

AHAS Administrator Events Planning Guide

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A. INTRODUCTION

The [Arts & Humanities Administrative Services Group](#) (AHAS) has compiled this guide to provide an overview and serve as a resource for planning events in the [Arts & Humanities Division](#). This is by no means an exhaustive document but rather an overview to assist with the event planning process and workflow.

If you think you may need assistance with your event, please reach out to AHAS to see how we can help your event planning efforts.

B. PROCEDURE

Administrators should gather the following information during the event planning process:

- **Type of Event:** (Lecture, panel, workshop, delegation, etc.)
- **Budget Allocation:** (Sources and planned use for catering, guest travels/accommodations/honoraria, etc.)
 - Please consult with your department chairs, center faculty directors, or faculty organizers regarding the types, methods, and number of events planned for the upcoming academic year, particularly during late spring and summer.
 - For events such as annual lectures or symposium discussions with guests and donors, planning should begin 10–14 months before the scheduled event.
 - If the events involve inviting non-local speakers or moderators, invitations should be sent out well in advance to allow time for coordination, particularly for visa applications for international guests.
 - Please check in with the Office of the General Counsel (OGC) if you have any questions or uncertainties regarding invitation letters or agreements/contracts before issuing them to guests.
 - Any speakers receiving a travel reimbursement and/or honorarium will need to be registered in the Buy2Pay (B2P) Supplier Portal. It is recommended for returning suppliers to review information in their B2P profile and update it as needed. Be sure to double-check that they have not already been set up previously.
 - **Payment methods for domestic and foreign individuals:**
 - For domestic individuals, payments can be made via paper check or Zelle for direct deposit. Wire transfers are not allowed in the US unless there is an extenuating circumstance, and an exception has been requested and approved by the wire transfer office.
 - For foreign individuals, visa and work authorization status must be verified before extending an offer, as payments cannot be processed retroactively. Payments to foreign individuals can be made via paper check (not recommended) or wire transfer in either USD or a foreign currency of their choice. Wire transfers are recommended for foreign individuals as many foreign banks do not accept paper checks. You will need to ask the supplier to fill out a wire transfer form, verify that the information collected is sufficient for the currency type being requested. This wire form is then included in the Buy2Pay requisition as an internal attachment – be sure to select wire transfer as the payment method also.
 - **Reimbursements:**
 - Travel arrangements can be made for the guest speaker before the event via corporate card or invoices depending on the expense. Any expenses paid out-of-pocket by the

speaker will need to be submitted with corresponding receipts and a completed non-employee reimbursement form *after* the trip has concluded.

- **Honorarium payments:**

- For an honorarium to an individual, please complete an In Lieu of Invoice Form and an Independent Contractor Exception Attestation Form to be submitted in Buy2Pay. The B2P Business Description must include the payment amount, recipient's name, reason for payment, and activity location.
- For individuals being paid via a company, the company will need to issue Harvard an invoice, and we will need to have the company registered in Buy2Pay. Do not use an In Lieu of Invoice Form or non-employee reimbursement form for paying a company. Domestic companies can be paid via paper check or Paymode, and foreign companies can be paid via paper check or wire transfer.
- The object code for an honorarium payment will be determined based on the location of the presentation, as this impacts whether it is subject to tax withholding. Typically, 8690 is used for on-campus lectures, and 8691 is used for lecturers presenting remotely from outside of MA.

1. Defining Your Event: Audience, Logistics, & Promotion:

- Event space confirmation must verify:
 - Adequate attendee capacity.
 - Provision for required amenities (Technology, A/V, catering).
 - Sufficient event and setup/breakdown timeframe.
- After confirming event timings, personnel, and other details, event managers/coordinators will identify suitable spaces using EMS RoomBook.
- For large events requiring outdoor or concourse spaces, please consult with local building managers regarding policies, setup, and space sharing.
- Event organizers are responsible for ensuring that event spaces are returned to their original condition post-event. For large events in concourses or outdoor areas, cleanup arrangements must be made directly with the building manager.
- When planning co-sponsored events that require the use of spaces at other Harvard institutions such as HBS, HKS, or HLS, please coordinate space reservations directly with the relevant co-sponsoring units.
- **Public Events**
 - **Website Updates:** Information should ideally be updated on websites by late summer, winter breaks, or the start of each semester
 - **Newsletters:** Public events should be included in monthly or weekly newsletters.
 - **Posters:**
 - Posters should be displayed 2–4 weeks before events
 - You may need to obtain permission before posting flyers to certain notice boards on campus.
- **Private Events**
 - For invitation-only events, consult with faculty organizers or chairs regarding invitations, which should be sent out well in advance, especially if they involve travel for invitees or require timely RSVPs from Harvard faculty to ensure proper planning.

