


# McDermott Suite Guidelines

- All information on the reservation form must be completed.
- You are responsible for all arrangements (catering, facilities, media, and parking).
- Living room furniture is NOT to be moved without prior approval, and ONLY Facilities Management is authorized to move furniture in the suite.
- No votive candles, glitter, or confetti may be used in the suite.
- All decorations must be removed from the room at the conclusion of the event.
- **Dining room capacities: 80 person seated meal or 100 person lecture seating**
- **Suite capacity: 150 person reception**
- **Small conference room capacity: 12 person seated**

## List

 (Date)	To Do	Helpful Forms/Links
	Submit McDermott Suite Request form to University Events—Judy Barnes to confirm availability of room and event approval.	<a href="http://www.utdallas.edu/events/room_reservation.html">http://www.utdallas.edu/events/room_reservation.html</a> Judy Barnes, x2203, or email <a href="mailto:judyb@utdallas.edu">judyb@utdallas.edu</a>
	Check email for reservation confirmation from University Events—Rachel Shockey.	Rachel Shockey, x5451, or email <a href="mailto:rachel.shockey@utdallas.edu">rachel.shockey@utdallas.edu</a>
	Submit a Facilities Management Work Request form after you receive the confirmation email. <b>*As of 6/1/2018, for any event with 50 or more guests or food, there will be a minimum charge of \$45 for custodial services.</b>	<a href="http://www.utdallas.edu/forms/">http://www.utdallas.edu/forms/</a>  <a href="mailto:fmworkrequest@utdallas.edu">fmworkrequest@utdallas.edu</a>
	Send a copy of the Facilities Management Work Request to Rachel Shockey to finalize the reservation request.	
	Submit Event Technology Request Form to Media Services if using audio/visual equipment.	<a href="https://ets.utdallas.edu/media-services/event-technology-support/">https://ets.utdallas.edu/media-services/event-technology-support/</a>
	Submit catering request to Chartwells. <b>Chartwells is the only approved caterer for the Suite. No outside food of any kind is allowed in the Suite without prior approval from both University Events—Judy Barnes and Chartwells (this includes pick-up and delivery).</b> If outside catering is approved, send copies of approvals to Rachel Shockey.	<a href="https://utddining.catertrax.com">https://utddining.catertrax.com</a>  Chartwells Catering Office x2269 <a href="mailto:bethany.erwin@compass-usa.com">bethany.erwin@compass-usa.com</a>
	If you will be serving alcohol <b>and/or</b> have received approval to use a caterer other than Chartwells, please submit a Special Event Risk Assessment form to the Office of Administration – Vanessa Balderrama. Once approved, send a copy of the form to Rachel Shockey.	<a href="https://www.utdallas.edu/events/process/risk_assessment/">https://www.utdallas.edu/events/process/risk_assessment/</a> Vanessa Balderrama, x6356, or email <a href="mailto:specialevents@utdallas.edu">specialevents@utdallas.edu</a>
	Submit request to University Police to register event and arrange for unlocking and locking doors as well as parking needs.	<a href="https://www.utdallas.edu/police/eventform.html">https://www.utdallas.edu/police/eventform.html</a>

## Please Remember

- The Suite is reserved for special events only and managed by University Events.
- The President has first priority, which could result in the cancellation of your request. Notification of cancellation will be provided as soon as possible if applicable.
- The Suite is a VIP location.
- The Suite remains locked at all times.
- Notify University Events if your event cancels, so it can be removed from the calendar.

## CONTACT

SENIOR DIRECTOR OF UNIVERSITY EVENTS: Judy Barnes, x2203, [judyb@utdallas.edu](mailto:judyb@utdallas.edu)