



TO: University Community

FROM: Nicholas J. DiCiaccio, Senior Director
Facilities Management

SUBJECT: University Events Coordination / Procedures for Facilities Support

DATE: March 24, 2008

The number of University Events being held at both University Park and Biscayne Bay Campus has been increasing in recent months. The Events Coordination Office, established within the Facilities Management Department, is the single point of contact for all events. To ensure that all events are a success and that Facilities is able to respond to your needs, I am requesting the following guidelines:

- Fax or email the events information to Georgina Gonzalez at 305-348-4615 / gonzalg@fiu.edu.
- Ten (10) days advance notice for small events.
- Fifteen (15) days advance notice for larger, established events.
- Floor plans or a diagram of the area where event will be held.
- Requestor to be present at the time of “set up” to ensure that all needs are met.

Your compliance with the above guidelines will enable Facilities Management to supply professional service in responding to your needs.

Thank you for your cooperation.

cc: Georgina Gonzalez
Boyce Level
John Cal
Jim Davis