

**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

This form must be completed before any event is scheduled and submitted NO later than 3 weeks prior to the event.

step 1: Event Approval (*minimum 3 weeks prior*)

- **Obtain Approval**
 - 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 (*3 weeks prior*)

- **Develop a Budget**
 - 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**
 - Plan should include:
 - Purpose of the event – what do you hope to accomplish?
 - Target audience – who is this event for? Students? Campus community? Community members?
 - Determine type of publicity needed
 - Examples include: Flyers, Posters, Table Tents, Student Life Campus Center Monitors, Student E-Newsletter, Online Calendar, Facebook, Twitter, Campus TV Monitors, or the NHCC Website.
- **Flyers/Posters on Campus**
 - You are responsible to create your own flyers for events and submit to Student Life for approval. All posted NHCC material must have the ADA statement in the footer of their flyer:

“North Hennepin Community College is a member of the Minnesota State Colleges and Universities System and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529. North Hennepin Community College’s Access Services office can be reached at 763-493-0555.”
 - The flyer must also have “Hosted By (your club/org)” and the “Student Life Fee Funded” stamp somewhere on the flyer. Once the flyer is approved by OSL, you may request flyers (maximum 10) and posters (maximum 4) if desired. The OSL will post flyers/posters around campus.

step 3: Logistics (2 weeks prior)

- **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.)

step 4: Event Management (*day of event*)

- **Set up**
 - Put out any sandwich boards/easels/directional signage well before your event starts. Be on hand at your venue to answer any questions that may arise.
 - Arrive early, enjoy the event, check on arrangements, return all equipment, and clean up after.
- **Manage event**
 - If you use evaluation forms, which is encouraged, don't forget to hand them out during your event so you can collect feedback.
- **Tear down**
 - Leave the space the way it was before the event.

step 5: Assessment (*Within 1 Week Following Event*)

- **Evaluation Forms**
 - Evaluation forms are available through the Office of Student Life should be completed after each event.

Student life staff

Paulette Bonneur, Director of Student Life

Oversees Office of Student Life operations

Tarsha Davis-Martin, Student Life Coordinator

Works with clubs/orgs and advisors; social media, Backup Support for Rec Sports

Hanh Le, Student Life Programming Coordinator

Coordinates large event programming for Student Life, Coordinator for L.E.A.D Series and LEAD in The Wild, social media

Nathan Field, Rec Sports Coordinator

Coordinates and oversees all rec sports activities