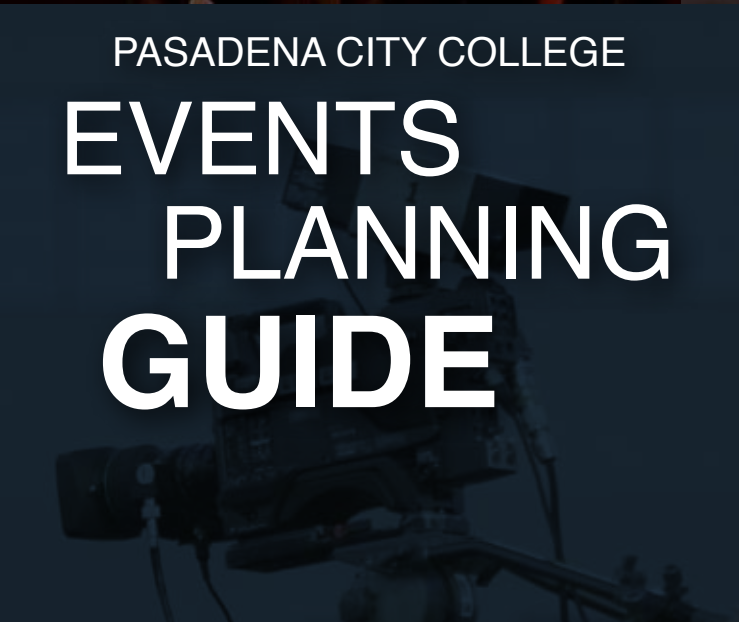




# PASADENA CITY COLLEGE EVENTS PLANNING GUIDE






# What Goes Into An Event?

Pasadena City College hosts thousands of events annually. These include everything from concerts and football games to guest lectures and community events.

Each year,  
PCC hosts as many as  
5,000 events.

These events are successful and garner the attention they deserve with careful planning and preparation.



This Pasadena City College Events Planning Guide is designed to help members of the PCC community in the planning, preparation, and running of events and programs at the college. We have designed this handbook to be user-friendly with the hope that it will guide you through the process from start to finish. Contained within these pages you will find helpful tips, timelines, and procedures governing events.

There are many aspects that go into event planning. It is a *group effort* that involves several other campus entities. The following is a list of key offices and departments that you may be working with during the process:

## **Campus Police and Safety Services**

Campus Police and Safety Services has several divisions that assist staff and students. Police cadets provide an escort service to and from the classroom when requested. Police also properly deploy staff to assist campus users with their events. The Parking Unit is responsible for coordinating event parking permits.

## **Disabled Student Programs and Services**

DSP&S is the support system enabling eligible students to fully participate in all of the college's programs and activities. On an as-need basis, arrangements may be made for a wide-array of support services, including sign-language interpreting and closed-captioning.

## **Facilities Services**

Facilities Services provides setup, breakdown, and cleaning services for all campus events. They maintain a safe, healthy, attractive, and functional learning environment on the PCC campus. Facilities Services staff are involved with construction and planning, custodial, grounds, maintenance, and skilled trades.

## **Office of Campus Use**

The Office of Campus Use is responsible for scheduling all events at PCC. Facilities are available for reservations throughout the year. Each year, PCC accommodates thousands of meetings, student and athletic activities, conferences, and fine and cultural arts events.



## **Office of the President**

The Office of the President calendars all high-profile events where the presence of the Pasadena Area Community College District Board of Trustees and/or the college president is requested or required. This office should receive notification of such events well in advance of the expected event date in order to coordinate the schedules of both the trustees and the president to insure their availability. These events include all functions with expected attendance by elected officials, other state and local dignitaries, and/or educational leaders.

## **Public Relations/Publications Office**

The Public Relations area is charged with informing the community about the programs, awards, success stories, and events at PCC.

The Publications Office is charged with creating compelling, informative, and aesthetically pleasing publicity and marketing materials to promote the college's mission, programs, and resources to the community.

## **Staging Services**

Staging Services is a technical support department that specializes in both theatrical (lighting, audio, rigging, and other stage technologies) and multimedia presentation technology computer interfacing for both community and campus events in all campus venues.

