

# EVENT PLANNING 101

*A reference guide to help faculty and staff plan events at College of the Canyons*

## WHEN:

Find the right date

- Check the college [Facility Use Calendar](#) for dates your preferred location is available.

### Things to consider:

- Are other events scheduled for the day you're planning? Check the college's [Events Calendar](#) to avoid picking a date that conflicts with another major event.
- Avoid holidays.
- Timing is everything - Don't plan large events with large numbers of off-campus visitors during the first two weeks of the semester. Your guests won't have anywhere to park!

**Note:** Weekend and after-hours events will likely require overtime for staff from Custodial, IT, and Campus Safety, which will be charged back to your department budget. Check with your supervisor to confirm availability of funds.

## WHERE:

Find the best location

- Submit a [Facility Request Form](#) to Civic Center with your preferred date and location. Include setup details (layout, tables, chairs, AV, etc.) for your room/facility booking.
- Civic Center staff will provide an estimate of any charge-backs for overtime or other costs. Your supervisor must provide written approval of overtime charges before event can be booked. Civic Center. Ext. 3029 [Rick.lopez@canyons.edu](mailto:Rick.lopez@canyons.edu)

## HOW:

Confirm logistical details with the appropriate campus offices

### PARKING

- If you expect off-campus guests to attend, contact Campus Safety regarding parking. Campus Safety. Ext. 3229 [CampusSafety@canyons.edu](mailto:CampusSafety@canyons.edu)

### FOOD

- On-campus catering: Contact ISSI for information. ISSI. Ext. 3578 [Issi@canyons.edu](mailto:Issi@canyons.edu)
- Off-campus vendors: If you plan to hire an outside vendor to serve food (such as a food truck), contact Contracts & Procurement for permit and insurance requirements. Contracts & Procurement. Ext. 3476 [Purchasing@canyons.edu](mailto:Purchasing@canyons.edu)
- Alcohol: No alcohol can be served on campus without a liquor license. Contact the Foundation for details. Foundation. Ext. 3434 [Cocfoundation@canyons.edu](mailto:Cocfoundation@canyons.edu)

# HOW:

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## AUDIOVISUAL

- Contact Audiovisual to confirm availability and setup of microphones, speakers, projectors, screens, or other AV needs. Audiovisual. Ext. 3953 [Helpdesk@Canyons.edu](mailto:Helpdesk@Canyons.edu)

## PAYMENT

- If you will be charging an admission fee to your event, contact Contracts & Procurement for directions on proper payment processing. Contracts & Procurement. Ext. 3476 [Purchasing@canyons.edu](mailto:Purchasing@canyons.edu)

## VENDORS

- If you will be selling items, or having outside vendors sell items, you will need to obtain a 1-day permit from Campus Life by completing this form: [https://www.canyons.edu/documents/student-services/studentdevelopment/Vendor\\_Permit\\_Form.pdf](https://www.canyons.edu/documents/student-services/studentdevelopment/Vendor_Permit_Form.pdf)

## PRESIDENT'S OFFICE

- If you would like the Superintendent/President or Board of Trustees members to attend, or speak at, your event, please contact the President's Office to coordinate. President's Office. Ext. 3400 [PresidentsOffice@canyons.edu](mailto:PresidentsOffice@canyons.edu)

## ELECTED OFFICIALS OR CANDIDATES

- If you are inviting an elected official, such as a member Congress, a state legislator, or City Council member, or a candidate running for office, to participate in your event, please notify the Public Information Office. Ext. 3414. [PIO@canyons.edu](mailto:PIO@canyons.edu)

## GUEST SPEAKERS

- If you are inviting a Guest Speaker to your event, please complete the Request for Guest Speaker Form. All requests for UNPAID or PAID Guest Speakers must be made by completing the form and submitting it to the Division Dean or Department Manager, Department Chair, and Executive Cabinet Member. Download the form at this link. [https://intranet.canyons.edu/\\_documents/forms/contract-services/2024-10-01-Guest-Speaker-Request-Form.pdf](https://intranet.canyons.edu/_documents/forms/contract-services/2024-10-01-Guest-Speaker-Request-Form.pdf)

## MARKETING

- Add your event to the [College events calendar](#) after Civic Center has confirmed the event.
- Promote it on your department's social media channels.
- [Request posters or fliers](#) from the Public Information Office. Allow for at least four weeks of lead time.
- [Post fliers or posters](#) on college bulletin boards. Contact Campus Life & Student Engagement for details. Campus Life & Student Engagement. Ext. 3238 [Campus.Life@canyons.edu](mailto:Campus.Life@canyons.edu)
- Request messaging on outdoor marquees and indoor monitors. Public Information Office. Ext. 3414 [PIO@canyons.edu](mailto:PIO@canyons.edu)

**Remember:** As the organizer, you're in charge of planning and coordinating all the details needed to ensure your event is a success. The departments mentioned above will address their specific tasks and are here to answer any questions and offer suggestions. This also includes staff who manage facilities like the University Center, Performing Arts Center, and Intercultural Center. They're available to assist and support you, but the overall responsibility for organizing the event is yours.

**Note:** Student club and organization events should be coordinated by the Office of Campus Life and Student Engagement.

