

## Event Confirmation

### Climate Action Communication Training

**Title:** Speak Up, Write Loud: Climate Action Communication Training

**Event Reference:** 2025-AHCLKK  
**Event Last Modified:** Mar 27 2025 12:58 PM  
**Current Event State:** Confirmed

**Requestor:** Oladapo, Aminah

**Phone:**  
**Email:** aoladap2@gmu.edu

**Scheduler:** Naylor, Amanda

**Phone:**  
**Email:** anaylor@gmu.edu

**Organizations:** SEJA

### Event Occurrences

**Wed, Apr 9 2025**

**Event Times:** 1:00 PM - 3:30 PM

Head Count: Exp: 20, Reg: 0

**Client Access:** 01:00 PM - 03:30 PM

Location	Instructions
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The HUB, Meeting Room VIP II, Fairfax Campus

*Layout:* Conference/Square  
This room comes with fixed seating. It is set in a conference/square for 25 people. Please do not move the furniture.

Qty	Resource	Instructions
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1 \*Space Use Guidelines\*

Please visit <https://studentcenters.gmu.edu/event-services-policies/> for event policies, procedures, and guidelines

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Qty	Resource	Instructions
1	Catering Non-Mason	<p>Your event request indicated that you are providing refreshments at your event. If you are not planning on using Sodexo (GMU Catering) as your caterer, the vendor you hire must be on Mason's Approved Catering List found at: <a href="https://obs.gmu.edu/caterers/">https://obs.gmu.edu/caterers/</a></p> <p>Catering is defined as a vendor that controls the entire food/drink process from start to finish (storage, preparation, cooking, delivery and distribution). If the process is not continuous (examples: grocery store purchases, pizza, and similar delivery services), they are considered a food provider. If using a food provider instead of an approved caterer, the provider does not have to be on the approved caterer's list, but you do have to follow these guidelines at your event:</p> <ul style="list-style-type: none"> <li>•All food and/or drink distributed must be commercially prepared (no "home-baked" goods) and should be individually sealed/pre-packaged by the Authorized Food Provider.</li> <li>•Beverages provided in bulk serving containers are allowed only if they are procured from an Approved Caterer or Authorized Food Provider.</li> <li>•An 8.5" x 11" (or larger) sign must be placed on all tables and areas where an event participant will receive food. The sign must be easily read and state "This food is not provided by a George Mason Approved Caterer. Consume at your own risk." (Sample Sign Attached Below)</li> <li>•If food is not individually sealed/pre-packaged by the Authorized Food Provider, then appropriate food handling standards must be followed. An example would be distributing individual donuts/pizza slices from a commercially packaged box.</li> <li>•Any products and/or services sold or given away must not directly compete with the University's current contracts which include, but not limited to: Sodexo Food Services, Coke Vending Company, Canteen Vending Company, Panda Express, Manhattan Pizza, Chipotle and Panera Bread.</li> </ul>
1	FX-HUB-AV-In-House System	In-house systems have standard HDMI and VGA connections. Please bring any adapters that your device may need to connect to either VGA or HDMI. Please specify your A/V needs with your scheduler at University Events.
1	UI - Calendar - Current Students	