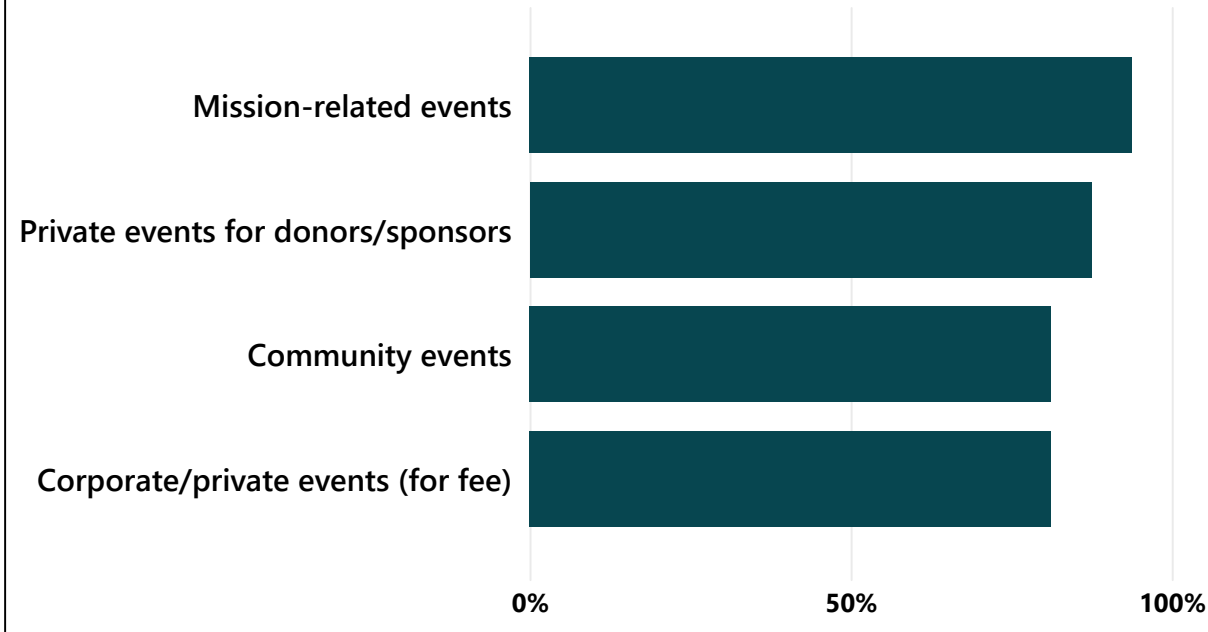
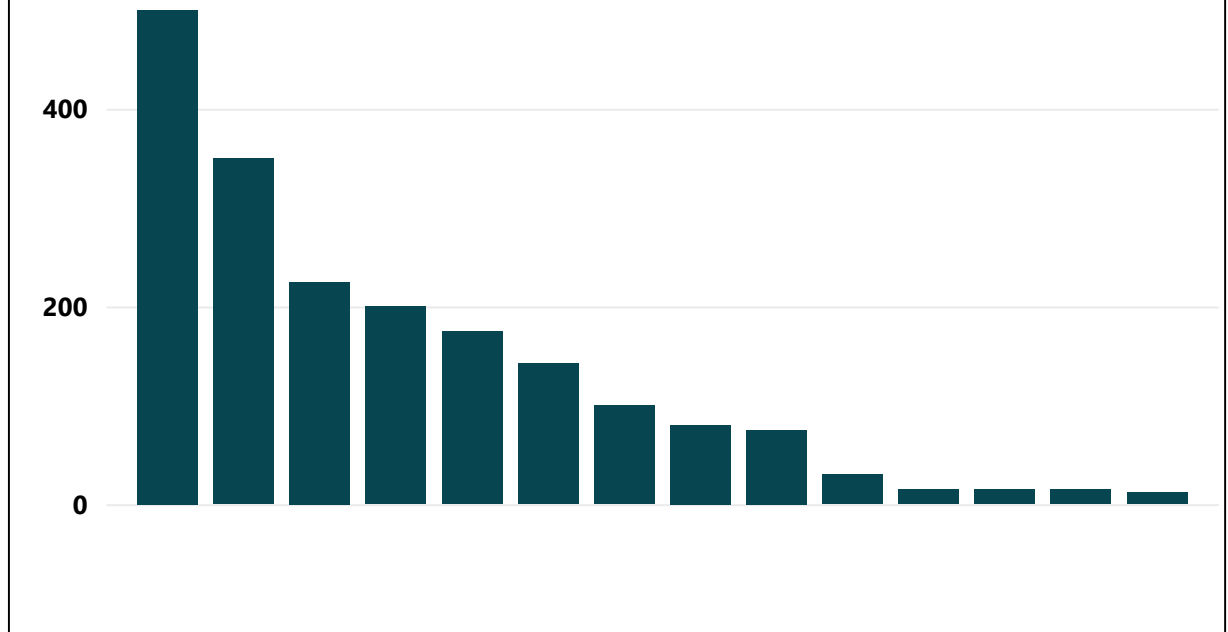




