



Event Planning Checklist Office of the President



Introduction

The success of any event is largely due to the management of details – selecting proper locations, ensuring adequate seating, choosing menus, making sure audio-visual equipment has been ordered and notifying the Safety and Custodial departments. This Event Planning Checklist was developed to assist staff and faculty in organizing events, lectures, panel discussions, symposia, workshops, social functions, conferences. Not all items on the Checklist will be relevant to every function, therefore use this list as best fits your needs.

Use this Checklist in conjunction with the Facilities Use Forms (Addendum A) and located on the LPC Homepage at <http://www.laspositascollege.edu/facilities/forms.php>.

➔ *These forms must be completed, signed, provided to Administrative Services, and a Confirmation Number received before your Event is confirmed.* ←

Questions regarding Checklist items or requests for assistance may be directed to the Office of the President, 925.424.1001 and 424.1002.

Happy Planning!



Event Title _____

Day of Week _____ *Date* _____

Start Time _____ *End Time* _____ *Location/Room* _____

Chairperson _____ *Phone Numbers* _____

Target Audience _____

Event Sponsor _____ *Funding/Budget* _____

Date Facilities Use Forms Submitted _____

Confirmation Number _____

Use this information to assist in determining your needs and plans.

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Type of Event

Conference
Lecture
Meeting, Large (over 15 people)
Meeting, Small (under 15 people)
Awards Ceremony
Workshop
All day, with meals
Half day, with meals
Half day, without meals
Other:

How to Select a Date

Check Class-Web, Faculty and Staff Menu, for available dates in room/location you wish. https://bw6.clpccd.cc.ca.us/pls/OWA_PROD/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu
<ul style="list-style-type: none"> - Consult the booklet "Reserving LPC Meeting Rooms" for Class-WEB how-tos - This booklet is on the Grapevine Intranet at http://grapevine/administration/RoomsforMeetings.php - Questions? Contact your Division Administrative Assistant, VPs Assistant, or the Office of the President for helpful hints
Check the LPC Homepage for upcoming events which might conflict
Search for events, such a religious holidays or major sporting events, which might conflict
Consider audience availability, and travel time.
If you would like the College President to attend and give remarks or participate in some way, please contact 925.424.1001 for availability. The earlier the better!
Remember: The Facility Use Forms must be completed, signed, provided to Administrative Services, and a Confirmation Number received before your Event is confirmed.

Budget

Draw up an estimated budget.
Think about: venue cost, catering, linen, AV or other equipment rental, publicity, artwork & printing, signage, entertainment.
Identify sources of funds and follow budget procedures.
For grants, apply to LPC Foundation or other entity well in advance of the event.
Upon event completion, compare estimated budget to actual expenditures. Use this information in the Event Recap Meeting, and file for next time.



Room/Venue Reservation

Desired location(s) for event:	
Do you need additional room for:	
- Registration?	- Caterers?
- Reception?	- Meal Service?
Consider: Alternate plans for inclement weather.	
Las Positas College has “Smart” Classrooms, Main Stage Theater, Black Box Theater, Aquatic Center, Athletic Fields and Track, Gymnasium available for use for campus events, in addition to rental by community groups.	
View the Facility Choices and Pictures at http://www.laspositascollege.edu/facilities/FacilityChoicesPictures.php	
Not sure which venue/room to choose? Contact your Division Administrative Assistant, VPs Assistant, Office of the President, or Facilities Manager in Administrative Services.	

The ‘Planning Meetings’

Committee Members and College Extension & Cell Numbers:
Planning Meeting Schedule and Location:

Invitations/Publicity

Send at least 6 weeks before event. Consider print and non-print (email) media.
If response needed, make sure RSVP date is effective for food ordering, Custodial set up (such as skirting, or chairs)
If far in advance, send a “Save the Date email or postcard.
For Publicity: Request photograph, biography, etc. from Speaker/Guest well in advance
Always list Board of Trustees on formal invitations. Consult the Office of the President to receive the correct wording (Ext. 1001, 1002)
Include map to campus, and map of campus with invitation
For small groups, consider sending Parking Permits. Request this from the Office of the President to receive the correct wording (Ext. 1001, 1002). Always advise Safety Dept. when this is done (Ext. 1690, non-emergency line)
If Board of Trustees or Chancellor invited, request Safety Dept. to place <i>Reserved</i> signs nearest the event building

