

## Event information:

- Where is the event located?
- What type of event is?
- What time is the event at?
- Will it be open to students, Dawson community and/or Public?
- Who are the organizers (person, organization)?

## Setup requests:

### *FAMA setup (on one work order):*

- What is the event?
- What date is the event?
- What time does the event start and finish at?
- What time is the setup required for?
- What room is the event in?
- Lists items you need (number of chairs, number of tables, tablecloths, podium, easels, etc.)
- Indicate how you want chair(s) and table(s) setup (Attach diagram, if needed).

### *Cleanup & take down (work order):*

- What time is the setup required for?
- Is the time reserved and specified in the room booking request?

### *AV or IT support: [itsupport@dawsoncollege.qc.ca](mailto:itsupport@dawsoncollege.qc.ca)*

- What time is the setup required for?
- Is the time reserved and specified in the room booking request?

## Food services:

- Please go to [https://www.dawsoncollege.qc.ca/facilities-management/auxiliary-services/food\\_services/](https://www.dawsoncollege.qc.ca/facilities-management/auxiliary-services/food_services/) to learn more about the catering options.

## Extra Security Guard Required:

- Events with **liquor permit**.
- Events planned **overnight**.
- Events & shows end **after 19:00 at the Theatre**.
- Events ending **after 17:00 on Saturdays & Sundays**.
- Any events **during the week** (mon-fri) **between 7:00-23:00** (no extra security guard is required. Regular day guard will be present.)

## Alcohol to serv:

1. Managerial approval is required first.
2. If the event is open to the public, a "Liquor Permit" is mandatory.
3. If it is a small private gathering, Director General's approval is needed [dg@dawsoncollege.qc.ca](mailto:dg@dawsoncollege.qc.ca)

## Liquor permit – Letter request:

- Please submit (Dawson employees ONLY) [meetingroombooking@dawsoncollege.qc.ca](mailto:meetingroombooking@dawsoncollege.qc.ca)
  - Person's name
  - Department or organization
  - Event name
  - Date
  - Time
  - Location
- The letter, Reunion Permit Form and a sample of the form will be emailed to you. If you would like to have a printed version, please let us know.
- To process the application on time, the "Régie des alcools, des courses et des jeux" must receive your request at least 15 days before the date of the event. For more information, please go to [www.racj.gouv.qc.ca](http://www.racj.gouv.qc.ca)

## Liquor permit – Security guard:

- When a liquor permit is involved, it is required for a security guard to be present especially when it is an open area. The security guard is \$35/hrs for 4 hours minimum.
- Please confirm if you have:
  - a budget to charge it to
  - pay directly to FAMA
  - it is included with the other fees on the invoice
- Please send a work order
  - Start and end time of the event.