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Event Planning at College of Marin
Many campus events are hosted by staff, faculty, and students annually. A range of events take place at College of Marin including fine arts productions, workshops, conferences, lectures, retreats, and festivals. Successful events require coordination with a number of departments on campus. In this guide you will find a list of these contacts and a general checklist to aid you in the process.

Room Reservation Information
The following spaces can be booked for various types of meetings and events. Please keep in mind that as a learning institution, scheduled classes take priority.

<table>
<thead>
<tr>
<th>Conference Rooms</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services 101 IVC</td>
<td>Cheryl Carlson (415) 485-9311</td>
</tr>
<tr>
<td>Administrative Services 108 (LCD projector &amp; screen)</td>
<td>Cheryl Carlson (415) 485-9311</td>
</tr>
<tr>
<td>Harlan Center 124</td>
<td>Cheryl Carlson (415) 485-9311</td>
</tr>
<tr>
<td>IVC Bookstore</td>
<td>Cheryl Carlson (415) 485-9311</td>
</tr>
<tr>
<td>LRC 109</td>
<td>Cheryl Carlson (415) 485-9311</td>
</tr>
<tr>
<td>LRC 140</td>
<td>Cheryl Carlson (415) 485-9311</td>
</tr>
<tr>
<td>Redwood Grove</td>
<td>Cheryl Carlson (415) 485-9311</td>
</tr>
<tr>
<td>Student Services A/B</td>
<td>Cheryl Carlson (415) 485-9311</td>
</tr>
</tbody>
</table>

Fine Arts Complex

<table>
<thead>
<tr>
<th>Fine Arts Rehearsal Rooms</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Lecture Room (FA 120) (LCD Projector, Screen, Audio)</td>
<td>Cheryl Carlson (415) 485-9311 with direct input from Olga Borrisova (415) 485-9480</td>
</tr>
<tr>
<td>Choral Rehearsal (FA 72)</td>
<td>Booked only with direct approval of the music department (415) 485-9460 and then coordinated with Cheryl Carlson (415) 485-9311</td>
</tr>
<tr>
<td>Fine Arts Rehearsal Rooms</td>
<td>Cheryl Carlson (415) 485-9311 with direct input from Joanna Pinckney (415) 485-9460 and David White (415) 485-9559 or Robin Jackson (415) 485-9555</td>
</tr>
<tr>
<td>Fine Arts Theatre (FA 150)</td>
<td>Cheryl Carlson (415) 485-9311 with direct input from Joanna Pinckney (415) 485-9460 and David White (415) 485-9559 or Robin Jackson (415) 485-9555</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Instrumental Rehearsal Hall (FA 75)</td>
<td>Booked only with direct approval of the music department (415) 485-9460 and then coordinated with Cheryl Carlson (415) 485-9311</td>
</tr>
<tr>
<td>Make-Up Room (FA 34)</td>
<td>Cheryl Carlson (415) 485-9311 with direct input from Joanna Pinckney (415) 485-9460 and David White (415) 485-9559 or Robin Jackson (415) 485-9555</td>
</tr>
<tr>
<td>Studio Theatre (FA 32)</td>
<td>Cheryl Carlson (415) 485-9311 with direct input from Joanna Pinckney (415) 485-9460 and David White (415) 485-9559 or Robin Jackson (415) 485-9555</td>
</tr>
</tbody>
</table>

**Kentfield**

<table>
<thead>
<tr>
<th>Classrooms (10-60 capacity)</th>
<th>James Kuromiya for classroom use (415) 485-9501 Cheryl Carlson for rentals or weekend use (415) 485-9311</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Center – SS Cafeteria</td>
<td>Vicki Lamke (415) 485-9376</td>
</tr>
<tr>
<td>Deedy Staff Lounge (SS) (LCD projector, screen)</td>
<td>Vicki Lamke (415) 485-9376</td>
</tr>
<tr>
<td>Dental Lab</td>
<td>Booked only with direct request from the department.</td>
</tr>
<tr>
<td>Staff Lounge (LCD projector, screen)</td>
<td>Vicki Lamke (415) 485-9376</td>
</tr>
</tbody>
</table>

