

## PLANNING YOUR CAMPUS EVENT

EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

NUMBER ATTENDING: \_\_\_\_\_

TIME: \_\_\_\_\_

### CHECKLIST:

- Facilities Request: To reserve your room and lodging for guests, please contact Dawn Parks at ext. 8226.
- IT: For all your IT needs please contact the Help Desk at ext. 8411.
- Sodexo: You will need to contact Denise Wilcox at ext. 8225 for snacks and meals.
- Linens: Basic white or champagne linens are available through Sodexo if you are contracting with them for food. Contact Denise Wilcox at ext. 8225 for additional information.
- Centerpieces: You will need to determine whether or not you will need centerpieces. If you do, a limited selection is available by contacting Marilea Thiem at ext. 6775.
- Safety Office: Notify the Safety Office at ext. 8669 of your event and any safety or parking issues.
- Program: For program templates, visit the Do-It-Yourself Center at [www.doane.edu/diy](http://www.doane.edu/diy).
- Transportation: Need to pick up your campus entertainment at the airport? Go online to Request a Vehicle at [www.doane.edu/vehicle-reservation](http://www.doane.edu/vehicle-reservation).

### PUBLICITY:

- Press Release: Please contact Rebecca Svec at ext. 8589 at least 5 weeks in advance of your event or e-mail at [ocm@doane.edu](mailto:ocm@doane.edu). Short on time? See our press release template at [www.doane.edu/diy](http://www.doane.edu/diy).
- Photography: A request for photography can be made to the OCM office by e-mailing Allan Recalde at [ocm@doane.edu](mailto:ocm@doane.edu). Request must be received 14 days prior to the event.
- Posters: Visit the Do-It-Yourself Center at [www.doane.edu/diy](http://www.doane.edu/diy) for templates.
- Videotaping: Requests for videotaping can be made to OCM office by e-mailing Nancy Weyers at [ocm@doane.edu](mailto:ocm@doane.edu). Requests must be received 14 working days prior to the event.