or from the approved funding source. Requisitions for items related to the special event will be prepared by the requesting department and submitted through the requesting department head and the division head. Receipts for related purchases will be signed, dated, and submitted by the appropriate requesting department personnel and division head for processing payment through the Business Office.

College Retirement Receptions
Procedures/Guidelines for College Retirement Receptions
Effective March 2013

The college schedules monthly retirement receptions and posts those dates on the college calendar. The monthly college retirement reception will be the opportunity for the Durham Tech family to attend and say thank you to all faculty and staff retiring that month who choose to participate in the college retirement reception. Departmental and other retirement activities that are not college-wide must be planned and take place either during the lunch hour or after work hours and be funded by the participating individuals or retiree.

When an employee’s retirement letter is received in the President’s Office, the president’s executive secretary will contact the appropriate departmental/division secretary to let him/her know the letter has been received. The departmental/division secretary should check with the retiring faculty or staff member to see if he/she would like to attend the college retirement reception. If the retiring faculty or staff member would like to attend the college retirement reception, the departmental/division secretary will work with the departmental/division secretaries of all other faculty and staff retiring that month to plan the joint reception, which will be held in the Multi-Purpose Room, located in the Phail Wynn, Jr. Student Services Center at the Main Campus.

Requisitions for food and supplies should total no more than $250 for the first retiree and $50 for each additional retiree being honored during the college retirement reception. Requisitions are to be submitted to the president’s executive secretary for approval and then submitted to
the Business Office for payment or reimbursement. Durham Tech has accounts with Harris-Teeter, Not Just Paper, and Costco. Requisitions for Harris Teeter and Not Just Paper would be written to the appropriate vendor, signed by the requestor and the president’s executive secretary, and submitted to Yolanda Moore-Jones to obtain a local Purchase Order (PO) number and charge card (which is available for Harris-Teeter only) to be taken to the vendor to purchase the items requested. Original receipts for purchases made should be signed and dated by the requesting departmental/division secretary and then approved, initialed, and dated to indicate approval by the president’s executive secretary before being submitted to the Business Office for processing payment or reimbursement. If the Harris-Teeter charge card is used, it must be returned immediately to Yolanda Moore-Jones after being used to purchase the approved items. Costco does not accept the college credit card and must be paid in cash. Because of this situation, the requestor must write a requisition naming himself/herself as supplier for the amount of the purchased items, including tax. The college then provides the requestor with a check made out in the requestor’s name for paying at Costco. The requestor also must submit original receipts along with any unspent cash to the president’s executive secretary for the purchases made, as in the process for Harris-Teeter and Not Just Paper.

Requestors wishing to make reception purchases from other stores or businesses must complete the requisition process and receive a check made out to the requestor, as in the process for Costco purchases. The requestor must also submit original receipts along with any unspent cash to the president’s executive secretary for the purchases made, as in the processes noted above.

Please be aware that any amount over the total allocation cannot be reimbursed and will have to be paid back by the spender. Be sure to account for taxes on purchases as part of the allocated amount to spend. Check requests take approximately three to five working days for the requestor to receive.

Bridal and Baby Showers or Birthday Parties
Personal special events such as bridal and baby showers or birthday parties held for co-workers are not funded by the college. However, the Marketing and Communications coordinator may be contacted as a resource for information about possible room location, room set ups, food and drink purchases, paper product purchases, etc.

It is required that personal special events such as bridal and baby showers held within a department or division or which are open to all faculty and staff are to be scheduled during the lunch hour (either noon to 1 p.m. or 1 to 2 p.m.) or after 5 p.m. Those attending the shower during work hours would then use their lunch hour to attend, unless otherwise approved by their supervisor.

Room Requests
Forms necessary for requesting rooms on campus are available on the college website in the faculty forms section. When the requestor clicks on “Reserve a Room,” the computer screen will redirect to the R-25 room scheduler.
With so many events taking place on campus, it’s best advised to reserve a room several weeks in advance of the event if possible.

Work Orders
A Work Order must be submitted to Facility Services at least one week prior to the event if a change in the set-up of the room is needed (NOTE: the Set-up for ERC conference rooms cannot be changed). Complete the Work Order Request form.

Media Services
If the event is to be held during regular working hours, it is possible that someone from the Marketing and Communications department can be present for at least portion of your event to take photos with the college’s digital camera. If your event requires audio-video equipment such as microphones, amplifiers, or projectors, submit an Information Technology Services (ITS) Work Order. Please note that the department’s primary responsibility is to provide media and technical support for the college’s educational, teaching and learning events.

Catering, Food, and Beverages
Food and beverages may be brought in for the function, but are not permitted in the following locations: ERC auditorium; classrooms; any ERC conference rooms with the exception of the Schwartz Room. Tablecloths must be used in the Multi-Purpose Room if refreshments of any type are being served. Please note that alcoholic beverages are not permitted on the Durham Tech campus at any time, nor are cigarettes, pipes, cigars, or any type of tobacco products. Any leftover food items or supplies must be removed by the user(s) or disposed of in appropriate trash and/or recycling receptacles.

Catering services must be booked through the college’s contracted Café services provider, by calling the Catering Manager.

Guideline and Procedure Changes
These guidelines and procedures are subject to change based on input from faculty and staff. When changes are made, the information will be updated on the college’s website. The date of revision will be noted. Please submit suggested revisions in writing to the Senior Vice President, Institutional Advancement.