**Larger Classrooms**

<table>
<thead>
<tr>
<th>Fusselman Hall (FH 120) (smart classroom)</th>
<th>James Kuromiya for classroom use (415) 485-9501 Cheryl Carlson for rentals or weekend use (415) 485-9311</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olney Hall (OH 96) Special ADA Requirement* See page 7 (smart classroom)</td>
<td>James Kuromiya for classroom use (415) 485-9501 Cheryl Carlson for rentals or weekend use (415) 485-9311</td>
</tr>
<tr>
<td>Location</td>
<td>Contact Information</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Science Center 101 (smart classroom) | James Kuromiya for classroom use (415) 485-9501  
Cheryl Carlson for rentals or weekend use (415) 485-9311 |
| **Learning Resource Center**   |                                                                                     |
| Teleconference Room LC 53 (Technician required – 4 hour minimum after hours) | Use is permitted only with the direct permission of Media Services (415) 485-9606 |
| TV Studio (LC 57) including use of master control room (Technician required – 4 hour minimum after hours) | Use is permitted only with the direct permission of Media Services (415) 485-9606 |
| **Physical Education Complex** |                                                                                     |
| Auxiliary Field                | James Kuromiya for classroom use (415) 485-9501  
Cheryl Carlson for rentals or weekend use (415) 485-9311  
Booked in tandem with Director of PE & Athletics Matt Markovich (415) 485-9591 |
| Baseball Field                 | James Kuromiya for classroom use (415) 485-9501  
Cheryl Carlson for rentals or weekend use (415) 485-9311  
Booked in tandem with Director of PE & Athletics Matt Markovich (415) 485-9591 |
| Football Field                 | James Kuromiya for classroom use (415) 485-9501  
Cheryl Carlson for rentals or weekend use (415) 485-9311  
Booked in tandem with Director of PE & Athletics Matt Markovich (415) 485-9591 |
| Gymnasium                      | James Kuromiya for classroom use (415) 485-9501  
Cheryl Carlson for rentals or weekend use (415) 485-9311  
Booked in tandem with Director of PE & Athletics Matt Markovich (415) 485-9591 |
| KTD Pool                       | James Kuromiya for classroom use (415) 485-9501  
Cheryl Carlson for rentals or weekend use (415) 485-9311  
Booked in tandem with Director of PE & Athletics Matt Markovich (415) 485-9591 |
<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person</th>
<th>Contact Details</th>
<th>booked with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mackey Field</td>
<td>James Kuromiya</td>
<td>(415) 485-9501</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Director of PE &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Athletics</td>
</tr>
<tr>
<td>Special Activity Rooms</td>
<td>James Kuromiya</td>
<td>(415) 485-9501</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Director of PE &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Athletics</td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>James Kuromiya</td>
<td>(415) 485-9501</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Director of PE &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Athletics</td>
</tr>
<tr>
<td>Track</td>
<td>James Kuromiya</td>
<td>(415) 485-9501</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Director of PE &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Athletics</td>
</tr>
<tr>
<td>IVC</td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td>Campus Green</td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td>Classrooms (10-60 capacity)</td>
<td>James Kuromiya</td>
<td>(415) 485-9501</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td>Graduation Grove</td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td>PC Lab</td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td>Larger Classrooms</td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td>Library 100</td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td>Miwok 181/Studio Theatre</td>
<td>James Kuromiya</td>
<td>(415) 485-9501</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson</td>
<td>(415) 485-9311</td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td>Use Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miwok 226/Music Room</td>
<td>James Kuromiya for classroom use (415) 485-9501</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson for rentals or weekend use (415) 485-9311</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pomo/Lecture Hall 188</td>
<td>James Kuromiya for classroom use (415) 485-9501</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson for rentals or weekend use (415) 485-9311</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education Complex</td>
<td>James Kuromiya for classroom use (415) 485-9501</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson for rentals or weekend use (415) 485-9311</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IVC Pool</td>
<td>James Kuromiya for classroom use (415) 485-9501</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson for rentals or weekend use (415) 485-9311</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Booked in tandem with Director of PE &amp; Athletics Matt Markovich (415) 485-9591</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Room</td>
<td>James Kuromiya for classroom use (415) 485-9501</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson for rentals or weekend use (415) 485-9311</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Booked in tandem with Director of PE &amp; Athletics Matt Markovich (415) 485-9591</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis Courts (per court)</td>
<td>James Kuromiya for classroom use (415) 485-9501</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheryl Carlson for rentals or weekend use (415) 485-9311</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Booked in tandem with Director of PE &amp; Athletics Matt Markovich (415) 485-9591</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please see information on page 7 regarding making arrangements for an ADA accessible bathroom when using Olney Hall 96 and the Fine Arts Theatre.