INVITATIONS/PUBLICITY, continued

Possible locations for publicity:
<ul style="list-style-type: none"> - LPC Homepage. Get Events Request Form from: http://www.laspositascollege.edu/web/homepageEvents.php - "In Our District" – District newsletter, contact Laura Weaver, District Executive Director, Public Relations and Governmental Affairs, Ext. 5215. - Radio LPC? - "The Express" student newspaper? - "The Independent" Newspaper event listings (contact at Ph: 925-447-8700 e-mail: editmail@compuserve.com) - KKIQ "Your Hometown" announcement section (online: http://kqiq.com/pages/2816383.php) - Other: -
Consider posting signs at both College entrances. If this is an annual event, consider having a permanent sign made to use each year (date can be filled in with temporary sign each year).
Consider using A-frame signs for directions around campus to event room. Request A-frames from Executive Assistant of Student Services VP, Ext. 1406.

Speakers/Guests/Program

Early in planning, determine desired agenda of event. Include who to do each task. Revise as planning meetings are held (label each revision with A, B, etc., or new date)
Determine who will introduce Speaker/Guest
Publicity needed? Request photograph, biography, etc. from Speaker/Guest.
Assign a primary contact for the Speaker/Guest
Does Speaker/Guest have contact staff? Record their numbers and Email.
Contracts Needed? All contracts to be reviewed by area VP, and VP of Administrative Services before executed. Allow one month for review and questions.
Speaker(s)/Guests(s) have all contact information, driving and lodging information, and times of event(s) well in advance
Do you wish to give a gift to the Speaker/Guest? If so, consider: visiting bookstore for easy ideas, or collecting funds from planners/ attendees if Honorarium funds are not available.
Honorarium? Is this budgeted? If not, how obtained?
Questions? Contact Administrative Services for information (Ext. 1636)
Request a copy of Speaker/Guest travel itinerary, accommodation location, and cell phone number.
If honorarium not available day of event, follow-up to make sure it was mailed.
Send Thank You card(s).



Event and Room Set Ups

	See last page for samples of room set ups.
	Room/Venue decided?
	Onsite Catering? Contact Elite Café, Manager at Elitecafe@laspositascollege.edu
	When completing the Facilities Use Forms, consider sound, podium, room arrangement, LPC Table Skirt, Chairs,
	Remember to consider accommodations for disability access, special seating, sign language interpreter
	Do you need: - Head table? Number of chairs for this? - Podium or lectern? (Request on Facilities Forms from M&O) - Tablecloths ? (Request from Office of the President) - Skirting? (Request on Facilities Forms from M&O) - Sign In or Reception Table? Chairs for workers? - Table for meeting packets? -
	What are catering needs? Set up table behind food service? Will they bring linen?
	Flowers desired? (Request loaner vases from Office of the President)
	Request extra trash bins for food service events.
	Is money to be collected? Obtain change for first attendees and obtain a cash box.
	Are tickets or raffle tickets needed? (Request from Office of the President)

Additional Consideratons

	Name Tags? Pre-printed or written on-site?
	Meeting packets? Request all materials 5 days before event in order to print at Ricoh Print Shop. - Request printing, stapling, binding to minimize hand-done work at desk. -
	Do you need the meeting taped, podcast, or video taped? Consult I.T. (Ext. ____) or TLC (Ext. ____) in advance.

Follow-Up

	Recap meeting held?
	Budget reconciliation done?
	Thank you cards sent?



