

Subject: Room Reservations and Event Planning

Date: Thursday, October 11, 2018 at 1:48:26 PM Eastern Daylight Time

From: Blanchard, Norman W (sent by owner-questrom-everyone@bu.edu <owner-questrom-everyone@bu.edu>)

To: Questrom Faculty and Staff Mailing List

Dear Colleagues,

With Mary Sforza leaving us after 27 years, I thought the most fitting tribute would be to send an email clarifying “what now?” in regards to reserving space here in the Hariri Building and planning events.

My colleagues on the Course Planning team - Becky DiMattia, Grace Uygun, Emily Goldstein, and I - have spent the summer developing and creating a single form where members of the Questrom community can go to request space of any kind. The link to this form is here: <http://questromworld.bu.edu/forms/room-reservation/>.

The form will direct requests to the appropriate person or office, who will then fulfill the request as appropriate. For example, requests for classroom space will be directed to department senior program coordinators or the Course Planning team, who will reserve the space either through the university system or through our own internal system, depending on the time and type of room.

In many cases, this is where the process ends. However, oftentimes there is event planning that goes with reserving space. As we move forward, each academic or operational department (e.g. student services, central administration, etc.) will work directly with service providers such as B&G and Catering to make arrangements when planning events. For example, faculty looking to cater a speaker event should work with their department senior program coordinator to make arrangements. I have included a list of contacts at the end of this email for your reference.

I am confident that, with cooperation and patience, we will continue to provide wonderful experiences for members of our community and our guests. Please contact me at normanb@bu.edu or 3-9106 with any questions.

Norm

Buildings & Grounds: Roger Seale (rseale@bu.edu – 617-353-0618)

Catering: Heather Lupis (hlupis@bu.edu – 617-353-1510)

Media Services: letshelp@bu.edu

Norm Blanchard
Director – Course Planning
Boston University Questrom School of Business
Rafik B. Hariri Building
595 Commonwealth Avenue
Boston, MA 02215
normanb@bu.edu
(617) 353-9106