

This form is to be completed and turned in NO later than 3 weeks prior to the event.
Turn this form into Student Life Coordinator.

Office of Student Life | Campus Center
North Hennepin Community College
studentlife@nhcc.edu | 763-424-0801

EVENT PLANNING GUIDE

step 1: Event Approval

Obtain Approval

- o Submit a completed Event Request to your club/org advisor for approval. Submit completed form to the Office of Student Life.

step 2: Event Planning

Develop a Budget

- o Develop a detailed budget. Determine which items (from Event Request) will require funding (speaker fees, catering, promotion, etc.) and build expected costs into the event budget. If additional funding is needed, ask to be put on a Senate meeting agenda to request additional funding.

Plan for Event Promotion

- o Plan should include:

Purpose of the event – what do you hope to acc 792 rpN11.04 T/F1 11.04 Tf1 0 0 N3 434.?3(o)-5(n)14(a)-

step 3: Logistics

Request miscellaneous items

- A popcorn machine, camera, and easels are available to rent upon request. Pick up a rental form in the Office of Student Life or request one to be sent to you electronically at studentlife@nhcc.edu.

Order food

- All food on campus can be catered by a License Food Vendor. Work with the Student Life Coordinator to place your order.

Plan for Special Accommodations

- Access Services can assist you with any student access services required for your event. Email Access Services at disability@nhcc.edu for assistance.

Arrange for Security and Parking

- If you need visitor parking passes, please contact the Information Center at info@nhcc.edu.
- If you need to reserve parking spaces for your event, contact the Office of Student Life.
- If Public Safety staff is required for your event, send a request to the Office of Student Life. For events requiring security outside of normal working hours, overtime must be approved in advance by the Director of Public Safety and that cost will come out of your club/org budget. Please plan for additional time for events that require overtime staffing, and budget accordingly.

Arrange for Photography/Videography

- Most events on campus can be photographed or recorded by someone in your club/org. For larger, institutional events of interest to the general public, a request for photography services can be submitted to Student Life. Photos and video of the event should be emailed to the Student Life Coordinator for use in college news/social media/publications immediately following the event. Contact studentlife@nhcc.edu.

Arrange for Set Up and Tear Down

- You are responsible to set up and tear down your event. Make sure that your club/organization plans ahead to assure that you have adequate help on both ends.

Communication Details with Speakers and Guests

- Make sure your speakers and/or outside participants have been briefed on when to arrive, expectation for testing of audio/visual equipment in advance of any presentation, where to park, how to get to the venue, names of people greeting them, etc. Paid speakers should know that NHCC cannot pay the day of event – state statute allows for payment within 30 days of the event date.

Confirm All Arrangements

- Event Requestor should confirm all arrangements for the event with Student Life. (space, promotion, security, set-up and tear down, volunteers, speakers, food, IT, miscellaneous equipment, contracts, purchase order, etc.)

