

**Event Planning Guide**

This planning checklist is designed to help you think through the logistics and support needed to plan and implement a successful event.

Please contact the **Public Relations office at Ext 1507** if you need additional planning advice or assistance.

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| Event Title: |
| Overview/Purpose:  |
| Obtained supervisor approval? |
| Date:*Before finalizing date, check College Activities Calendar, Academic Calendar, Facility Events Planning Calendar and availability of desired location*. |
| Start and End Times: |
| Location (be sure to reserve):* Building
* Room(s)
 | *Note: Contacts to reserve facilities varies by location. Generally speaking:** Auditorium: Arts & Sciences Division
* Café: Facility Events Planning Request form (eTC, Employee tab, Facility Events Planning Suite channel)
* Classrooms: Student Records
* Community Campuses: Call campus for specific contact
* IBDC: CCE
* Meeting Rooms: Outlook Calendar
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| Set-up Time:  |
| Clean-up Time: |
| Targeted Audience: |
| Estimated number of attendees: |
| Public invited? |
| Budget (amount and source of funds) |
| Event PLANNING Services: Use Events Services Request form to request these services (link located on eTC, Employee tab, Facility Events Planning Suite channel.)* Catering
* Café Facility Reservation
* Setup (chairs/tables)
* A/V
* Housekeeping
* Security
* Stage/Podium
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| EVENT COMMUNICATIONS: Consider what communications are needed and follow the links for additional details.[Email Announcement and Add to College Activities Calendar](http://etcdata.tctc.edu/VPIA/Public_Relations/PostingRequestForm.dotm)[Request Marketing/Graphic Support](http://www.tctc.edu/Marketing_Services.xml)* Posters, fliers, Banners
* Digital Monitors
* Mailings
* Social Media
* Invitation, Program, Certificates

[Request Public Relations Services](http://www.tctc.edu/Public_Relations_Services.xml)* Event planning strategies
* Press Release
* Event photos
* Media Advisory

[Webpages](http://etcdata.tctc.edu/VPBA/Information_Technology/Website_Updates.htm)* Webpage needed for your event
* Add to Featured Events channel and Upcoming Events

*This information is also included in the Communications link located on eTC, Employee tab, My Service Requests channel.* |
| Other Things to Consider |
| Rain plan for outdoor events |
| Cell numbers for all key helpers |
| Balloons |
| Centerpieces |
| Electrical outlets handy? |
| Lighting |
| Linens/table covers |
| Floral/decorations |
| Favors/Giveaways |
| Place cards |
| Nametags |
| Paper & pens |
| Door prizes |
| Tents |
| Rental Equipment (e.g., large stage, chairs, tents) |
| Take photos of setup for use in planning the following year. |
| Check Room Temperature |
| Extra Extension cords |
| Tape, scissors, other potential necessities |
| Take photos of complete set-up to use for next event. |
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