EVENT PLANNING CHECK SHEET

Event Purpose
☐ Decide on the purpose of the event. Consider your target audience and what you want the audience to get out of the event.

Event Budget
☐ Decide on an event budget. Reserve cashbox and start up cash from the Club Office:
Rock Creek: clubs.rc@pcc.edu
Cascade: clubs.ca@pcc.edu
Sylvania: clubs.sy@pcc.edu
Southeast: nicole.seery@pcc.edu

Set the Date
☐ Check with the ASLC for conflicting events, times. Pick a date and time that works for your schedule. You need to attend your own event.

The Space
☐ Book a Room. All rooms/facilities are booked through the Scheduling office. Email with the date and time you need a room, a brief description of room use, and your contact info. Give as much advanced notice as possible in order for the scheduling team to help you. If you are having regular meetings, schedule out your room for the term. You are not able to move forward until you hear from facilities about your room request. Please email the following campus based offices:
Rock Creek: jeff.wilson3@pcc.edu
Cascade: carooms@pcc.edu
Sylvania: syrooms@pcc.edu
Southeast: serooms@pcc.edu

To book the Student Lounge please email:
Rock Creek: Loretta Dike at ldike@pcc.edu
Cascade: MaryAnne Villanueva at maryanne.villanueva@pcc.edu

☐ Arrange for set up. Contact Facilities Maintenance if you need a set up such as the addition or removal of chairs and tables from a space. You can fill out a work request at http://www.pcc.edu/resources/fms/work-request.html or email src@pcc.edu with your request and include your name, email, phone extension, and campus address.
Physical plant needs a two week advanced notice for setups.

☐ Arrange for audio/visual assistance. If you need an audio/visual set up such as microphones, amplifiers, or a television/VCR, please contact our A/V department. You can fill out an audio/visual work request at http://www.pcc.edu/resources/media-services/schedule.html. A/V needs at least two week advanced notice for all setups.

Entertainment/Food
☐ Book Entertainment/Speaker. Once you have your date and your space, book your entertainment.
All contracts must be signed by individuals with budget authority. See your ASLC for information regarding contracts and forms necessary for vendor payment. Contracts should be turned in to ASLC at least 6 weeks in advance. You are not authorized to sign contracts!!
Parking Passes. You will need to order parking passes for vendors or speakers. Request a guest parking pass at [http://intranet.pcc.edu/guestpermit](http://intranet.pcc.edu/guestpermit). Follow the directions for filling out the form. The permit is only good for the day you indicate.

Honorariums. Honorariums are used when you hire speakers or entertainers for events, and the total cost is <$500.

- Honorarium forms can be found at [http://intranet.pcc.edu/finance/purchase/honorarium.pdf](http://intranet.pcc.edu/finance/purchase/honorarium.pdf). The speaker must sign this document, and all information must be completed before turning in to ASLC.
- You will need to submit a W-9 form with the Honorarium. W-9s can be found at [http://www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf). Your speaker will need to fill out the W-9 in order to get paid. Please verify the speaker signs the form before turning in to your ASLC.

Order food. Need food? Discuss food options with your ASLC at least two weeks in advance. Decisions will be made regarding the type of food, the amount, and to arrange payment, etc. In addition, your ASLC will discuss PCC Food Service Policies and potential temporary restaurant license fees. You may need to notify the cafeteria that you are serving food. Your ASLC will direct you on your interactions with PCC Food Services.

**Marketing**

- **Potty Press, Visix Slides, and Sandwich Boards.** Make sure your Potty Press blurb, Visix slide (campus television monitors), and your sandwich boards are out 2 weeks before your event. These marketing tools are the ones that will receive the most visibility. You can submit a PowerPoint slide to the Visix monitors by using the Visix form at [http://www.pcc.edu/resources/aspcc/digital-signage-request-form.html](http://www.pcc.edu/resources/aspcc/digital-signage-request-form.html).

- **MyPCC Events Calendar and Announcements** – go to the employee tab in MyPCC. Select “Publicize at PCC.” Click on the “Publicize Your News form.” This will allow you to post to both the MyPCC Events Calendar and the Announcements. Follow the directions to post. Do this at least 2 weeks in advance.

- **List Serves & Mail users** – You can request to send a campus email through your Advisor or ASLC. Please use discretion when sending emails to the list serves. You represent ASPCC, Clubs, and all Student Leaders. Make sure you spell check and use proper grammar! If in doubt, have someone check your work.

- **Class Raps** – Schedule a date/time with instructors to discuss your event in classes.

- **Flyers** – Design a flyer for your event that includes WHAT, WHEN, WHERE, WHY. Make sure you leave enough time for the flyers to be up at least two weeks in advance.

- **Table Display & Tabling** – reserve a table in the Main Mall Area by emailing your campus contact and set up a table display for 24/7 viewing. Spend time at the table promoting your event.
  
  To reserve a table contact:
  - **Rock Creek:** Loretta Dike at [ldike@pcc.edu](mailto:ldike@pcc.edu)
  - **Cascade:** Campus Scheduling at [carooms@pcc.edu](mailto:carooms@pcc.edu)
  - **Sylvania:** Colleen Pittinger at [cpitting@pcc.edu](mailto:cpitting@pcc.edu)

- **Meetings** – Mention your event at meetings you attend such as ASPCC meetings, Student Congress meetings, club meetings, the Multicultural Center, the Queer Resource Center, the Veterans Center and the Women’s Resource Center.

**Sustainability**

7/28/2014
No Waste, Low Waste. What can you do to make this a NO Waste or Low Waste event? Make items instead of purchasing. Use recycled paper to print flyers or forms. Talk to your ASPCC Sustainability Representative for assistance with planning a fun yet sustainable event!