Cultural & Educational Committee Resources

<u>**Vendors:**</u>

- Vendors are considered any person or entity that wishes to sell/promote their products or provide services on campus. Examples include guest speakers and store chains. For more information, please visit the LRCCD Purchasing Department website [HERE](#).
- If a new vendor is being proposed, their [Vendor Packet](#) should be completed at least 7 weeks prior to the event in order to provide prompt payment.

<u>**Graphic Design and Marketing Support:**</u>

- To request assistance with creating a flyer, promoting events on social media or adding events to the CRC calendar of events, use the [Marketing and Website Support Request Form](#). If you require graphic assistance, please submit your request as soon as possible to ensure timely completion.

<u>**Securing Facilities:**</u>

- Labs, conference rooms and classrooms may be available to reserve either through facilities or with individual departments, list of the different spaces and who to contact can be found on the attached campus facilities scheduling form. To reserve classrooms, WINN 150, most conference rooms, cafeteria and any open space on campus, please be sure to utilize the Campus Facilities Scheduling Form on the [Facility Use for Campus Events](#) webpage.

<u>**Requesting AV Equipment:**</u>

- Submit a request via the [Service Central](#) site.

Event Planning Checklist

Beginning Stages

- ☐ Define the event objective/purpose
- ☐ Designate one or two point-of-contact committee members
- ☐ Decide event type and format (ex. workshop, fair, open house, panel discussion | in-person/virtual/hybrid)
- ☐ Provide a short description of what attendees can expect as part of the event/why should they attend
- ☐ Target audience/total number expected (ie. current students, faculty/staff, prospective students, general community, dignitaries/VIPs)
- ☐ Create an expense sheet (ie. printing, table/chair rentals, food, additional staff time, etc.)
- ☐ Establish a name for the event
- ☐ Identify vendors
    - ☐ Are they approved vendors or a new vendor?
    - ☐ If they are speakers, performers, confirm their availability
        - ☐ Request short bio and digital photo for promotional materials
- ☐ Select a preferred day and date (check Calendar for potential conflicts and holidays)
- ☐ Establish the start and end time (consider class times and travel time for participants/guests)
- ☐ Decide on campus and room/area location, if applicable
    - ☐ Is a rain plan needed (prepare for inclement weather)?
- ☐ Notify appropriate administrator of event (President, Dean, Supervisor, etc.):