2. Essential Elements

- **Travel arrangements for speakers and invited guests**
 - Please reference earlier in this guide for more information about guest speakers, and the Resources Section for links to local lodging and travel arrangement options.
- **Audiovisual support** (Microphones, projection, recording, A/V rentals, permissions, accessibility needs, etc.)
 - A/V Support/Equipment Rentals

- For events requiring A/V (such as projectors, screens, and sound systems), please consult your local ESS Team for arrangements, with at least six weeks' notice recommended for setup. The Harvard ESS and HUIT teams also offer equipment rentals, please contact them for availability and pricing.
 - Accessibility (Captions and Transcripts)
 - Effective December 1, 2019, all university websites and digital content created must comply with the university's accessibility policy. Videos must include captions, and audio recordings should be accompanied by text transcripts.
 - For non-seminar events or larger programming, consult with the Director of Administration or the relevant office for further guidance.
 - All audio and video releases must include language addressing captions and transcripts. The Events team can assist in ensuring compliance in collaboration with legal departments.
 - Recording (Audio and Video)
 - Audio-recording devices for presentations must be requested in advance from the events team due to limited availability. Setup assistance is available during regular business hours. Please inform and obtain consent from all attendees for the recording and include information about potential recording in event publicity.
- **Catering and bartending, business meals with guest lecturers**
 - Catering
 - Plan catering through Crimson Catering or an external service/restaurant, ordering specific needs with enough lead time.
 - Bartending
 - The legal drinking age in the U.S. and Massachusetts is 21. Alcohol cannot be served to underage participants or staff. Events with alcohol may require licensed bartenders and permits. Please consider hiring local services or inquire with your caterer and be sure to check with Harvard's Events Office regarding alcohol policies and necessary permits. Please note that liquor cannot be served on campus, wine and beer are permitted. The person serving alcohol may need to be licensed, and the event may need to be registered for police detail. See the Resources Section for links to local bartending and alcohol ordering services.
 - Business meals
 - Business meals with guests should adhere to the approved budget for the event. An itemized receipt is necessary for all business meal reimbursements.
 - Harvard's Tax Exemption: Always confirm with venues whether they accept tax exemption and provide your departmental tax-exempt form or the Harvard exemption number (located on the top left corner of your P-Card or Corp Card) before placing any orders or signing business meal contracts. Be sure to present the ST-2 (MA certificate of exemption) prior to payment to have sales tax withheld.
 - Business meals with 6 or fewer people will need to be submitted for reimbursement with the names of all attendees. Receipts need to show itemizations (not just the credit card stub).
 - For business meals (for example, taking a guest lecturer out to dinner after their talk), the current meal allowance is as follows:
 - Breakfast: \$30 per person, including alcohol, tax and tip
 - Lunch: \$50 per person, including alcohol, tax and tip
 - Dinner: \$125 per person, including alcohol, tax and tip
 - If exceeding these limits, please request exception approval by consulting the steps in the FAS Travel Policy Addendum.
- **Staff support**
 - Ushers/hall managers
 - Police detail
 - For events requiring security personnel, pre-event building checks, or other police-related services, arrangements must be made with the Harvard University Police

Department. The departmental 33-digit billing code should be provided for any services rendered.

- Custodial/building access
 - Building access is often restricted after standard working hours (with specific times varying by building). Event organizers are expected to notify building custodial staff in advance of any events scheduled outside of those hours to guarantee guest access.

