

Event Services Newsletter

Student Edition



Planning a GREEN Event!

Drexel Green! All over campus, you can see environmentally sustainable initiatives taking place every day. From new construction to recycle bins – Drexel students, faculty and staff are doing everything they can to make our University the **greenest** it can be!

Here are some tips to make sure that your organization stays GREEN!

- Utilize **Chestnut Street Caterers'** Sustainable Menu, which can be found on their website: <http://drexel.edu/catering/sustainability.html>
- Check out **Drexel Bike Share!** No rental fees and Drexel Bike Share is open to all students and employees with a valid Drexel University ID and in good standing with the University: <http://www.drexel.edu/dbs/parkingServices/bikeShare/>
- **Printing and Mailing** uses RECYCLED paper for your projects! Check out their website for sustainable printing facts: <http://www.drexel.edu/dbs/printingMailing/sustainable/>



Did you know...?

Drexel Transportation Services uses biodiesel fuel (20% Soy Blend) to operate its fleet of 11 shuttle buses.

Annually, Drexel recycles approximately 300 tons of waste.

Seventy-five percent of Drexel's buildings utilize Building Automation Systems (BAS) to control mechanical equipment, occupancy and lighting schedules, and temperature control.

In 2008-2009 the Event Services Office processed over **20,000** events on the University's Main Campus!



Things to remember:

- You can make an appointment with our office to go over your event details?
- There is a moratorium on academic space until the third week of the respective term to allow the Registrar's Office to complete the academic class schedule.
- All of our forms and other event planning facts can be found on our website: www.drexel.edu/eventservices



Don't forget to check out the Drexel Farmers Market every Tuesday from 11:00am-3:00pm in front of MacAlister Hall, rain or shine!

Work Study Positions Available with the Event Services Office Team!

Attention students! Are you looking for a work-study opportunity? The Event Services Office is looking for work-study applicants to join the team! Event Services is now taking resumes from students with a positive demeanor and strong customer service skills. Students will need to have the ability to work in a busy office independently and as part of a team. Computer skills are required for training in event management software and working knowledge of Excel and MS Word.

Self-motivated. Great organizational skills. Flexible, Flexible, Flexible – no work day is the same!

Send a cover letter and resume to reservations@drexel.edu, subject line: Work Study Position



+ YOU!

