

CENTRAL TEXAS COLLEGE

Event Planning Checklist-External Events

Action	Who to Contact
Check event calendar for possible on-campus conflicts	www.ctcd.edu/calendar
Arrange for facilities management support: <ul style="list-style-type: none"> • Room reservation and Payment • Tables/Chairs/Setup support • Liability Insurance and Waiver For events to be held at the Planetarium:	Facilities.management@ctcd.edu www.starsatnight.org for information or 526-1768
Catering (events held on campus are required to go through our contracted on-campus caterer –no outside food)	Great Western Dining 526-1844