

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
 - 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
 - A [COVID-19 Waiver Form](#) for any guests to the College that are not students or faculty
This is required by our insurance company through 06/30/2022.
- 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 even 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

Guest Services and Scheduling Specialist

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