If neither Cheryl Carlson nor James Kuromiya is available for room reservations, please contact Tom Hudgens at (415) 485-9374.
### Room Capacities

<table>
<thead>
<tr>
<th>Room</th>
<th>Approx. Dimensions</th>
<th>Approx. Square Ft.</th>
<th>Seating Capacity</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services 101 IVC</td>
<td>25' X 18'</td>
<td>456 sq. ft.</td>
<td>15-30</td>
<td>Conference</td>
</tr>
<tr>
<td>Art Lecture Room (FA 120)</td>
<td>37' X 36'</td>
<td>1200 sq. ft.</td>
<td>70</td>
<td>Smart Classroom</td>
</tr>
<tr>
<td>Choral Rehearsal FA 72</td>
<td>43' X 45'</td>
<td>1750 sq. ft.</td>
<td>80</td>
<td>Irregular</td>
</tr>
<tr>
<td>Classrooms (10-60 capacity)</td>
<td>Various</td>
<td>Various</td>
<td>10-60</td>
<td>Various</td>
</tr>
<tr>
<td>Classrooms (10-60 capacity) (IVC)</td>
<td>Various</td>
<td>Various</td>
<td>10-60</td>
<td>Various</td>
</tr>
<tr>
<td>College Center</td>
<td>53' X 53'</td>
<td>2760 sq. ft.</td>
<td>150-200</td>
<td>Dining</td>
</tr>
<tr>
<td>Fine Arts Theatre (FA 150)</td>
<td>74' X 62'</td>
<td>4765 sq. ft.</td>
<td>604</td>
<td>Assembly</td>
</tr>
<tr>
<td>Fusselman Hall (FH 120)</td>
<td>69' X 39'</td>
<td>3600 sq. ft.</td>
<td>135</td>
<td>Smart Classroom</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>Under Construction</td>
<td>Under Construction</td>
<td>Under Construction</td>
<td>Under Construction</td>
</tr>
<tr>
<td>Harlan Center 124</td>
<td>23' X 19'</td>
<td>396 sq. ft.</td>
<td>12-16</td>
<td>Octagon</td>
</tr>
<tr>
<td>Instrumental Rehearsal Hall (FA 75)</td>
<td>52' X 40'</td>
<td>1930 sq. ft.</td>
<td>100</td>
<td>Irregular</td>
</tr>
<tr>
<td>Library 100</td>
<td>175' X 85</td>
<td>14800 sq. ft.</td>
<td>n/a</td>
<td>Irregular</td>
</tr>
<tr>
<td>LRC 109</td>
<td>15' X 14'8&quot;</td>
<td>221 sq. ft.</td>
<td>8</td>
<td>Conference</td>
</tr>
<tr>
<td>LRC 140</td>
<td>17'6&quot; X 10'9&quot;</td>
<td>187 sq. ft.</td>
<td>8</td>
<td>Conference</td>
</tr>
<tr>
<td>Make-Up Room (FA 34)</td>
<td>32' X 20'</td>
<td>657 sq. ft.</td>
<td>n/a</td>
<td>Specialty</td>
</tr>
<tr>
<td>Olney Hall 96 (OH 96)</td>
<td>54' X 69'</td>
<td>1300 sq. ft.</td>
<td>400</td>
<td>Irregular</td>
</tr>
<tr>
<td>Science Center 101</td>
<td>35' X 41'</td>
<td>695 sq. ft.</td>
<td>80</td>
<td>Hexagon</td>
</tr>
<tr>
<td>Staff Lounge (SS 111)</td>
<td>38' X 35'</td>
<td>1200 sq. ft.</td>
<td>n/a</td>
<td>Varies</td>
</tr>
<tr>
<td>Student Services A/B</td>
<td>186' X 40'</td>
<td>752 sq. ft.</td>
<td>25-35</td>
<td>Conference</td>
</tr>
<tr>
<td>Studio Theatre (FA 32)</td>
<td>70' X 49'</td>
<td>1674 sq. ft.</td>
<td>86</td>
<td>Assembly</td>
</tr>
<tr>
<td>Teleconference Room (LC 53)</td>
<td>22' X 29'</td>
<td>638 sq. ft.</td>
<td>35</td>
<td>Irregular</td>
</tr>
</tbody>
</table>