Addendum A

Addendum B

LIST OF ROOMS BY TYPE OF USE

Photos of many of these spaces are available online:

<http://www.laspositascollege.edu/facilities/FacilityChoicesPictures.php>

	Room	Room Number	Seats	Contact
Conference				
	The Green Room	4129	25	Ext. 1001
	Staff Lounge	1300D	55	Ext. 1001
	Bldg. 2400	2411A (West end, nearest <i>Express</i> office)	_____	Ext. 1001 or Div. Assistant
	Bldg 2400	2411U (East end, nearest Lecture Hall)	20 ??	Ext. 1001 or Div. Assistant
	Bldg. 2300	2111, 2174	10 each	Ext. 1001
Classrooms/ "Smart" Rooms				
	Bldg. 2200	2203, 2204, 2205, 2206	40-60	
	Bldg. 2400	2450, 2460, 2470, 2480, 2490	50	
Computer Lab/ Classrooms				
	Bldg. 2400	2412, 2414, 2416	23 computers	
	TLC – The Learning Center	2410	30	Ext. 1654 or 1655
	Bldg. 2100	2111, 2174	10 each	Ext. 1001
Event Space				
	Cafeteria	1700	80	Ext.
	Cafeteria-Patio		30-50	
	Mertes Center for the Arts Lobby	4000	50-100	
	Reading Room	2401	100-125	Ext. 1001
	Staff Lounge	1300D	55	Ext. 1001
Lecture Halls				
	Small Lecture	801	125	Ext. 1631 or 1001
	Large Lecture	2420	204	Ext. 1631 or 1001
Outdoor Spaces				
	Amphitheater	-	_____	Ext. 1631
	Courtyard, Bldg. 800	-	50-75	Ext. 1631
	Library Patio	Outside Bldg. 2000	100 or use as Registraton Area	Ext. 1156

	Room	Room Number	Seats	Contact
	Physical Education Spaces	Bldg 2500		
	Aquatic Center - Competition Pool - Instructional Pool - Pool House			Ext. 1631
	Fields, Soccer	-	-	Ext. 1274 & 1631
	Track & Field	-	-	Ext. 1274 & 1631
	Gymnasium, Basketball with Bleachers 2 nd Floor Overlook Classrooms		_____DYAN WCB	Ext. 1274 & 1631
	Theaters			
	Main Stage Theater	4119	468	Ext. 1631
	Black Box Theater	4128	175	Ext. 1631
	Amphitheater	-	_____	Ext. 1631

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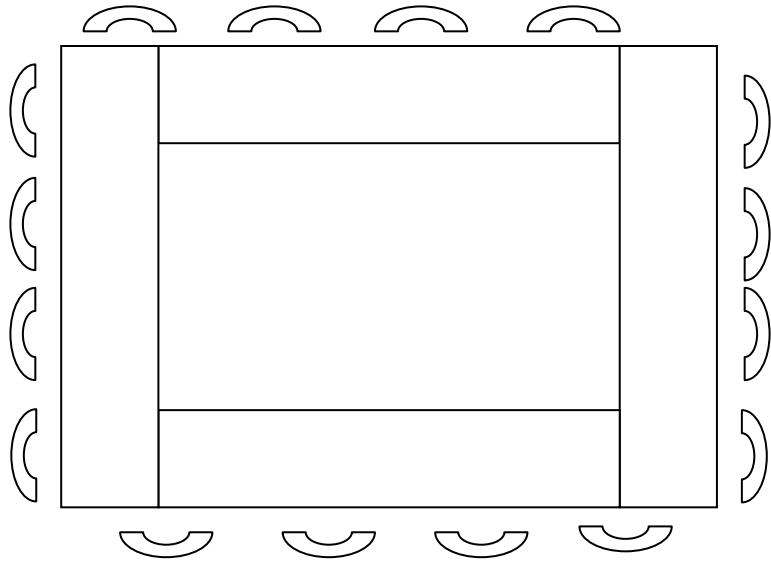
Addendum C

