

# Mesa Community College Special Events Checklist

Event Title:

Date:

Location:

Target Audience:

Event Sponsor:

Date  
Completed

## Selecting Date



Check MCC's Calendar of Events: [www.mesacc.edu/calendar.html](http://www.mesacc.edu/calendar.html) for potential conflicts. Also search for events such as religious holidays and major sporting events.

Consider audience availability (e.g., travel time, class schedules).

If you would like MCC's President to attend, give remarks, moderate a discussion, or participate, please contact (480) 461-7325 for availability.

Date  
Completed

## Budget



Draw up an estimated budget and record actual spent.  
What to include: venue rental, catering, linen, AV or other equipment, artwork or printing, advertising, signage, insurance, event personnel and entertainment.

Identify source of funds and follow necessary budget procedures. See MCCCCD website for policies/procedures under : [Fiscal Management](#)

Date  
Completed

## Space Reservation



MCC has art venues, conference rooms, state-of-the-art classrooms, athletic fields and an award winning Rose Garden available by reserve and rental by employees, community and private groups. To reserve a space: [Event Reservations](#)

Rentals for these venues are scheduled here: [Campus Space Rentals](#)

## Event Protocol

Contact Public Relations and Special Events [lora.lassitter@mesacc.edu](mailto:lora.lassitter@mesacc.edu) or (480) 461-7475 to discuss set-up and protocol for your event. Things to consider:

Date  
Completed



	Catering: On-campus contact <i>Sedexo</i> , Catering contact <a href="mailto:dina.norris@sodexo.com">dina.norris@sodexo.com</a> (480) 340-9916	
	AV equipment sound needs: lectern, microphone, computer and videography Contact Media Services <a href="mailto:helpcenter@mesacc.edu">helpcenter@mesacc.edu</a> (480) 461-7687	
	Room set up: chairs, stage, pipe/ drape, tables, linen and types of configuration. (See diagrams)	
	Signage: upon request, you may request campus poster boards from Student Services: <a href="#">Student Life Resources</a> (480) 461-7282	
	Public Safety: Notify campus security of your event and familiarize yourself with the emergency response procedures and accident/injury reporting requirements <a href="#">College Police</a>	

## Advertise Your Event

Contact Media Relations [dawn.zimmer@mesacc.edu](mailto:dawn.zimmer@mesacc.edu) or (480) 461-7892 to discuss audience, goals of event and appropriate media outreach. Media Relations can advise you with the following:

Date  
Completed



	<a href="#">Get the Word Out</a> request (instructions for both are located at the link) to share your news.	
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## Graphic Design

Contact Graphic Design [alfredo.hernandez@mesacc.edu](mailto:alfredo.hernandez@mesacc.edu) (480) 461-7891 for design, marketing, communication and print efforts.

Date  
Completed



	Invitations, brochures, event collateral, posters and promotional items	
	Graphic Standards & Guidelines	

Date  
Completed

**Speaker/Performer**



	Assign primary contact for the guest.	
	Contract: All contracts should be reviewed by District Office <a href="#">General Counsel</a> Contact (480) 731-8878	
	Honorarium: For payment procedures contact Fiscal Services (480) 461-7400	
	Obtain Background information: e.g., curriculum vitae/resume, photograph for publicity, title of lecture	
	Secure travel itinerary and accommodation.	
	Arrange ground transportation with local car/taxi service.	
	Identify person to introduce guest at event.	
	Follow-up on payment.	
	Send a thank you.	

Date  
Completed

**Additional Considerations**



	Event Risk Assessment: This is a screening tool to determine liability of event on campus. <a href="#">Risk Management</a>	
	Inclement weather planning	
	Exhibits, Displays and Signage	
	Parking	
	Mailing lists and target audience contact information	
	Special Needs: Dietary, and Disability Resources	