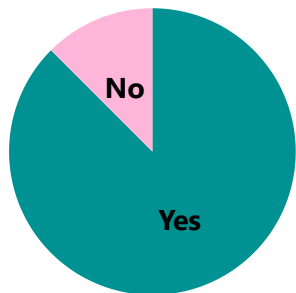
### Type of Special Events



### Annual Number of Events



### Events Group? (Outside FM)



### Comments

We have a Community Events Manager who is in the Advancement department. They manage bookings, scheduling, caterers, etc. They also work with advancement on donor events. Education usually coordinates their own events (tours, programs). Facilities supports with setup and breakdown, some trash, and custodial (contracted).

We are ramping our events schedule more now that we are post Covid

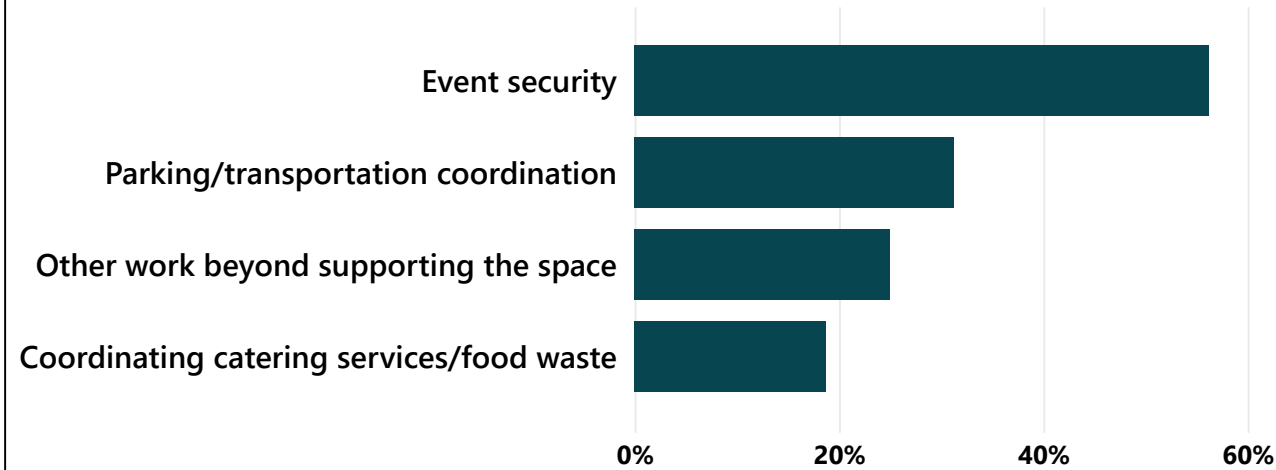
Facilities does the setups and teardowns and Special Events sells and manages the clients