### ADA Accessibility

When planning an event it is critical to recognize the accessibility issues of the location. Seating should be set aside for the elderly and those in wheelchairs. If the seating is fixed and there is no way to accommodate attendees in wheelchairs, providing closed circuit television in LC 53 is a reasonable solution. Please contact Shelly Browning at The Nature of Interpreting to arrange for a sign language interpreter. She can be reached at (707) 953-6712 or by e-mail at info@thenatureofinterpreting.com

Handicapped parking is available.

* Olney Hall does not have an ADA accessible bathroom. When using this space for an event you must arrange for an ADA accessible portable toilet to be on site.
Please contact Kirsten Gisle, Human Resources, at (415) 485-9342 to make arrangements.

For an ADA unit with a sink the charge is
- $255 per month
- $60 one time delivery and removal fee
- The unit and sink are cleaned and replenished once a week

The monthly charge is the base/minimum rate. No discounts are available if the unit is needed less than a month, however, the unit does not need to remain on site for an entire month. Units must be requested at least five (5) business days in advance.

**Three Steps to a Successful Event**

Once you have determined that there is a suitable room available for your use there are some basic questions that should be answered to ensure that all aspects of the event have been taken into consideration.

**Step 1: The Five W’s**

**Who:**
- Who is coordinating/responsible for the event?
- Who is the contact person for the event?
- Who will be paying for any costs?
- Who will be attending the event and how many people are expected?

**What:**
- What type of event is it?
- What is the title of the event?

**When:**
- Day? Date? Time? Is this a recurring event?
- What are the “official” start and end times for the event?

**Where:**
- Where will this event take place? Single or multiple locations?
- Do you know the building or room number?
- Will this event affect other spaces near your location?
- Will noise, parking, or traffic flow be an issue?

**Why:**
- What do you want to accomplish?
- What is most important?

**Step 2: The Details**

**Room Set Ups:**
How do you want the space to look?
Does the event require a different set up that the room normally provides?
Can you supply a room diagram?
Will Maintenance & Operations be asked to set up and restore the room? Has Maintenance & Operations been contacted regarding set up (tables, chairs, extra trash receptacles, etc.), HVAC operation, and clean up time? (see page 10)
Has Campus Police been contacted to open and secure the building?
Have you ensured that there are accommodations for those with disabilities and the elderly?
Will food be served at the event?

**Tech:**
Will the event require microphones, a projection screen, sound, or lights?
Will the event include a PowerPoint presentation?
Will the presentation be on disk, CD, flash drive, or networked?
Will the event require a data projector, VCR, TV, laptop, or wireless network?

**Guests:**
Are you inviting any outside guests or speakers?
If so, have you determined their needs can be met?
Are your guests familiar with College of Marin?
Will you need to publicize your event? (Event must be approved before it is publicized.)
Will the President or any members of the Cabinet or Board of Trustees be attending or speaking?
Should the college be aware of prominent guests that will be attending?

