

TVUC BALLROOM BOOKING GUIDE



**UP TO 1
YEAR**

Book Your Event

Reservations can be made in the Spartan Reservation System (SRS) up to 1 year in advance and with at least 3 weeks' notice.

Watch For Confirmation Email

- TVUC will review your event request within 3 days and send you a confirmation email.
- Your confirmation email will contain event questions that you will need to submit by **your deadline date**.

**WITHIN
3 BIZ
DAYS**



**2 WEEKS
BEFORE
EVENT**

By your **deadline**, you will need:

- Finalized floorplan layout
- All event questions answered

Failure to provide event details may result in automatic cancellation.

Changes after this point may result in fees and are not guaranteed

EVENT DAY
CHECK IN AT THE INFORMATION DESK



Tips for success:

- Check your CWRU email and keep TVUC up to date on event details.
- Ensure tables are covered, either self-provided or arranged through Bon Appétit.
- Do not bring outside food. TVUC has an exclusivity agreement with Bon Appétit
- Let us know if you will need more than 1 hour of setup time before your event.



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IMPORTANT INFO

Your Responsibilities

You are responsible for:

- Maintain your pricing designation per TVUC's rate rules.
- Respond to emails quickly.
- Submit event details on time.
- Follow all CWRU policies.



TVUC Responsibilities

TVUC is responsible for:

- Setting up the room to your approved layout.
- Having the room ready (lights on, tech on and working, room unlocked) by your arrival.
- TVUC Staff are available at the information desk.
 - *TVUC staff are not technicians for AV support.*

Event Details



What event details are needed?

Things like:

- Confirmed Guest Count, Room, Date, Time, and Speedtype are correct.
- Layout type such as Banquet, classroom, lecture, etc.
- Approve the layout created by TVUC.
- Do you need:
 - Catering?
 - Registration or Vendor tables?
 - AV support beyond what is included?
 - Parking?
 - Additional setup time?

And More!

What's included



Your Reservation Includes access to:

- All the tables and chairs in our inventory
- Basic AV package (Mics, Projectors, Screens, HDMI/Mac adapters)
- 1 Hour setup and teardown time for you
- Use of the corresponding foyer space.

What's not included



Things that can be added at an additional cost:

- Modular Stage Units
- Scalable Dance Floor
- Dedicated AV Support
- On-Site TVUC Prostaff
- Mid-Event Layout Changes
- Last Minute Changes
- Security Personnel (Required if there is alcohol)
- Presentation and Zoom Assistance



Helpful Links and Forms



- | | |
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| <ul style="list-style-type: none">• Services<ul style="list-style-type: none">◦ Catering◦ MediaVision◦ Parking◦ Public Safety• Spartan Reservation System<ul style="list-style-type: none">◦ EMS Account Help | <ul style="list-style-type: none">• Forms and Policies:<ul style="list-style-type: none">◦ Back of House Waiver◦ Catering Exemption Waiver◦ TVUC Full Policies◦ Alcohol Use Policy<ul style="list-style-type: none">▪ Report Form |
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