Events dept uses facilities to setup and tear down

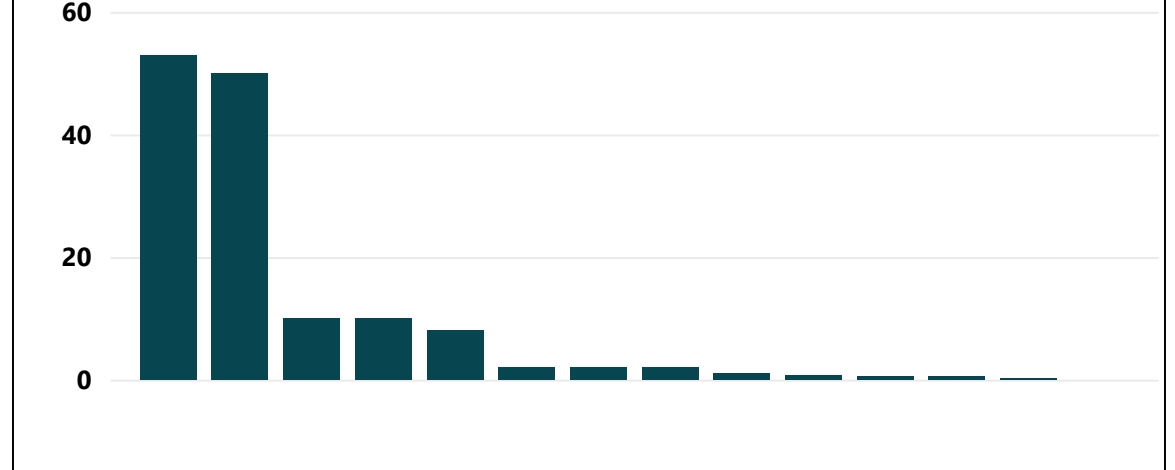
At Ingenium each site (Museum) has its own special event coordinator which reports to Visitor Experience group

A department within the Development department manages both internal special events and external rentals

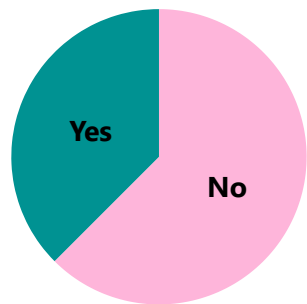
### Facilities' Responsibilities for Event Support



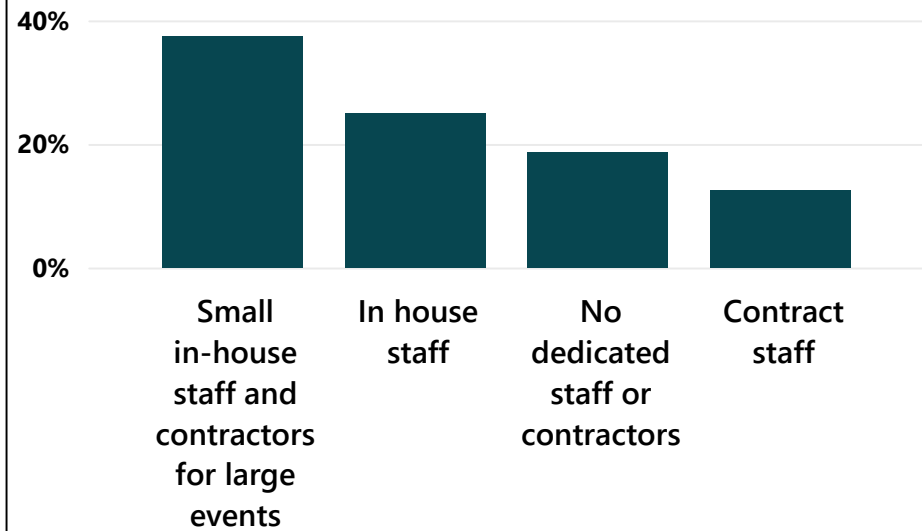
### Total FTE in facilities dedicated to special event support



### Events Coordinator? (Inside FM)



### Dedicated Staff for Event Support



### Comments

- Cleaning, HVAC and Lighting programming on the BAS
- Electrical, masonry, carpentry and horticulture ( flowers set up), IPM work
- FTE does not include Security
- FTE number does not include security hours
- Tram support if requested, additional temp power & lighting control