**Other Considerations:**
What other events are happening on campus?
Will enough space be available to accommodate attendees?
Where will your guests park?
Will the event require campus signage or posters?
Do any of your guests have special needs? (i.e. accessibility, hearing impaired)

**Cost:**
If an event is being publicized, the Communications and Community Relations Department will assist in designing publicity materials but the cost for printing these materials will need to be covered by the respective department. Please allow plenty of advance time to accomplish these tasks.

Outdoor event signs may be ordered through Reprographics to assist in guiding people to the event, but these services also incur cost and require advance time to order.

**Step 3: Department Contacts**

**Facilities Use Desk**
Cheryl Carlson (415) 883-1318
Cheryl is the primary facilities use coordinator for events at College of Marin. Please send all forms to her via intercampus mail.

Office of Communications and Community Relations
Cathy Summa-Wolfe, Director of Communications and Community Relations (415) 485-9528.
Nicole Cruz, Administrative Assistant (415) 485-9528

Contact the Office of Communications and Community Relations once the venue has been secured. This office can provide you with the following services such as publication of event in the President's Monday Briefing, calendar listings to media, COM online calendar of events, as well as design work and printed material. Approximately one month in advance, please provide a description of the event, a biography for each performer or speaker, and include the following information:

- Name of the event
- Date(s)
- Time(s)
- Location
- Fee
- Contact name and phone number
- Ticket sales information

Printed Materials
College of Marin Reprographics supports several thousand projects per academic year, and offers a wide variety of products and services. To publicize your event with printed materials, consider the following options to determine what will best serve your needs.

- Postcards
- Invitations
- Posters
- Flyers
- Program Booklet

Please keep in mind that all material posted or distributed must be approved by the Communications and Community Relations Department. Please see College of Marin Board of Trustees Policy 8.0021 for more information regarding distribution or posting of materials on college property.

Planning ahead is key. Below is a general timeline to aid you in producing printed materials for your event.

- One week to compile copy and photos
Two weeks for design and editing
One week for printing
One additional week if your publication needs to be mailed
One week for delivery of mailed publications

Please come in to Reprographics located in LC 71 or call ext. 7447 to discuss your project.

**Maintenance & Operations**
The Maintenance & Operations Office (M&O) should be contacted if additional tables, chairs, trash receptacles, etc. need to be brought to a space for the event. College of Marin shuts down HVAC units over the weekend in order to conserve energy. Therefore, M&O should also be notified in regard to HVAC operation for weekend events. Requests for services should be submitted by filling out a work order at least 14 days in advance. Please be advised that custodial overtime costs for events may be incurred and charged to your department. Make sure you have identified your funding source to cover setup, tear-down, and cleanup. The M&O Administrative Assistant, **Barbara St. John**, can be reached at (415) 485-9451.

**Student Affairs**
Student Affairs is committed to facilitating learning that complements students’ academic goals. Purposeful, dynamic programs offer students opportunities to enhance their leadership, communication, critical thinking, social, and organizational skills. Student government, clubs, leadership courses, and orientation programs help students achieve their goals. Contact Administrative Assistant **Vickie Lamke** at (415) 485-9376 to book an event through Associated Students College of Marin (ASCOM) or student clubs.

**Campus Police**
Please inform Campus Police when you are having an event when parking and/or traffic control may be an issue. There is an officer on-duty 24 hours a day; however, officers may be on patrol and not in the office at all times. Please call to confirm personnel will be in the office to assist you. If no one is in the office when you arrive, call the police dispatch number (415) 485-9696 to determine their estimated time to return. Work Orders need to be completed in advance.