## **Student Affairs**

The Office of Student Affairs reviews and approves all events for authorized college student organizations, including: Associated Students, campus clubs, and organizations that have been officially recognized by the Associated Students of PCC's Inter Club Council.

# The Events Planning Process

The PCC events planning process has been created to provide resources and direction to all campus departments and areas that plan to hold events. There are two types of events: a PCC Event and a Civic Event.

- PCC Event – An event that an on-campus department, office, area, or division sponsors wholly or in partnership with a community organization.
- Civic Event – An event that is sponsored wholly by a community/commercial organization.

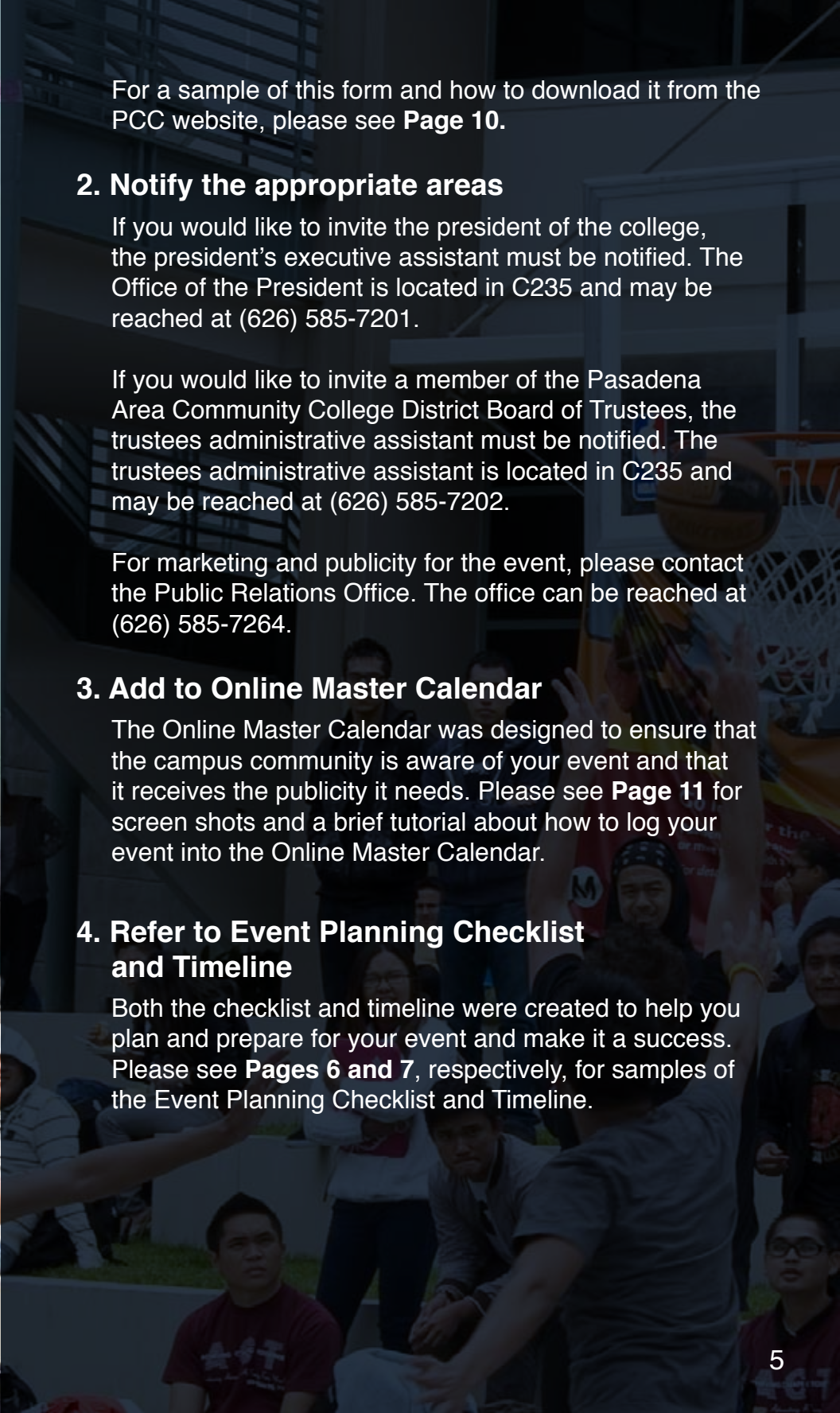
The following is a step-by-step process about how to schedule, plan, publicize, and ultimately create a PCC event:

