



Hospitality & Event Services

campusscheduling@berry.edu

(706) 378-2880

Berry College Internal Event Scheduling Information

Below is detailed information about parts of the event planning process as they relate to room reservations and the EMS booking process, managed by the Campus Scheduling office. If you have questions or concerns at any time, please reach out to our office by phone at (706) 378-2880, or by email at campusscheduling@berry.edu.

Food and Beverage Service

Classic Fare Catering of Berry's Dining Services is the preferred caterer for events at Berry College. For more information on their services, or to discuss menu options and pricing, please contact their staff at (706) 238-7883 or visit [the Classic Fare Catering website](#). If an outside caterer is used for an event, please remember that kitchen facilities and storage options range from limited to non-existent depending on the facility space, with the majority of facilities having no kitchen or storage options available. Please note that room spaces do not have table cloths available, so those should be provided by the caterer or your group. Please remember that no alcoholic beverages are permitted to be served or consumed on Berry's main campus.

Event and Room Setups

When reserving a location for your event in EMS, you are asked to indicate the setup type and number of attendees for the room so that the room can be setup correctly. Many rooms, including those in Krannert, the Alumni Center, Ford Dining Hall, and Oak Hill, do not have fixed seating, so a specific setup type and attendee count must be provided. If you choose to work with Aramark to cater your event, their staff will share the final guest count and setup that has been agreed upon to ensure the room is setup correctly.

Outdoor event setups are handled by the Berry College Physical Plant. For a fee, the Physical Plant delivers equipment such as tables and chairs for events on-campus. These items should be requested when reserving the location through EMS online. In order to process the request, all setup questions and an account number to charge the fee for must be provided when booking the location. Setup request sent to Physical Plant via email cannot be processed.

Technology and Sound Equipment

In order to ensure that the appropriate equipment is available for the space you are booking for your event, it is important to note what equipment is already available in each space. Many

rooms on campus provide built-in projectors, screens, speaker systems, microphones, and podiums, while some do not. In some rooms, additional microphones, tables, chairs, etc. can be brought in as necessary depending on the needs and setup of the event.

In **classroom spaces**, technology equipment needs should be requested through EMS from the **Academic Technology department**.

In other spaces on campus, including **outdoor spaces, event spaces, and athletic spaces**, additional technology equipment should be reserved through EMS from the **Krannert Equipment option**. This equipment should be picked up by the group requesting the equipment and returned immediately following the event, so other requests for the same equipment can be fulfilled on time.

Equipment available for reservation from Krannert includes:

- Indoor and outdoor games and sports equipment
- Drink dispensers & coolers
- Extension cords
- Sound systems and microphones
- Projectors and laptops (for use in Krannert Building only)
- Various musical instruments and players

In many event spaces, including the **Ford Dining Hall, Christopher Browning Pavilion, and Bell Recital Hall (Ford Auditorium)**, there is specific technology and sound equipment already located in each space. When reserving these locations, please indicate through EMS which equipment you would like to utilize for the event.

Campus Calendar

If your event is a public event and you would like it to be posted to the public Berry College events calendar at cal.berry.edu, please be sure to indicate this by answering "YES" in EMS when asked if you would like your event to be listed on the calendar. After choosing "YES," you will also be asked to provide a description for the event. Please be sure to submit a detailed description, as this will be listed with your event. Lastly, if you would like a specific image to be listed with the event, please attach that to your reservation in EMS before submitting it.

Please note: it may take up to 48 hours for your event to be processed and posted to the online calendar. If you need your event to be expedited, please reach out to our office via phone or email.