C. RESOURCES

1. Accessibility, Accommodations, and Disabilities

- [Disability Access Office](#) and [University Disability Resources](#)
- [Education Support Services](#) (ESS)
- Translation Services:
 - [American Translations Partners](#)
 - [Interpreters Associates, Inc.](#)
 - [Language Connections, Inc.](#)
 - [Language Scientific](#)
 - [Linguistic Systems, Inc.](#)

2. Event Outreaches

- [Harvard Mail and Print Services](#) offers printing for brochures, flyers, and posters, with payment processed using a 33-digit billing code
- [FlashPrint](#) at Harvard Square is recommended for Harvard communities

3. Audiovisual Services and Audio/Video Recordings

- [Education Support Services](#) (ESS)
- [Harvard University Information Technology](#) (HUIT)
- Media Services:
 - [4Wall Entertainment](#) (lighting & video rentals)
 - [AVFX](#) (lighting & event production)
 - [B&H Photo Video, Inc.](#)
 - [CAVT Solutions](#)
 - [Devlo Media LLC](#)
 - [DGI Communications](#)
 - [Giro Studio](#)
 - [Glass Ink Media LLC](#)
 - Harvard Audio Visual
 - [Headlight AV](#)
 - [Steer LLC](#)
 - [Studio125](#) (lighting & event rentals)

4. Budgets and Finance

- AdminOps/ASAP (questions about payment policies and procedures): adminops@fas.harvard.edu
- [Buy2Pay](#)
 - [Returning suppliers to Log In](#)
 - [Supplier Portal/Supplier Registration Process](#)
 - [Wire transfer forms](#)
- [Card Services](#) (PCard, Corporate Card, Department Card)
- Cash Receipts (questions about inbound payments): cash_receipts@harvard.edu
- [FAS Finance Forms](#), including a link to the In Lieu of Invoice form
- [FAS Travel Policy](#):
 - [FAS Travel Policy Addendum](#)

- [Independent Contractor Policy](#), including links to the Questionnaire/Exception Attestation Form
- [International Payee Tax Compliance Office: FAD IPTC@harvard.edu](#)
- [Reimbursement guidance](#), including a link to the Non-Employee Reimbursement form
- [Office of the General Counsel](#)
- Supplier Onboarding Team (questions about B2P supplier onboarding): ap_supplieronboarding@harvard.edu
- [Tax Forms and Tax Exemption Guidance](#) for Purchases and Travel, including ST-2 (MA certificate of exemption) form to prevent tax withholdings
- Wire Transfer Inquiry (questions about outbound payments): otm_wiretransferringquiry@harvard.edu

5. Building Access/Security/Custodial Services

- Access FAS building/room info (capacity, photos, A/V, contacts) via [ESS RoomBook](#)
- [Harvard University Police Department](#)
- [FAS Building Contacts](#) (for building managers' info)
- Reserving a space on campus: [EMS RoomBook](#)

6. Catering/Bartending/Restaurant Reservations

- Harvard's Internal Catering Service: [Crimson Catering](#)
- Corporate Catering: The following caterers provide tax-exempt catering services, offering various cuisines, serving sizes, and ordering options:
 - [Above & Beyond Catering](#)
 - [Boston Catering & Events](#)
 - [Boston Catering Co.](#)
 - [Catered Affair](#)
 - [Catering by Andrew](#)
 - [East Meets West Catering](#)
 - [Forklift Catering](#)
 - [Jules Catering](#)
 - [Ritas Catering](#)
- Individual Catering Vendors
 - [Baker's Best Catering](#)
 - [Basil Tree](#)
 - [Blackbird Doughnuts](#)
 - [Café Luna](#)
 - [DIG](#)
 - [Felipe's Mexican Taqueria](#)
 - [Flour Bakery](#)
 - [Formaggio Kitchen](#)
 - [Himalayan Kitchen](#)
 - [Lemon Thai Cuisine](#)
 - [Life Alive Organic Cafe](#)
 - [Milk Street Cafe](#)
 - [OTTO Portland](#)
 - [Sensational Foods](#)
 - [Sweetgreen](#)
 - [Tatte Bakery and Cafe](#)

Note: Many local regional cuisine restaurants also offer direct catering and delivery services. Please check with the owners or managers for details on availability and offerings.

- Third party food vendors:

- [ezCater](#)
- [GrubHub](#)

Note: Tax-exemption is not an option on platforms such as DoorDash and Uber Eats. Departments/centers using these tools may have specific policies, please consult your department directors or local financial administrators for guidance.