## 1. Events Coordinator contacts PCC Office of Campus Use

The person in charge of the event must begin by contacting the Office of Campus Use to reserve space for the event. Campus Use is located in Room C218 and may be reached at (626) 585-7233.

The Office of Campus Use will determine if the event is a **Civic Event** or **PCC Event**. Procedures for a Civic Event are covered under a separate document. If the event is a PCC Event, you will need to fill out a **Clearing House Form for College Activities** and a **Staging Services Technician Request Form**. You may obtain these forms from the Campus Use Office or download them from the PCC website. For samples of the forms and how to download them, please see **Pages 8 and 9**, respectively.

Events considered “student activities” or “student-run” must fill out an **Official Activity Request – Student Organizations** form.



For a sample of this form and how to download it from the PCC website, please see **Page 10**.

## **2. Notify the appropriate areas**

If you would like to invite the president of the college, the president's executive assistant must be notified. The Office of the President is located in C235 and may be reached at (626) 585-7201.

If you would like to invite a member of the Pasadena Area Community College District Board of Trustees, the trustees administrative assistant must be notified. The trustees administrative assistant is located in C235 and may be reached at (626) 585-7202.

For marketing and publicity for the event, please contact the Public Relations Office. The office can be reached at (626) 585-7264.

## **3. Add to Online Master Calendar**

The Online Master Calendar was designed to ensure that the campus community is aware of your event and that it receives the publicity it needs. Please see **Page 11** for screen shots and a brief tutorial about how to log your event into the Online Master Calendar.

## **4. Refer to Event Planning Checklist and Timeline**

Both the checklist and timeline were created to help you plan and prepare for your event and make it a success. Please see **Pages 6 and 7**, respectively, for samples of the Event Planning Checklist and Timeline.



## PCC Event Planning Checklist

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### Budget Planning Checklist

The following should be taken into account when planning a PCC event:

#### 1. Facilities/Equipment

- ☐ Meeting/reception room rental
- ☐ Overnight accommodations

Rental of:

- ☐ Chairs
- ☐ Tables
- ☐ Props \*
- ☐ Lectern
- ☐ Tent \*
- ☐ Canopy \*
- ☐ Lighting
- ☐ Extra help
- ☐ Coat checkroom
- ☐ Electrical/telephone hookups
- ☐ Set-up charges
- ☐ Flooring/carpeting Risers

#### 2. Food Service

- ☐ Number of people to be served
- Cost per person for:
  - ☐ Luncheon
  - ☐ Dinner
  - ☐ Afternoon break
  - ☐ Other beverages
  - ☐ Table linen
  - ☐ Gratuities

#### 3. Decorations

- ☐ Flowers
- ☐ Table decorations
- ☐ Extra plants
- ☐ Corsages
- ☐ Directional signs
- ☐ Balloons
- ☐ Ribbon

#### 4. Design & Printing & Web Content

- ☐ Save the Date
- ☐ Invitations
- ☐ Programs
- ☐ Promotional flyers
- ☐ Posters/Tickets/Maps
- ☐ Name tags
- ☐ Registration packets
- ☐ Publicity Materials
- ☐ Email distribution
- ☐ Web flyer, feature

#### 5. Postage/Shipping

- ☐ Invitation & reply card postage
- ☐ Bulk mailing of promotional materials
- ☐ Mailing house charges
- ☐ Shipping

#### 6. Recognition items

- ☐ Awards/Plaques
- ☐ Engraving/Calligraphy

#### 7. Miscellaneous

- ☐ VIP travel/expenses
- ☐ Honoraria
- ☐ Gifts
- ☐ Mementos
- ☐ Extra help
- ☐ Security
- ☐ Insurance
- ☐ First-aid station