**Office Locations and Phone Numbers**

*Kentfield Campus Office:*
835 College Ave (In building TB-1, near College Ave bus stop)
Ph: (415) 485-9455 or campus ext. 7455

*Indian Valley Campus Office:*
1800 Ignacio Blvd (In the Corporation Yard Building)
Ph: (415) 883-3179 or campus ext. 8154

(continued on next page)
Event Planning Checklist

Now that you have all the details taken care of, use this checklist as a guide to ensure that your planning stays on track. (The given timeline is for a large-scale event. Please note that these are only guidelines and your event might not require this level of detail.)

One Year
- Set date and site for event
- Develop goals and objectives
- Develop theme

Six Months
- Arrange facilities and services
- Prepare event time table
- Construct budget; set event pricing, if any
- Specify staff responsibilities
- Create a plan for volunteers: how many will be needed and what are their duties
- Coordinate marketing efforts with Department of Communications and Community Relations
- Prepare press releases
- Prepare guests lists
- Draft program and script
- Arrange speakers
- Arrange catering
- Solicit or purchase giveaways/souvenirs

Three Months
- Arrange site layout, media equipment, sound, and decorating
- Prepare list of items and individuals needed at event
- Finalize printed materials
- Arrange for a photographer
- Arrange for recording/taping

Two Months
- Complete necessary equipment/service request forms
- Mail event invitations
- Monitor invitation response
- Fine tune schedule and program timeline

One Month
- Send out press releases
- Confirm all agreements in writing with speakers, suppliers, staff
Two Weeks
- Assemble checklist and materials for event
- Prepare releases for invited media
- Reconfirm all arrangements with all entities involved
- Set seating charts
- Review plans with electrician and other facilities staff
- Schedule rehearsals

Two days
- Review checklist
- Review plans with staff
- Secure storage of materials and equipment
- Check handout materials

One Day
- Check weather report for possible effect on event
- Contact speakers/special guests to reconfirm details
- Distribute duplicate event setup plans to staff
- Conduct final briefings with staff on responsibilities
- Dress rehearsal

Two Hours
- Check room venue setup
- Check mics and PA equipment
- Check A/V equipment
- Arrange handout materials
- Check for necessary personnel
- Check for signage in place

One Hour
- Introduce invited speakers to other participants
- Check on place cards
- Check on recording/taping operator
- Check lectern light and stage props
- Give program participants any last minute instructions

After the event
- Pay bills
- Write thank you notes
- Complete expenditures and match to budget

Fine Arts/Music Equipment

If you need fine arts or music equipment, please fill out the following form then submit it to the appropriate department. A technician will contact you to discuss your specific needs and confirm equipment reservations. If you have questions
while filling out this form please contact the Fine Arts Theatre Manager at (415) 485-9577 or the Music Department at (415) 485-9460.

### Fine Arts/Music Equipment Request Form

<table>
<thead>
<tr>
<th>Booked Date</th>
<th>Name</th>
<th>Department</th>
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<tbody>
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<table>
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<tr>
<th>Extension</th>
<th>Phone</th>
<th>E-mail</th>
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<thead>
<tr>
<th>Date(s) Needed</th>
<th>From (time)</th>
<th>To (time)</th>
<th>Room/Location</th>
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</table>

The Fine Arts and Music Departments have the following equipment available for use. Please keep in mind that as an educational institution, priority will be given to those using it for instructional purposes. Once this form has been received by the department a technician will contact you to discuss your specific needs.

If booking FA 72 or FA 150 it is required that you hire a COM House Manager. Have you done this? If not please call (415) 485-9460.

- [ ] Piano in Auditorium (concert and one rehearsal)
- [ ] Piano tuning (to be done only by college tuner)
- [ ] Platform risers
- [ ] Standing choral risers
- [ ] Acoustic shell

**Fine Arts/Music/Drama Equipment**

- [ ] Basic Sound System/one mic
  - [ ] Two mics
  - [ ] Three mics
  - [ ] Direct Box
  - [ ] Music Stands
  - **Quantity**

- [ ] Basic sound system plus sound effects
- [ ] Projection booth/one projector including sound
  - [ ] Two projectors including sound

**Lighting Equipment/Fine Arts**

- [ ] Lecture lighting setup
- [ ] Music lighting setup (includes pit lights, music stand, setup, and conductors spot)
- [ ] Basic lighting setup/six acting areas (color media not included)
- [ ] Fresnels, ellipsoidals, scoops, sunspots
- [ ] Borders, 30 foot sections

**Media Services**

If you need media devices such as laptops or projectors, please fill out the following form then submit it to media services. A technician will contact you to
discuss your specific needs and confirm equipment reservations. If you have questions while filling out this form, please contact Media Services at (415) 485-9606.

