

MCC at Southern & Dobson Event Planning Checklist

This checklist is designed to help employees plan and manage an event.

Name of Event _____

Event Description _____

Date of Event _____ Overall Hours of Event _____ Number of anticipated guests _____

Event Location: Building (s) _____ Room #(s) _____

Department Responsible _____ Is this a MCC *internal* event or MCC *sponsored* event? _____

Staff member(s) responsible for the event _____

✓ Task	Phone	Date Completed
____ Notify the proper administration, especially for high-profile events.	480-461-7300	_____
____ Call SD Facilities Coordinator to check on availability of facilities.	480-461-7457	_____
____ After identifying media/computer needs and room arrangement, submit a Facilities Request Form located on the MCC web site. College Safety will be notified for you.	480-461-7457	_____
____ If a 3 rd party is involved, proof of liability insurance must be provided per MCCD guidelines. See http://www.dist.maricopa.edu/legal/rmi/coi_require.htm for information.	480-461-7457	_____
____ If catering services are required, you must contact Aramark for a quote. You have the option of also obtaining quotes from other licensed catering firms but may only contract with an outside vendor if their bid is lower or if Aramark declines the job.	480-461-7275	_____
____ If table linens are required, please call Aramark for assistance.	480-461-7275	_____
____ Arrange for a purchase order or petty cash for funding of catering. If there is not already a blanket purchase order for your vendor, an official function form must be submitted and approved in advance of event. <i>Allow 2-3 weeks for processing.</i>		_____
____ If you would like to use sandwich boards to market your event, please contact Student Life for assistance.	480-461-7285	_____
____ Make sure that a MCC staff/faculty representative at your event is familiar with emergency response procedures and accident/injury reporting requirements.		_____
____ In the event of an emergency, immediately contact College Safety.	480-461-7777	_____
____ If the event is cancelled, please contact the Facilities Coordinator.	480-461-7457	_____

PLEASE KEEP THE FOLLOWING POINTS IN MIND WHEN PLANNING A SPECIAL EVENT:

- What is the date/time of the event? There are usually more parking spaces on campus in the evening, on Fridays, between semesters, and on weekends. The Fall semester is generally the most busy time on campus.
- Are other types of events taking place at the same time? Check the campus events calendar before setting the date for your event. Major events may impact the type of room or venue you choose.
- Remember to reserve enough time to include set-up before and after the event including catering requirements. Depending on the number in your group, it might take up to an hour or more for both set-up and break-down of the room.
- Audio-visual and network capabilities will make a huge difference in room selection. Contact Media Services at 4804617718 with any questions or to discuss your needs.

- ***For organizations wishing to hold a special event on campus:*** An organization may use MCC's facilities to hold an event if the event is sponsored by a college academic or administrative unit or is approved by the Facilities Coordinator at 480-4617457. Sponsorship of an event by a relevant college academic or administrative unit implies that the event is consistent with the teaching, research, and/or public service mission of the college. A Facilities Request form must be completed and submitted to the Facilities Coordinator by all organizations desiring to use MCC's facilities.

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