#### 8. Transportation

- ☐ Buses
- ☐ Vans
- ☐ Parking
- ☐ Valets

#### 9. Entertainment

- ☐ Fees
- ☐ Additional equipment
- ☐ Promoter fees
- ☐ Contract

To download a full version of this checklist, please visit  
[www.pasadena.edu/eventsplanning/](http://www.pasadena.edu/eventsplanning/)





## **PCC Event Planning Timeline**

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### **Six months ahead:**

- ☐ Select a theme
- ☐ Select the date
- ☐ Contact Facilities Coordination
- ☐ Clear the date with important participants (President)
- ☐ Double-check for conflicts with major institution or city functions
- ☐ Consider whether weather conditions or other demands on people's time (summer vacations, the start of school, holidays) might make the date inconvenient
- ☐ Plan and obtain approval of a budget
- ☐ Create a preliminary guest list
- ☐ Develop a rain plan if the event is outdoors
- ☐ Select and order recognition items and get them engraved immediately
- ☐ Order favors, souvenirs
- ☐ Reserve special equipment (vans, busses, tables, chairs, tents)
- ☐ Confirm master of ceremonies and speakers
- ☐ Audition entertainers
- ☐ Plan audio-visual presentations
- ☐ Plan promotion and publicity
- ☐ Add event to web and master calendar
- ☐ Plan event website (at least two months before live date)

### **Three months ahead:**

- ☐ Plan and get approval of invitations
- ☐ Finalize guest list
- ☐ Select menus
- ☐ Print tickets and parking permits
- ☐ Keep campus officials, deans, and administrative officers informed of your plans
- ☐ Plan decorations and color scheme
- ☐ Send advance announcements

### **Two months ahead:**

- ☐ Address invitations and set a mailing date
- ☐ Finalize decorations and facility arrangements
- ☐ Make hotel and transportation arrangements for out-of-town dignitaries
- ☐ Secure hosts/hostesses to assist with the event
- ☐ Make directional and welcome signs
- ☐ Write and print program
- ☐ Inspect the facility
- ☐ Continue publicity on schedule


### **Two to four weeks ahead:**

- ☐ Record and acknowledge RSVPs
- ☐ Stuff registration packets
- ☐ Send final instructions to all dignitaries
- ☐ Write speeches and introductions
- ☐ Email flyer created
- ☐ Create a seating chart

To download a full version of this timeline, please visit  
[www.pasadena.edu/eventsplanning/](http://www.pasadena.edu/eventsplanning/)



**PASADENA CITY COLLEGE**  
**Clearing House Form for College Activities**



PRINT FIRMLY OR TYPE

\*Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_  
MONTH DAY YEAR

Reserve room from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Event will start at: \_\_\_\_\_ am/pm

Event Names: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Rehearsal/Set Up Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

\*In case of cancellation, 24 hour notice must be given to Office of Campus Use at Ext. 7233 or email: [mcandross@pasadena.edu](mailto:mcandross@pasadena.edu)

**DESIRED LOCATION OF EVENT (Check the appropriate box)**

<input type="checkbox"/> Amphitheatre	<input type="checkbox"/> Creveling Lounge	<input type="checkbox"/> Quad
<input type="checkbox"/> C333	<input type="checkbox"/> Forum	<input type="checkbox"/> R333
<input type="checkbox"/> Campus Center Circle	<input type="checkbox"/> Forum Patio	<input type="checkbox"/> WIFI Lounge
<input type="checkbox"/> CEC Multipurpose	<input type="checkbox"/> Harbison Hall	<input type="checkbox"/> _____
<input type="checkbox"/> Circadian	<input type="checkbox"/> Mirror Pool	<input type="checkbox"/> _____
<input type="checkbox"/> Circadian Patio	<input type="checkbox"/> Plaza	<input type="checkbox"/> _____

\_\_\_\_\_ Round tables \_\_\_\_\_ Rectangular tables \_\_\_\_\_ Chairs

Floor plan attached **YES** or **NO**

**Special Requirements**

Reserver: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_  
 Department/Organization: \_\_\_\_\_  
 Student Contact: \_\_\_\_\_ Advisor: \_\_\_\_\_ Ext: \_\_\_\_\_

**FILL OUT A STAGING SERVICES FORM** for events using technical equipment; i.e., microphone, public address system, special presentations, and for rooms with specialized equipment. Call Ext. 7045 if you have any questions. Submit your staging form and clearing house form to the Office of Campus Use.