### Media Services Equipment Request Form

<table>
<thead>
<tr>
<th>Booked Date</th>
<th>Name</th>
<th>Department</th>
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<th>Extension</th>
<th>Cell Phone</th>
<th>E-mail</th>
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**Media Services has the following equipment available for use. Please keep in mind that as an educational institution, priority will be given to those using it for instructional purposes.**

- [ ] 16mm Projector on cart
- [ ] Slide Projectors
  - [ ] Zoom Lens
  - [ ] Wireless Remote
  - [ ] Slide projector
  - [ ] DVD Player
  - [ ] Cassette Player
- [ ] Portable P.A. with mic(s)
  - Quantity_______
- [ ] DVD or VHS video playback and monitor
- [ ] LCD projector
- [ ] ***satellite dish
  Distance Learning Center LC 53 video teleconference
  Required four hours overtime for personnel/any long distance charges additional
  ***satellite downlink requires additional charge for LCD projector and room and any additional equipment charges/overtime personnel **required after hours.**
- [ ] Additional Equipment/Services

<table>
<thead>
<tr>
<th>Public Address Systems</th>
<th>Portable P.A. with mic(s)</th>
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</thead>
<tbody>
<tr>
<td>□ Podium, P.A., single unit with built in mic</td>
<td>Quantity_______</td>
</tr>
<tr>
<td>□ OH 96 P.A. system with mic(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quantity_______</td>
</tr>
<tr>
<td>□ FH 120 P.A. system with mic(s)</td>
<td></td>
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<tr>
<td></td>
<td>Quantity_______</td>
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</tbody>
</table>
**Reprographics Design and Layout Request Form**

**Communications & Community Relations**

**Request for Design & Layout for Print**

Please allow up to six to ten weeks for new projects, and from two to eight weeks for revisions to existing projects.

<table>
<thead>
<tr>
<th>BOOKED DATE</th>
<th>CLIENT’S NAME</th>
<th>EXT</th>
<th>DEPARTMENT</th>
<th>BUDGET CODE</th>
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<tbody>
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<thead>
<tr>
<th>COMPLETION DATE</th>
<th>PRINTER DATE</th>
<th>PROJECT NAME</th>
<th>TOTAL BUDGET</th>
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**APPROVAL SIGNATURES**

Dean/Director  
Vice President (if applicable)  
Director of Communications & Community Relations  

**COPYRIGHT RESTRICTIONS WARNING**

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**CLIENT PROOFING INTAKE CHECKLIST**

- All copy finalized & spell checked
- Grammar checked
- Phone numbers verified
- E-mail addresses verified
- Web addresses checked
- Name spelling verified
- Position titles verified
- Department names verified
- Dates and times verified
- Places verified and spelling checked
- Photos and camera-ready art include copyright info.
- Quoted copy follows copyright guidelines

To the best of my knowledge, this is true, correct, and final copy.

**DISTRIBUTION**

Client is responsible for all distribution, including obtaining and affixing labels, placing in College mailboxes, and USPS mailing.