SAMPLES OF ROOM SET UPS

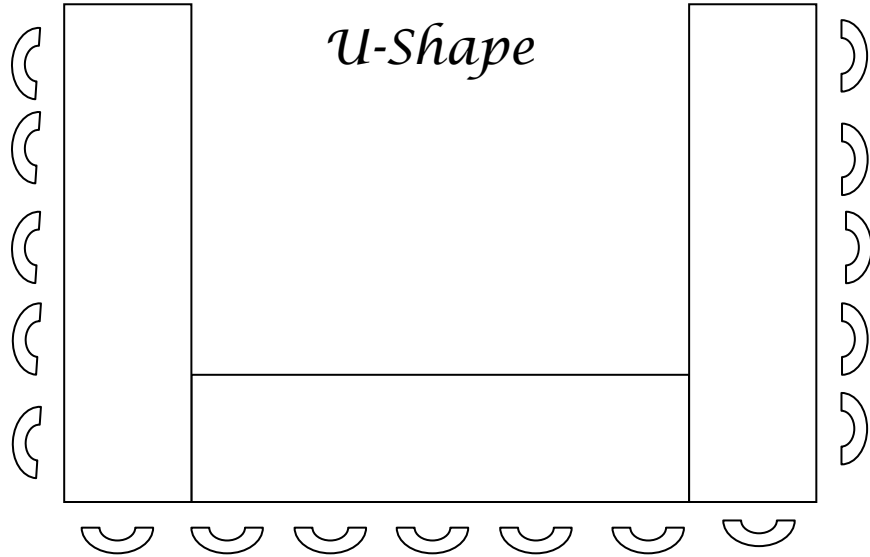
See Next Page.

On the Facilities Request Form, sketch of your desired set-up on a separate piece of paper and designate number of chairs and tables needed.

Hollow Square



U-Shape

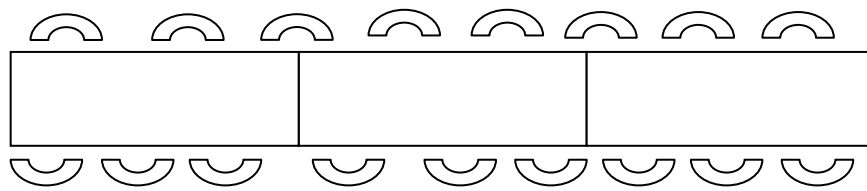
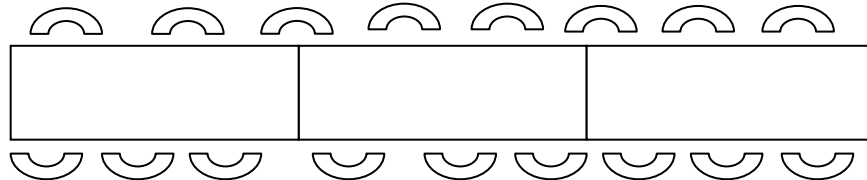


Designate number of chairs and tables needed, in a sketch;
attach to the Facilities Request Form

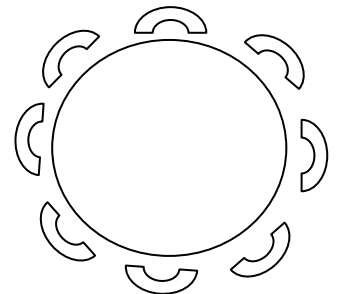
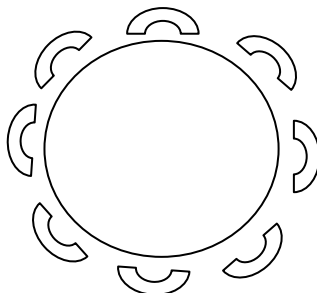
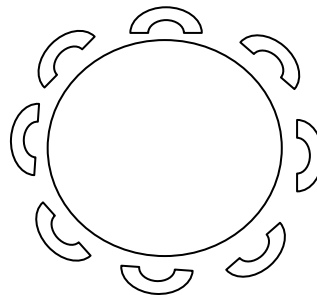
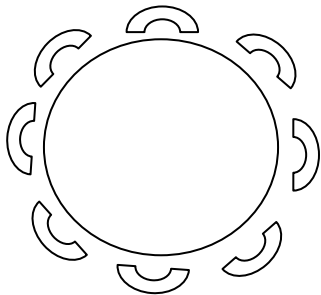
Banquet/Dining

P.

[State if podium and/or front table needed.]



Rounds



Designate number of chairs and tables needed, in a sketch;
attach to the Facilities Request Form