

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.

FACILITY USE REQUEST

- Review room options available, campus hours, and set-up options on the [CCC Facility Use and Rentals webpage](#)
- Submit facility use request via [JotForm](#)
 - Contact information
 - Date/Times of use
 - 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.)
 - Upload documents – certificate of insurance (required before approval) and diagram of desired set-up if possible
 - Event Diagram for events that need a 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

- Once we've been able to schedule and approve your event, you'll receive a confirmation email.
- Start marketing and advertising your event.

ONE MONTH PRIOR TO EVENT

- You'll receive a verification email from us. Please review it carefully and let us know if any of your setup, date, or time information has changed.
- We will also send you an invoice based on your final event setup request. Please arrange for payment five days before your event.

TWO WEEKS PRIOR TO EVENT

- Call 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 even has less than 50 people and is only open to people you invite, CCC Security will email you a parking permit to distribute to your guests.
- Arrange for payment of your invoice.

EVENT DAY

WIFI
Computer Access

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 CONTACTS – EVENT COORDINATORS

Office and Events Specialist Sr
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[Email Contact Form](#)

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[Email Contact Form](#)