



PLANNING AN EVENT

Any event hosted by CCCC will have one point of contact who will be the lead coordinator for the event. The following is a check list of what all CCCC event planning committees should follow to insure a successful event:

PRIOR TO THE EVENT

1. Designate the point of contact (lead person in charge of planning the event)
2. Determine date and time of event
3. Determine the number of people to be present (Estimate)
4. Fill out Facilities Scheduling Request Form and email to: event.notice@littlehoop.edu. This takes care of contacting maintenance, IT, security, room reservations, etc.
 - a. If a formal event:
 - i. invite an MC for the event
 - ii. Invite an elder to do the opening/closing prayer
 - iii. invite president ASAP to set on calendar
 - iv. stage setup (optional)
 - v. podium
 - vi. table cloths – request from maintenance on facilities scheduling request form
 - vii. flowers
 - viii. drum group (optional)
 - ix. prepare gift or gift bags
5. Prepare event public notice at least two weeks prior
 - a. email
 - b. mail
 - c. flyer-post at BB, in house on bulletin boards, website, facebook page, college calendar
 - d. KABU announcement
6. Prepare agenda/program
7. Prepare a list of Materials, supplies or equipment needed
 - a. Do PO requests and purchase needed supplies (Pens, notepads, etc.) in advance (at least one week) BEFORE THE DAY OF THE EVENT!
 - b. Check with presenter for materials needed (pens, notepads etc.)
8. Order refreshments/meal
 - a. Set time of meal when ordering
 - b. Do PO requests (College Café, Wallys, Pauls, White House, etc.)
9. Make hotel reservations for out of town facilitator(s), speakers
 - a. Contract
 - b. Travel
 - c. Hotel
 - d. Supplies
 - e. Check request (at least one week prior to event)
 - f. Follow up on trip report/receipts
 - g. Follow up with facilitator with all event logistics and confirm arrival time and date.

10. Confirm event room and the setup as requested
11. Do all check requests (facilitator, drum, honorariums, travel, or contract payments)
MAKE SURE CHECKS ARE READY THE DAY OF THE MEETING!! DO NOT MAIL CHECKS!
12. Designated point of contact must pick up and sign for all checks regarding event.

THE EVENT DAY

1. Final check on meeting room: sign in sheet, handouts, supplies, etc.
2. Final check on food/refreshments: make coffee, set out drinks, cups, etc.
3. Final check on equipment: MAKE SURE IT WORKS!

AFTER THE EVENT

1. Work order for cleanup of gym only, programs must clean up all other rooms used (classrooms, board rooms, etc.)
2. Prepare/distribute notes/minutes
3. Prepare follow up correspondence
4. Reconcile with the finance office.



Before Meeting			
General	Target Date	Confirmation	PO - Y/N
Secure names/addresses - Participants/Presenters			
Reserve meetings room(s) - eventnotice@littlehoop.edu			
Make calendar notations			
Prepare meeting notice - PSA			
Prepare agenda			
Prepare list of materials, supplies equipment needed			
Order refreshments (or meal)			
Prepare meeting evaluation forms			
Prepare handouts			
Make hotel reservations/travel plans			
Confirm meeting rooms			
Send notice/agenda - Participants/Presenters			
Facilities Checklist			
Room			
Is the room the right size?			
Is the lighting adequate?			
Is the ventilation working properly			
Is the temperature setting comfortable?			
Is the room free of distracting noises?			
Layout			
Are the chairs arranged how you want them?			
Are the stand, podium, and microphone set up properly?			
Is the lighting set properly for your type of visuals?			
Equipment			
Is the electricity on?			
Are there needed extension cords?			
Are all the light bulbs functioning?			
Does the overhead projector, slide projector, or computer projector or internet connection work properly?			
Is the microphone working with its volume properly adjusted?			
Is the microphone adjusted to the right height?			
Are electrical cords arranged so you don't get entangled in them or trip over them?			
For large presentation rooms, are there microphones set up in the audience for questions and comments, and do they all work properly?			