**CALL THE NEW MEDIA CENTER** at Ext. 7293 for all media equipment; i.e., TV/VCR, photo documentation, videotaping services, overhead projector, slide projector, training, etc.

**CALL FOR FOOD SERVICES** at Ext. 7793

**SIGNATURE IS REQUIRED BY:**

☐ Dept Manager \_\_\_\_\_ ☐ Faculty \_\_\_\_\_

☐ Division Dean \_\_\_\_\_ ☐ \_\_\_\_\_

This completed form must be returned to the Office of Campus Use, C208, two weeks prior to event. A signed copy of this form by the Office of Campus Use confirms your reservation.

\_\_\_\_\_  
**Office of Campus Use**

\_\_\_\_\_  
**Date**

**Distribution:**

☐ Campus Police  
☐ CEC

☐ Facilities  
☐ Staging

64/76 Office of Campus Use C208 x 7233

To view a full version of this form, please visit  
[www.pasadena.edu/eventsplanning/](http://www.pasadena.edu/eventsplanning/)



## Staging Services Technician Request Form

Staging Services Department C 230 Sexson Auditorium

585-7260 or 585-7045

Thank you for your request. To best serve you, please fill out ALL 3 sections of this form. Incomplete sections may result in this form being returned to the requestor, causing a delay or loss of technical support. As Staging Services technicians are only on an "on-call" schedule, a "FIRST COME, FIRST SERVED" policy is in effect, therefore, this form must be submitted as early as possible to the Staging Services Department.  
**Please feel free to contact Staging Services at any time, Monday through Friday, 9am to 5 pm, if you have any questions.**

### Part 1 – EVENT SPECIFICATIONS AND TIMES

Event Title: \_\_\_\_\_ Location: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Event START Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Organization: \_\_\_\_\_ Event Contact: \_\_\_\_\_  
Name of Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_ Office: \_\_\_\_\_  
Rehearsal Date(s): \_\_\_\_\_ Rehearsal Time(s): \_\_\_\_\_

### Part 2 – EVENT FUNDING

**COST CENTER NUMBER:** \_\_\_\_\_ **COST CENTER NAME:** \_\_\_\_\_  
☐ Instructional: Department: \_\_\_\_\_ Course Number (Required): \_\_\_\_\_  
☐ Administrative: \_\_\_\_\_ Area Manager: \_\_\_\_\_  
☐ Grant Title: \_\_\_\_\_ Grant ID Number: \_\_\_\_\_  
☐ AARC: \_\_\_\_\_ AARC Number: \_\_\_\_\_  
☐ Conference/Workshop: \_\_\_\_\_ Funding Source: \_\_\_\_\_  
☐ Other (Title): \_\_\_\_\_ Admission Price: \_\_\_\_\_  
☐ Office of Student Affairs \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_

There is a 3 (three) hour minimum for each technician. The number of Technicians assigned will be determined by Staging Services  
A 24 hour cancellation notice must be received by Staging Services prior to the start time otherwise  
full technician charges may be assessed and billed. Contact Staging Services at X7260 or X7045 for cancellations.

### Part 3 – Technical Requests/Support

Audio Support: (Some requested items may not operate in certain venues. Please check with Staging Services first)  
☐ Public Address: ☐ Lectern with Microphone ☐ Microphone/Stand only Number: \_\_\_\_\_  
☐ Live Sound ☐ Band Number/type Instruments: \_\_\_\_\_  
☐ Vocals Number/Style Vocals: \_\_\_\_\_  
☐ Special Needs: Lavalier (body mic) No: \_\_\_\_\_ Table/Desk No: \_\_\_\_\_ Other: \_\_\_\_\_  
☐ Audio Playback FORMAT: ☐ CD ☐ DVD ☐ Computer ☐ iPod ☐ Other: \_\_\_\_\_

