

EVENT PLANNING CHECKLIST



As the event planner, use this checklist to plan your event at Coconino Community College. You will find a list of to-do items and what to expect in the lead up to your event.

EVENT REQUEST

- Review room options available, campus hours, and set-up options on the [CCC Facility Use and Rentals webpage](#)
- Submit Event Request Form (<https://www.coconino.edu/rent-space>)
- You will need:
 - Contact information
 - Date/Times of use, including set-up/take down time
 - Goal of the event/intended audience
 - Desired campus location(s)
 - Desired room(s)/space(s)
 - Set-up Needs (chairs, tables, stage, podium, etc.)
 - Food/beverage plans (caterer information and items being served)
 - Specify technology needs (sound system, microphone, projector, computer access, etc.)
 - Will you need Marketing to assist with your promotional fliers?
- After your event is submitted you may need to submit:
 - An alcohol waiver, certificate of insurance and/or liquor license
 - Concession activities approval from the Director of Purchasing and Auxiliary Services and documentation ([see 120-01 Use of Facilities Procedure](#))
 - An event diagram for special setup
- Review the confirmation email to make sure your event information is correct
- We'll contact you with any questions

EVENT APPROVAL AND SCHEDULING

- When your event has received all of the necessary approvals you will be notified via email
- You may market your event once you receive final approval confirmation from our staff

TWO WEEKS PRIOR TO YOUR EVENT

- You'll receive a verification email from us; please review carefully and let us know if any of your setup, date, or time information has changed
- You will receive an invoice based on your final event setup request; payment is due five business days prior to your event
- Call or email our office to schedule a final walk-through to confirm your event details and test your technology setup

ONE WEEK PRIOR TO EVENT

- If your event is more than 50 people or open to the public, parking permits will not be necessary
- If your event has less than 50 people and is only open to people you invite, we will email you a parking permit to distribute to your guests
- Pay your invoice

EVENT DAY

- Do you have your [WIFI/computer access information?](#)

IMPORTANT LINKS

Coconino Community College – [Contact Us webpage](#)

Lone Tree Campus – Fourth Street Campus – Page Campus

- [Campus hours](#)
- [Campus maps](#)
- [Directions](#)
- [Addresses and Phone Numbers](#)

Coconino Community College [Facility Use and Rentals webpage](#)

Coconino Community College [IT Help Desk webpage](#)

COCONINO COMMUNITY COLLEGE CONTACT

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