

# Phoenix College Internal Event Planning Guide

**Discuss the event/meeting with your supervisor/team.**

**Determine the nature of the event:**

Internal - Internal events are prepared and planned solely by Phoenix College employees (or MCCCDC employees). The audience may be students, staff and/or community. We may invite other organizations to assist us with the event, but it will be marketed and publicized as a Phoenix College (or MCCCDC event). Examples: PC Band/Choir Concerts, PC SLL Monster Ball, PC FOI Expo, PC Athletics Games/Practices, PC Career Fair.

Co-sponsored - The term “**co-sponsor**” means any non-commercial activity of an educational or community nature in which MCCCDC is an announced and publicized co-sponsor with another organization or organizations. To be a co-sponsor under this regulation, MCCCDC personnel must actively participate in the planning and managing of the activity, and the co-sponsorship must be approved at the vice president level or above. Examples: PXU High School Expo, HBCU Fair, STEM Teachers Phoenix Orientation, Rosie’s House Concerts.

Co-sponsored events require the signature of the appropriate departmental Vice President (\*Student Affairs also requires the approval of the appropriate Dean prior to submission as well.)

Rental - Events planned by any Non-MCCCDC (external) parties, including non-profit agencies or other public entities, must pay fair market rent unless the use relates directly to MCCCDC's stated mission. All potential facility rentals must be referred to the PC Event & Fleet Services Office.

MCCCDC Administration Regulations regarding the use of college facilities use can be found [here](#). If assistance is needed to determine the nature of an event, please contact Priscilla Gonzales at 602.285.7437 or Nancy Yocopis at 602.285.7734.

**Select the date.** Make sure it doesn’t fall on a holiday, campus closure date or conflict with any other events taking place on campus or within MCCCDC that might compete for attendees.

**Identify location.** Things to consider when selecting your location:

- Who is your target audience?
- How many attendees are anticipated?
- What kind of seating does the event require? (i.e. theatre seating, classroom style, banquet style, etc.)
- Is food/beverage being served or provided? Please remember that food/beverage are not permitted in classrooms, labs and inside the Bulpitt Lobby & Auditorium.
- It is required that Sodexo be given the opportunity to bid on all internal, co-sponsored, fee waived and rental events. Sodexo can be reached at 602.285.7669.
- Assess accessibility needs and requirements for attendees.
- How much time will you need for set up and take down? In addition to actual event beginning and ending times, we also ask what time you want the room ready for set up to help ensure that our part is complete before you arrive to get ready for the event.

**Check location availability in 25Live.** Once you’ve narrowed down potential locations for your event you can check 25Live for availability and submit your request. Keep in mind

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there may be prior events scheduled for the same space that have not yet been saved as “tentative” or “confirmed” and may not show in the system. If that happens someone from Event & Fleet Services will contact you as soon as possible to discuss other options.

**Schedule event planning meetings.** Include Event & Fleet Services staff in all meetings to discuss facility and logistical needs/options. We are happy to attend planning meetings with internal and external customers. This helps with answering questions regarding facilities and logistics as they arise and keeps you from having to be the middle man.

**Venue and logistics planning.** Determine all details IT equipment, set-up such as tables, chairs, sandwich board signs, stage, podium, VIP parking, etc.. Document the set-up and support needed for your event on the 25Live Event Request Form. PC Staff in charge of reserving the space will send a confirmation memo via email copying you to PC IT, PC College Police, PC Operations and all other departments that are needed to support the event and/or be aware it is taking place on campus. Notify Events & Fleet Services if you are expecting any deliveries or need special accommodations for your event. We are happy to work with you to make sure event needs are met to best of our ability. Due to staffing and scheduling we may be limited but we are willing to assist in finding a solution.

**Finalize your set-up plans and IT needs.** We may ask for a diagram, especially if the event is large and requires the use of a lot of resources. Diagrams help to minimize confusion and miscommunication regarding set up and preparing for your event. Diagrams can be added as an attached file to your 25Live Event Request Form.

**Submitting your event in 25Live.** When you are ready to submit your request in 25Live fill out the form carefully with a descriptive name and correct information. The following tips may help:

*Primary Organization:* Select the PC organization/department that is planning the event. If you are making the reservation request for an event that is being planned by a District or Sister College event, select the PC organization/department you are representing.

*Expected Head Count:* The expected head count doesn't have to be exact, this information is required to help ensure the space requested is the best fit for the event.

*PC Calendar Event or Trip Description:* Add a brief description of the event and include the PC organization/department involved. If the event is included on the PC Event Calendar this description will be visible. Please check grammar and spelling before submitting.

*Event or Travel Date and Time:* Enter the exact beginning and ending time for the event.

*Additional Time:* This is where you arrange for additional time needed in the space for set up and take down. The Events office will have equipment and resources in place prior to the set-up time indicated.

*Repeating Pattern:* If the event repeats daily, weekly or monthly at the same time, select the Repeating Pattern option and indicate the additional dates as needed.

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*Location or Vehicle Requested:* Select the space being requested for the event. If the desired space doesn't show as available it is likely already reserved for another event. Contact the Event Office to see if another option is available.

*Event Resources:* This is where you select the resources (sandwich boards, tables, chairs, podium, etc.) needed for the event set up. Spaces like the Hacienda and Willoughby Rooms always need resources and set up instructions because the space is typically empty. Please provide a diagram for outdoor events that indicate specific placement of the selected resources to the event request. If IT support is needed for the event, select "Media Staff" and we will notify them of the event and they will be in contact with you.

*Attached Files:* The event set up diagram and/or additional event details can be loaded as an attachment here.

*Contact Roles:* The person submitting the request in 25Live will show in the requester role. My name (Priscilla Gonzales) will appear in the scheduler role. The other roles can be used to add other PC/MCCCD staff who need to be alerted to the event details and confirmation.

*Event Categories:* Selecting one or more of the following categories will allow the event to appear in the online event calendar...

Athletics: PC athletic games and athletic events which are open to students, alumni, and the public.

Open to the Public: Events which are open to the public and public events hosted at the PC campus by other organizations, like voter registration drives, blood drives, food distribution events, etc

Students: Events which are open to all Phoenix College students, such as STEAM Days, FOI Expo, PC United Student Government meetings, Student Life events, etc.

Arts: Events hosted by the PC Visual & Performing Arts Department which are open to the public, students, alumni, faculty & staff.

*Event Comments:* Add any additional information or messages regarding the event, location or resources in this area.

Event State: The event should always default to "Draft".

**Changes, questions and revisions.** After your event is confirmed any changes can be sent to the scheduler who sent out the confirmation memo email for the event.

**Please refer any questions regarding the internal event request process to the PC Event & Fleet Services Office.**