#### DATA PROJECTION FORMATS

☐ PC ☐ Macintosh Software: \_\_\_\_\_ Version: \_\_\_\_\_  
☐ INTERNET (Please note that non-PCC computers will not work on the PCC network)  
**Contact the New Media Center (X 7292) for VCR/TV monitors, video and other projectors, or for video feeds.**

### THIS SECTION TO BE COMPLETED BY STAGING SERVICES ONLY:

INVOICE # \_\_\_\_\_

Technician Charges: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ X \_\_\_\_\_ /hr = \_\_\_\_\_  
(Technician(s)) (Hours (Each)) (Total Hours) (Rate of Pay) (Total Due)

For payment: The requestor may either have a check drawn from their account made out to: **STAGING SERVICES** and delivered to Staging Services, C 230, Sexson Auditorium for deposit, OR submit a campus budget transfer to cost center 01-2312-2801-0000. Please make sure notice is given to Staging Services.

To view a full version of this form, please visit  
[www.pasadena.edu/eventsplanning/](http://www.pasadena.edu/eventsplanning/)



OFFICIAL ACTIVITY REQUEST – STUDENT ORGANIZATIONS

DIRECTIONS: Complete form for all on - and off - campus activities, including Quad tables and meetings. Submit form to the Office of Student Affairs at least two (2) weeks prior to the date of on-campus activities and at least four (4) weeks prior to off-campus events/trips. (For weekly/other regular meetings, submit just one request per semester.)

1. STUDENT-IN-CHARGE: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. Student Organization Name: \_\_\_\_\_  
3. Event Title/Nature of Activity: \_\_\_\_\_  
4. Type of event: off-campus\* on-campus open to all members only activity conference\*  
5. Expected Attendance: \_\_\_\_\_ \*Off-Campus Location/Facility: \_\_\_\_\_  
City/State: \_\_\_\_\_

6A. Desired Date	1 <sup>st</sup> Choice:	2 <sup>nd</sup> Choice:	3 <sup>rd</sup> Choice:
6B. Desired Time	from: to:	from: to:	from: to:
6C. Desired Location			
6D. Advertised Event Start Time			

7. Is Food Involved? ☐ YES ☐ NO If YES, what: \_\_\_\_\_

8. Expenses (list items here):	Funding Sources (clubs, T&A, ICC, etc.):	Amounts:
		\$
		\$
		\$
		\$

9. Will you charge? ☐ YES ☐ NO Advance Sales? ☐ YES ☐ NO If YES, amount you will charge \$ \_\_\_\_\_  
NOTE: All event-related money is to be handles by, and deposited to, the Student Bank **ONLY**.

10. Services Needed (Fees may be charged for some services):

10A. FACILITIES

Items Requested: \_\_\_\_\_  
Tables set up # \_\_\_\_\_  
Chair set up # \_\_\_\_\_  
Special Facilities Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10B. STAGING SERVICES

☐ PA System  
number of mics \_\_\_\_\_(max 6)  
☐ Speaker Podium  
☐ CD ☐ Cassette  
☐ OSA Portable Sound System  
Other (contact Staging Serv.) \_\_\_\_\_

10C. IRC/ITV (advisor must call)

☐ Smart Classroom  
☐ VCR & Monitor or Screen  
☐ DVD & Monitor or Screen  
☐ Video/Data Projector & Screen  
☐ Slide Projector/Overhead & Screen  
☐ Other (contact IRC/ITV)

NOTE: If event is in Sexson Auditorium or has specific set-up requirements, you must meet with Staging Services.

11. Parking passes requested? ☐ YES ☐ NO explanation: \_\_\_\_\_

12. Performer contract needed? ☐ YES ☐ NO performer/group name: \_\_\_\_\_  
(NOTE: contracts are **required** to get payment for speakers, performers, groups, etc.)

13. Crier publicity requested? ☐ YES ☐ NO (if yes, submit suggested text with this request)

\*\*15. ADVISOR — please print name: \_\_\_\_\_ Office Rm.# \_\_\_\_\_ Phone Ext.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
if different, event chaperone **signature**: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_

\* Conference and other travel-involved activities require authorization by the Office of Student Affairs **and** the Board of Trustees; these requests **must** be submitted at least four (4) weeks in advance to the Office of Student Affairs.