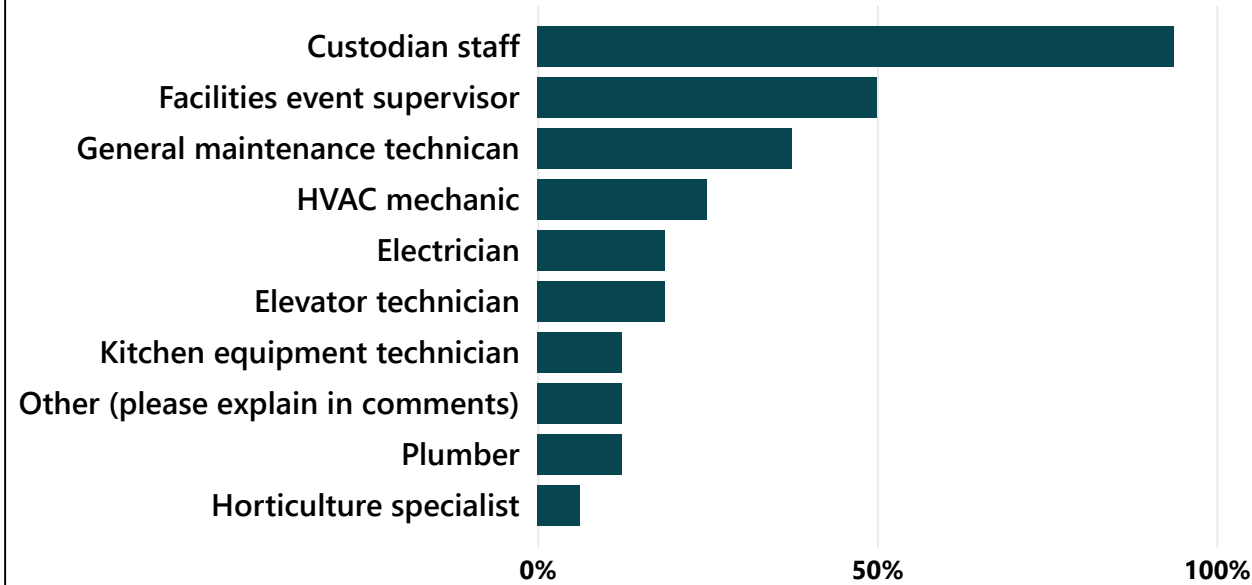


This report contains the results of a "Shared Practice Survey" on [Special Event Support at Cultural Facilities](#) and reflects the answers based on voluntary participation.

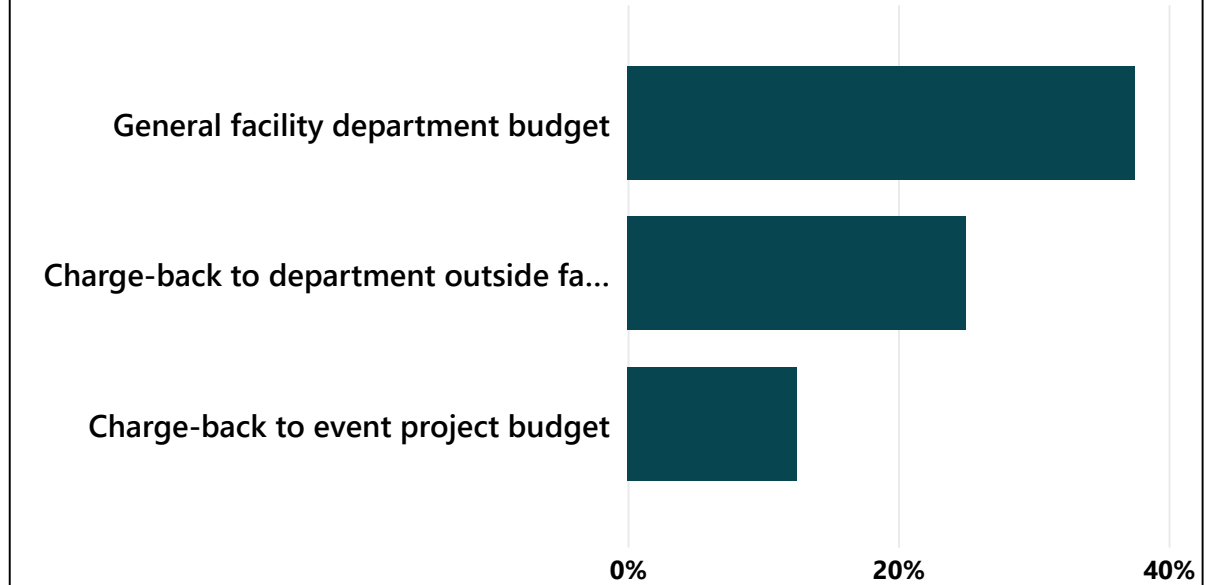
Total Responses  
16

5/24/2024  
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### Staff typically on-site during an event



### Budget used for Event support



### Comments

99% of events is cleaning only

Depends who is hosting the event, there are in house funds for in house support, otherwise there is chargeback

Event Support (set up and break downs)

I have non-routine (event) custodial costs broken down in my custodial budget. For MAJOR events, we tag expenses (and revenues) across the organization with a unique project code for each event.

We have an Engineer onsite whenever the building is in use. Time outside of regular shifts are charged back to the event client.