- Bartending (Notes: Staff hiring is a factor to consider when budgeting for bartending services.)
 - [B&B Bartending](#)
 - [Premier Bar Service + Catering](#)
 - [The Bartending Service of New England](#)

- Recommended alcohol purchasing venues (if not obtaining a bartending service provider):
 - [Brookline Liquor Mart](#)
 - [Gordon's Fine Wines and Liquors](#)
 - [Total Wine](#) (Door to door delivery)

- Restaurants (business and group meals)
For special events requiring business meals, the [Harvard Faculty Club](#) is recommended. Please provide event details such as time, headcount, setup preferences, and departmental billing codes. Please book these venues in advance and note that they may require a credit card for reservations. Keep in mind the meal allowance for the type of meal being booked (breakfast, lunch, dinner).

- Popular external venues for the Harvard community:

- [Alden & Harlow](#)
- [Bar Enza](#)
- [Giulia](#)
- [Grafton Street Pub & Grill](#)
- [Harvest](#)
- [Henrietta's Table](#)
- [Hourly Oyster](#)
- [Russell House Tavern](#)
- [Season to Taste](#)
- [Toscana](#)
- [Waypoint](#)

7. Equipment and Furniture Rentals, Decor

- Event Equipment and Furniture Rentals:
 - [Access Tent](#)
 - [AFR Furniture Rental](#)
 - [Camelot Special Events and Tents](#)
 - [Christian Party Rental](#)
 - [ePoster Boards](#) (electronic posters)
 - [Interstate Rental Service](#)
 - [Party Time Events](#)
 - [PEAK Event Services](#)
 - [Studio125](#) (lighting & event rentals)
- Flowers/ Decor:
 - [Brattle Square Florist](#)
 - [Central Square Florist](#)
 - [Petal Flowers](#)

8. Travel and Hotel

- List of Harvard's preferred travel agencies which can help book airfare for guests:
<https://internal.procurement.finance.harvard.edu/preferred-travel-agencies>
- Here are a few local lodging options below:
 - [A Friendly Inn at Harvard](#)
1673 Cambridge Street, Cambridge, MA 02138; (617) 547-7851; afi.now@verizon.net
 - [Cambria Hotel Boston Somerville](#)
515 Somerville Ave, Somerville, MA 02143; 617-341-9040
 - [Charles Hotel](#)
1 Bennett St, Cambridge, MA 02138
General Inquiries: (617) 864-1200; Reservations: (800) 882-1818;
reservations@charleshotel.com
 - [Harvard Square Hotel](#)
110 Mount Auburn Street, Cambridge, MA 02138; (617) 864-5200;
info@harvardsquarehotel.com
 - [Hotel 1868](#)
1868 Massachusetts Ave, Cambridge MA; (617) 499-2998; info@hotel1868.com
 - [Hotel Veritas](#)
1 Remington Street, Cambridge, MA 02138; (617) 520-5000; concierge@thehotelveritas.com
 - [Irving House](#)
24 Irving Street, Cambridge MA 02138; (617) 547-4600; stay@irvinghouse.com
 - [Porter Square Hotel](#)
1924 Massachusetts Ave., Cambridge, Massachusetts 02140; (617) 499-3399;
info@theportersquarehotel.com
 - [Prentiss House](#)
6 Prentiss St, Cambridge, MA 02140; 857-263-3073; hello@livethatch.com
 - [Sheraton Commander Hotel \(Marriott\)](#)
16 Garden Street, Cambridge, Massachusetts, USA, 02138; (617) 547-4800
- In case all hotels within walking distance are fully booked, additional accommodation options are available in other parts of Cambridge, Somerville and Boston, with reasonable access to Harvard by car or arranged transportation:
 - [Porter Square Hotel](#)
1924 Massachusetts Ave, Cambridge, MA 02140; 617-499-3399
 - [Holiday Inn Express Hotel & Suites Boston - Cambridge](#)
250 Monsignor O'Brien Highway, Cambridge, MA 02141; 617-577-7600
 - [DoubleTree Suites](#)
400 Soldiers Field Road, Boston, Massachusetts 02134-1893; 833-577-3575
 - [Courtyard by Marriott Boston/Cambridge](#)
777 Memorial Dr, Cambridge, MA 02139; 617-492-7777
 - [Le Meridien Cambridge-MIT](#)
20 Sidney St, Cambridge, MA 02139; 617-577-0200 or 866-716-8119
 - [Boston Marriott Cambridge](#)
50 Broadway, Cambridge, MA 02142 ; 617-494-6600 or 1-800-228-9290