\*\* Advisor signs to indicate knowledge of, approval of, and commitment to providing chaperonage of this event.

OFFICE OF STUDENT AFFAIRS USE ONLY

Request on time? \_\_\_\_\_ Approved? \_\_\_\_\_ Denied: \_\_\_\_\_ To Board of Trustees: \_\_\_\_\_ Consent Item# \_\_\_\_\_  
Stipulations: \_\_\_\_\_  
\_\_\_\_\_

Forms Needed: ☐ Catering Req. ☐ Clearinghse. ☐ Crier Request ☐ Driver Auth. ☐ Meal Expense Rpt. ☐ Guest Speaker  
☐ Perf. Cont. ☐ Behav. Agreement ☐ Requisitions ☐ Staging Svcs. ☐ Transportation ☐ Travel (Salmon)  
☐ Vendor Agreement ☐ Other (specify) \_\_\_\_\_

Additional paperwork required of student group: \_\_\_\_\_

Student Affairs Advisor/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Dean of Student Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

5-part Distribution: WHITE — OSA GREEN — Scheduling Tech YELLOW — Advisor PINK — Student Originator GOLD — Police/Safety STUAF# 218 410

To view a full version of this form, please visit  
[www.pasadena.edu/eventsplanning/](http://www.pasadena.edu/eventsplanning/)





# Online Master Calendar

**Step 1:** Visit <http://www.pasadena.edu/staffservices/> and click on “Portal Login”.  
Enter your user name and password on the login screen.