**PRINTING AND BINDING**

- Printing:
  - # copies  
  - # originals  
  - Paper code:  
- Not Back-to-Back (Jobs are printed back-to-back unless specified otherwise.)
- Not collated
- Collate head to head  
- Toe to toe
- 8 1/2 x 11  
- 8 1/2 x 14  
- 11 x 17
- NCR: # parts  

**Finishing**

- Insert chapter breaks
- Cut to Size  
- 3-Hole Punch
- Fold to Size  

**IMAGE FILES:** Please include copyright info.

- Camera-ready art #  
- Digital art #  
- # eps  
- # tif  
- Photographic prints #  
- Digital photos of at least 300 dpi  
- # tif  
- # jpg  
- # raw  

**MARKETING DEPARTMENT USE ONLY**

Vendor  
Contact  
E-mail  
Address  
Fed Ex #:  
Date Out:  
Date Due:  

Phone  
Date  
Date  

**C&P USE ONLY**

JOB #  
REVISION  
NEW  

**PRINTING CHARGE**

REQUEST #  
APPROVED  

---

*Event Planning Guidelines*  
*page 15*
CREATIVE BRIEF

1. PROJECT (check one): □ Ad  □ Banner  □ Book  □ Brochure □ Envelope □ Event Program  □ Flyer  □ Form  □ Mailer □ Photographs  □ Postcard  □ Poster  □ Sign
   Layout template code

2. Target Audience?
   □ 18-26 years old students  □ International students
   □ Disabled students  □ Marin business
   □ ESL students  □ Marin residents
   □ Elder students  □ Reentry students
   □ High School students
   □ Other

3. Is this piece one of a series?  □ No  □ Yes: # of _______ pieces
   Job #s

4. How do you wish the reader to perceive your service, class, or event? (friendly, entertaining, professional, cutting edge, prestigious, forward thinking, fun, innovative, thought provoking)

5. What feeling in the reader do you wish to arouse? (curiosity, excitement, action)

6. What do you want the reader to do?
   □ Primary action
   □ Secondary action

7. Where are you thinking of publishing/distributing this piece (and why there)?

8. OPTIMUM DATES TO PUBLISH / DISTRIBUTE / MAIL
   Event Poster / Flyer / Mailer
   Stage 1 _______ weeks before event date of__________
   Stage 2 _______ weeks before event date of__________
   Program Recruitment
   Stage 1 _______ weeks before _________ semester start.
   Stage 2 _______ weeks before _________ semester start.
   Stage 3 _______ weeks before _________ semester start.
   Informational Material
   Stage 1 _______ weeks before event date of__________
   Stage 2 _______ weeks before event date of__________

ADDITIONAL NOTES

C&CR USE ONLY

INTAKE STAFF  _______ DATE

STAFF ASSIGNMENTS

<table>
<thead>
<tr>
<th>Assigned To / Date</th>
<th>Shoot or Press Check Date</th>
<th>Final Due Date</th>
<th>1st Client Meeting Time / Place / Staff</th>
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First Proof Cycle Dates

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<th>Out / Staff Initials</th>
<th>In / Staff Initials</th>
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Second Proof Cycle Dates

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Third Proof Cycle Dates

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</table>
Student Affairs Activities Form

DATE SUBMITTED: ___________________________  Date of Activity: ___________________________
Organization/Club making request: ___________________________  Time of Activity: ___________________________

Activity (be specific): ___________________________
Location of Activity: ___________________________

Campus □ KTD  □ IVC
Number of persons expected for event?: ___________________________
Is this a fundraiser? ___________________________

**If this is a FUNDRAISER you MUST complete the AS Club Fundraising Form with your deposit.

Student Contact Information
Name: ___________________________  Phone Number: ___________________________  Email: ___________________________

Organization Approval
Signature of Club President: ___________________________
Signature of Club Officer: ___________________________
Signature of Club Advisor: ___________________________

Note: Club Advisor’s presence is required at events/activities scheduled outside normal college hours: 8 a.m. to 5 p.m.

Signature of Chief of Police: ___________________________

Maintenance/Campus Police Request
- Attach Work Order pertaining to Maintenance Department □
- Attach Work Order pertaining to Campus Police Department □

Associated Student Use: Approved: ___________________________  Not Approved: ___________________________  Date: ___________________________

SIGN  PRINT

ASCOM Board Member: ___________________________
Director of Student Affairs: ___________________________