**Step 2:** On the PCC Portal Main Menu, click on “News & Events”.

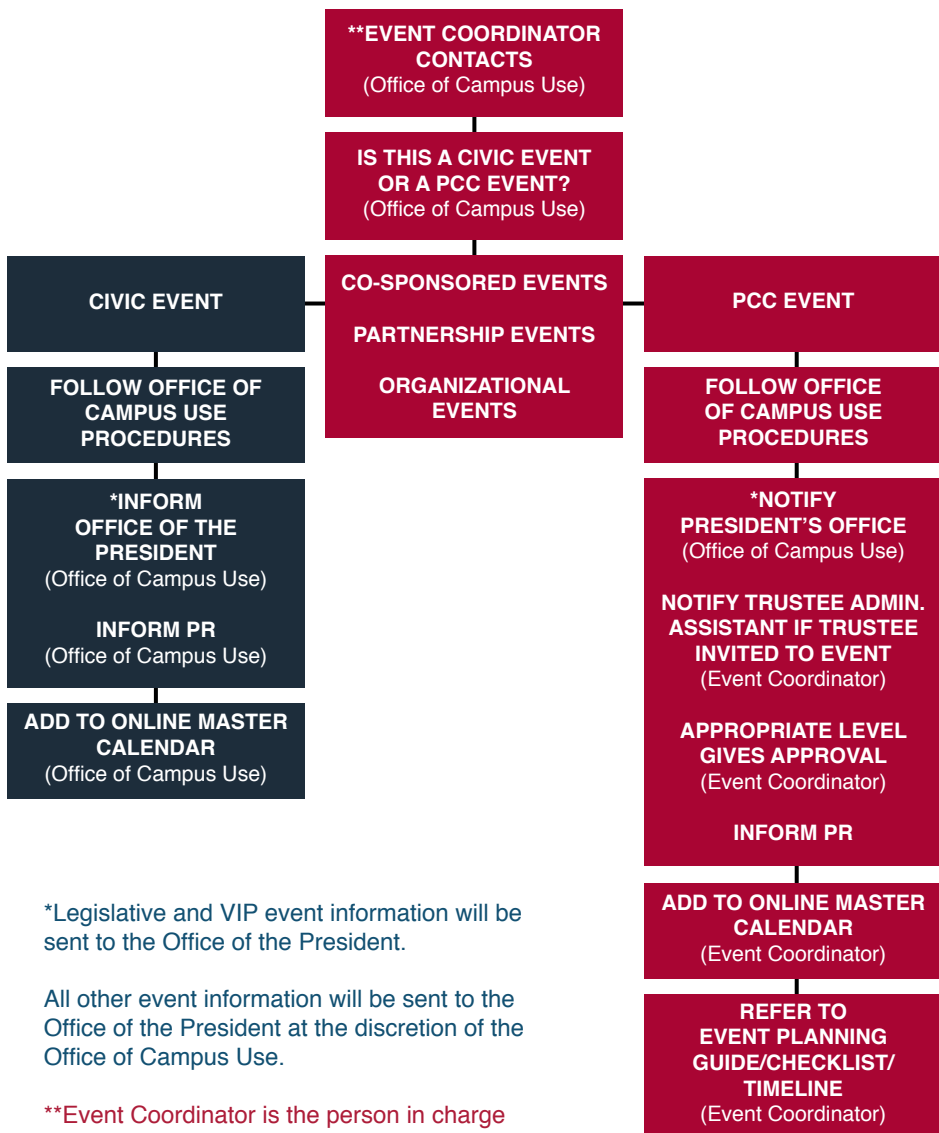


**Step 3:** Fill in the appropriate fields and follow the online steps to successfully log your event into the Online Master Calendar.



Note: For a full tutorial on how to use the Online Master Calendar, visit <http://www.pasadena.edu/staffservices/portal/tutorials/index.cfm>





# Important Contact Information

## **Board of Trustees**

Room C235  
(626) 585-7202

## **Campus Police and Safety Services**

Room B210  
(626) 585-7484

## **Disabled Student Programs & Services**

Room D209  
(626) 585-7127

## **Facilities Services**

FS Building  
(626) 585-7277

## **Office of Campus Use**

Room C218  
(626) 585-7233

## **Office of the President**

Room C235  
(626) 585-7201

## **Public Relations Office**

Room C145  
(626) 585-7264

## **Publications Office**

Room C145  
(626) 585-7250

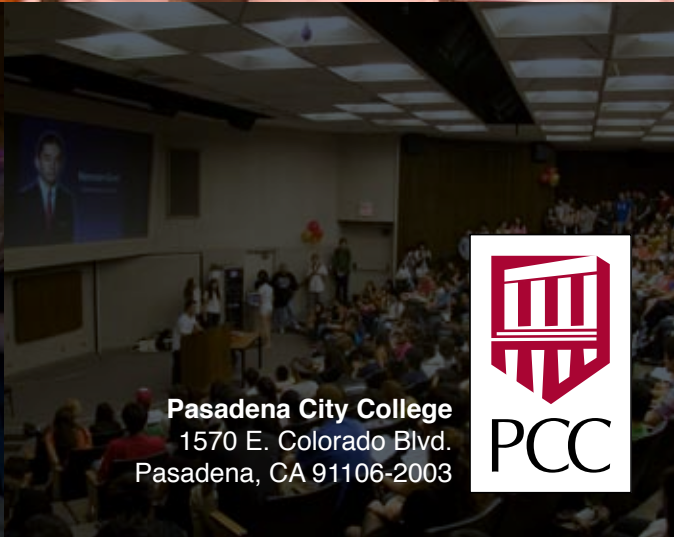
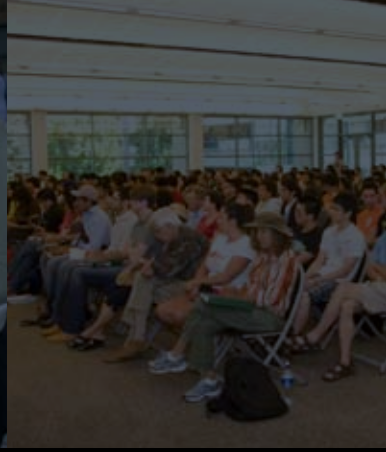
## **Staging Services**

Room C230A  
(626) 585-7260

## **Student Affairs**

Room CC105  
(626) 585-7384





**Pasadena City College**  
1570 E. Colorado Blvd.  
Pasadena, CA 91106-2003

